Position Description Report

Vacancy Title: **Noumea Convention Officer (Samoa Nationals and Permanent Residents Only)** Version: **1.00**

Location: **Vailima, Apia, Samoa**

Reports To: **Director, Human Resources and Administration**

Direct Reports:

Total Reports:

Organisation Information

The Secretariat of the Pacific Region Environment Programme (SPREP) is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The head office is based in Apia, Samoa with other SPREP offices in Fiji, the Republic of the Marshalls Islands, Solomon Islands and Vanuatu. SPREP has around 160 staff and has an annual budget of approximately USD51 million in 2026.

The establishment of SPREP in 1993 sends a clear signal to the global community of the deep commitment of Pacific Island Governments and Administrations for better management of the environment within the context of sustainable development. The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Objective

• Provide support to the coordination of the Noumea Convention Secretariat's functions ; • Support the Secretariat's implementation of approved activities under the Noumea Convention Workplan and Budget; and • Provide secretariat, administrative and paralegal support to the Department

Outcomes

Organisational Stakeholders

1. Noumea Convention Secretariat
   - Effective discharge of the Secretariat's role and functions
   - Support the Department to effectively discharge the roles and functions of the Secretariat of the Noumea Convention
   - Support the coordination of the Conference of the Parties Meetings and intersessional meetings for the Convention;
   - Support the facilitation of conference services prior to, during and after the Conference of the Parties and/or intersessional meetings of the Parties
   - Support the facilitation of activities to promote awareness of the linkages of the Noumea Convention to global MEAs
   - support the consolidation of COP outcomes and decisions for implementation
   - Facilitate and manage communications between the Parties and the Secretariat to ensure timely responses to the Parties
2. Noumea Workplan and Budget Implementation

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- Effectively implementation of the Noumea Convention Workplan and Budget
- Support the implementation of the approved activities under the Noumea Convention Workplan and Budget
- Support the development process of the Noumea Convention Communication Action Plan and Finance Strategy
- Provide administrative support to the Parties in their consultations and dialogue to progress the Noumea Convention Workplan and Budget
- Support the consolidation of outcomes from the consultations and/or dialogue for finalisation
- Provide regular updates on the procurement process to develop the Noumea Convention Communication Action Plan and Finance Strategy and identify issues that may give rise to any risks

3. Paralegal Support

- Conduct legal research and prepare briefing materials for the Director Legal Services and Governing Bodies and Department;
- Assist in compilation of court files and filing submissions in court on any court cases undertaken by the Department;
- Assist in preparing materials for regional meetings, negotiations, workshops and consultations;
- Update and maintain the Registry for contracts, agreements and legal documents and monitor allocation and review timeframes; and
- Maintain legal templates and standard forms on the relevant databases and filing systems.
- Attend to filing of records and documents under the Department including liaising with the Knowledge Management in the transfer and uploading of these documents in the SPREP filing system.

4. Administration and logistical support

- Provide administrative support to facilitate the coordination and effective discharge of the Secretariat's roles and functions;
- Facilitate the requisition of goods and services required to progress the needs of the Parties and the Secretariat to progress the implementation of the Noumea Convention Workplan and Budget;
- Support the development and consolidation of updates on the Secretariat's delivery of its services to the Noumea Convention Parties;
- Support the budget development for the Noumea Convention COP and intersessional meeting;
- Process payments and requisition of goods and services and ensure they are supplied and paid;
- Maintain inventory of office supplies and restock as required;
- Support the Director of Legal Services and Governing Bodies on overall coordination of the Noumea Convention.

Responsibilities - Key Competencies

Business

Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

Customer

Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.

People

Self-Management	Manage your priorities and objectives efficiently and effectively

Role Performance Measure

No performance measures found.

Qualifications

Qualification	Discipline	Notes
Preferred		
Bachelor Degree	Administration, Finance, Laws, Legal and Compliance, Management Studies	

Work Knowledge and Experience

At least 3 years of experience in a similar role providing legal support, document preparation, and legal research including experience in a government ministry or public entity.

Excellent written and verbal communication skills, with a high command of spoken and written English, including inter-personal skills with demonstrated ability to maintain effective relationships with a diverse group of people and work as part of a team within a multi-disciplinary and multi-cultural working environment.

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Excellent knowledge of current and emerging issues and challenges in administration and financial reporting and demands of a regional project in the Pacific islands region as well as good understanding and appreciation of environmental ethics, values and priorities.

Demonstrates initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision as well as excellent experience in Microsoft Office and general computing skills.

Good understanding and appreciation of team work and performance culture with a positive approach to diverse opportunities and challenges including commitment to continuous learning and development

Requirements

No requirements found.

Interactions

Type	Interaction	Comments
Internal		
	Executive.	Assistance and Support
	Senior Leadership Team..	Facilitation
	Legal Services and Governing Bodies Department staff (Legal Officers, Advisers, Policy staff)	Meetings and discussions

Type	Interaction	Comments
	All SPREP staff and programmes.	Coordination and collaboration
External		
	Public and visitors.	Information requests and dissemination
	Vendors/Suppliers	Facilitation and coordination
	SPREP Member Countries..	Monitoring, reporting and collaboration
	Donors and Partners..	
	National Government counterparts.	

Attributes

No attributes found.

Required Statements

Work Complexity

Most challenging duties typically undertaken:

- Coordinating the roles and functions of the Secretariat of the Noumea Convention
- Being aware of national level protocols and processes when implementing activities in country
- Ensuring SPREP policies on procurement, travel and other related policies are followed.

The position holder:

- Has no delegation of authority

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level

- Understanding of regional legal frameworks, regional plans and strategic frameworks
- Understanding the Secretariat's roles and functions
- Project Implementation Support
- Understanding donor policies and procedures
- Financial and accounting knowledge
- Work programme planning and budgeting

Advanced level

- Understanding country protocols
- Understanding of financial and procurement policies and regulations
- Computerised accounting systems
- Communications, representation and interpersonal skills
- Institutional regulations and policies
- Advisory and analytical skills

Working Knowledge

- General administrative principles
- Finance and procurement practices
- Financial systems software
- Knowledge of SPREP financial and procurement procedures
- Corporate policies
- Ability to work well with section colleagues and stakeholders at all levels
- Good written and oral communication skills
- Environmental and climate change issues in the Pacific islands region

Awareness

- SPREP Strategic Plan
- SPREP Performance Implementation Plan
- SPREP Work Programmes

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

Change to job description

From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance

Salary: Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT46,509 per annum. This will be adjusted to SAT52,322 upon successful confirmation of probation. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Term: Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19, a clean police report, certified official documents including qualifications, as well as a 6 months probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

Performance Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

Retirement Age: SPREP's retirement age is set at 65 years.

Education Allowance: Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of SAT1,000.

Annual Leave: 15 working days a year (up to a maximum accumulation of 50 days).
Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions exist for maternity, compassionate, paternity, examination and special leave (without pay).
Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

Life and Accidental Death and Disability Insurance: All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.
Medical Benefits: All employees and their dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.
Superannuation: All staff are required to contribute to a Superannuation Fund. SPREP will pay the Samoa minimum legal requirement of basic salary to the Samoa National Provident Fund.

Overtime: Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

Gratuity Payment: The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, provided the contract is not extended or renewed.

Learning and Development

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Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

Transport: Transport from and to central Apia before and after work is provided.

Definitions:

'Dependent' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

How To Apply

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Contact for Enquiries

Contact Name: Shinae Sosene Feagai

Contact Email: shinaesf@sprep.org

Further Contact Information: --

Closing Date: 23 Oct 2026

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