

Position Description Report

Vacancy Title: Coastal and Marine Officer - Pacific Ocean Initiative

Version: 2.00

Location: Suva, Fiji

Reports To: Director Biodiversity Conservation & Fiji Office

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

This job exists to: Coordinate and provide technical advice to support implementation of selected coastal and marine activities as part of SPREP component of the Pacific Ocean Initiative.

Outcomes

Organisational Stakeholders

1. Technical and policy advice and support

- Coordinate the day-to-day operations of coastal and marine POI activities with countries, beneficiaries and partners, including monitoring and reporting, to ensure timely delivery of project outputs and outcomes as well as complementarities and synergies among project activities, in coordination with the Project Manager, relevant SPREP teams and SPC FAME division where needed.
- Provide technical and policy advice to Pacific Island Countries and Territories and partners for the planning, implementation and monitoring of SPREP POI's activities related to coastal and marine ecosystems' health and resilience, especially on coral reefs, marine species, Marine Protected Areas and Other Effective area-based Conservation Measures.
- Support research and data analysis and consolidate findings to strengthen evidence based on coastal and marine ecosystems and resources at national and local level.
- Work with the Project Management Unit and implementing partners to develop and implement Annual Work Plans and Budgets (AWP&B) for SPREP coastal and marine activities.

2. Communication and visibility

- Work with the Project Support Officer to ensure that high quality and effective communication and outreach products for coastal and marine activities are designed and disseminated, in accordance with AFD level 2 Communication and Visibility requirements.

3. Monitoring, evaluation and reporting

- Work with the Project Support Officer to contribute to effective monitoring and reporting of coastal and marine activities to SPREP, AFD, project steering committee and national partners.
- Work with the Project Management Unit to develop high-quality reports, including technical, financial, and performance reports on SPREP coastal and marine activities and outcomes.
- Prepare relevant briefings notes, updates and presentations about the progress of SPREP Pacific Ocean Initiative's coastal and marine activities when required.

4. Partnerships and collaboration

- Facilitate and coordinate SPREP's activities related to coastal and marine ecosystems and species conservation and management with Members, partners and key stakeholders, in coordination with the Project Manager, SPREP's coastal and marine team and migratory species teams, and SPC FAME Division.
- Maintain and strengthen effective partnerships and collaboration with implementing partners, beneficiary countries and other stakeholders.

Responsibilities - Key Competencies

Business

Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Communication	Exchange information through verbal communication

Customer

Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.

People

Self-Management	Manage your priorities and objectives efficiently and effectively
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Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
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Role Performance Measure

No performance measures found.

Qualifications

Qualification	Discipline	Notes
Preferred		
Bachelor Degree	Environmental Science, Ecology, Marine	Or other relevant technical field. A higher qualification would be an advantage.

Work Knowledge and Experience

1. Minimum qualifications of a Bachelor degree in Coastal and Marine Ecology, Coastal Planning and Management, Environmental science, Marine Biology, or other relevant technical field. A higher qualification would be an advantage.
2. 5-7 years of extensive experience and technical assistance in coastal and marine ecosystem conservation and management, coastal and marine species conservation, preferably within the Pacific Islands region (experience in SIDS in other regions would also be an asset).
3. Excellent knowledge of coastal and marine environment issues and challenges in the Pacific Island region, in particular those relating to coastal and marine ecosystems monitoring, management, conservation measures, community-based fisheries management etc.
4. Good understanding and knowledge of the Pacific Island's region, ability to work and collaborate within a multi-disciplinary and multi-cultural team environment, as well as proven experience in establishing and maintaining effective relationships with governments, NGOs, and other stakeholders.
5. Good understanding of scientific and technical partners operating within the Pacific Island region, as well as demonstrated ability to turn scientific results into decision-support tools, policy briefs, user-friendly formats, or communication and outreach materials.
6. Excellent relationships and communications skills including writing and high level of presentation and reporting to diverse audiences particularly in the Pacific setting.
7. Experience in project management including design and delivery of work programme activities, monitoring and evaluation of performance, and reporting requirements.

Requirements

Language Proficiency

Fluency in English (written and verbal)

Interactions

Type	Interaction	Comments
Internal	Project Manager - Pacific Ocean Initiative	Direct line management and day to day operations
	Coastal and Marine Ecosystems and Threatened and Migratory Species teams	Coordination and support
	Other SPREP Technical Programmes.	Collaboration and coordination
	Governance and Operations.	Guidance on internal processes e.g. procurement, budget preparations, payments, audit, etc.

Type	Interaction	Comments
External	Beneficiary countries..	Advice and assistance
	SPC.	Coordination and collaboration
	AFD.	Consultations and collaboration
	Delivery partners.	Project implementation planning and support
	National, regional, and international organisations.	Communications

Attributes

No attributes found.

Required Statements

PROJECT BACKGROUND:

Pacific Ocean Initiative

The overall objective of the “Pacific Ocean Initiative - Sustainable protection and management of coastal and marine ecosystems for community resilience” (hereafter Pacific Ocean Initiative) is to strengthen the resilience of marine and coastal biodiversity and ecosystems, on which the communities of the Pacific Island Countries and Territories directly depend, in the face of environmental and climate challenges. The project aims to ensure the food and economic security of local communities, protect biodiversity, and promote sustainable and climate-resilient development.

The specific objective of the project is to enhance regional and local capacities for sustainable management of marine and coastal resources and ecosystems through the building and sharing of expertise and knowledge for the benefit of the States and communities of the South Pacific.

The project consists of the following components:

- Component 1, implemented by SPREP: Strengthening regional collaboration and national capacities for the conservation of biodiversity and critical marine and coastal ecosystems
- Component 2, implemented by the Secretariat of the Pacific Community SPC: Enhancing regional and community capacities to support the sustainable co-management of coastal and marine resources and ecosystems at the local and community level (ecosystem-based management of coastal fisheries)
- Component 3, implemented by SPREP: Project management, monitoring, and evaluation.

A Project Management Unit (PMU) will be housed within SPREP, which is in charge of the overall management and coordination of the project.

As a regional initiative, eligible countries under the Pacific Ocean Initiative are the following: Fiji, Kiribati, Federated States of Micronesia, Marshall Islands, Solomon Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Tonga, Tuvalu, Vanuatu, Tokelau, Timor-Leste, New Caledonia, French Polynesia, and Wallis and Futuna. The project is funded by the Agence Française de Développement (AFD) for a total amount of €8 million and will be implemented over a period of five years from 11 December 2025 to 31 December 2030.

Work Complexity

Most challenging duties typically undertaken:

- Ensuring successful implementation of SPREP POI's coastal and marine activities in coordination with several Members and partners and within approved timeframes
- Providing sound technical guidance and support to complex work areas
- Ensuring strong synergies with SPC POI's component and SPREP related projects and programmes, including Pacific BioScapes and PEUMP2, to ensure effective use of resources and enhanced outcomes.

Level of delegation:

The position holder:

- Has no specific level of delegation and report to the Project Manager

Key Behaviours:

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

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

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviors forming part of the Performance Development Plan.

REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: The position will be based in Suva, Fiji.

Duration: Appointment is for a term up to 31 December 2030. There is no expectation of renewal at the end of contract as this is a project specific position.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 10 of SPREP's salary scale. Starting salary will be SDR30,237. This is equivalent to SAT115,393 per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to SAT129,817 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Location Allowance: A Location Allowance of SDR4,256 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT16,244 per annum. This allowance is reviewed periodically based on data determined by an independent reviewer.

Adjustments: Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent.

Term: For staff recruited from outside Fiji, the term begins from the day the appointee leaves their home to take up the appointment. The offer for appointment is confirmed only upon receipt of satisfactory medical examination including full vaccination against COVID-19, a clean police report and certified official documents including qualifications. The confirmation of appointment is subject to a 6-month 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 will be based on the Secretariat's Performance Development System.

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

FOR STAFF RECRUITED FROM OUTSIDE FIJI, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Fiji, including transport and accommodation en-route for the

appointee and accompanying dependent(s) between point of recruitment and Suva, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum of SDR2,500 is payable upon taking up appointment and arrival in Suva. This is currently equivalent to SAT9,541.

Temporary Accommodation and Assistance: On arrival in Suva, the appointee and dependent(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Suva. This will include help in finding suitable rental accommodation.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Fiji, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two weeks' salary, upon successful completion of contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of SAT15,600 per annum per dependent child, with an overall maximum of SAT46,800 per annum per family of 3 or more eligible children.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Suva by (i) each dependent child being educated outside Fiji or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

Family Leave Travel: Return economy class airfares between Suva and the recognised home for the staff member and dependents after completing 18 months of service providing no travel is undertaken within the final 12 months of the contract.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Fiji for expatriate executive furnished housing. The current rate is SAT3,343 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses may be reimbursed against actual receipts up to SAT2,400 per annum as stipulated under SPREP's Security Assistance policy.

Annual Leave: 25 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 also 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 Suva 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 employees are required to contribute to a recognised Superannuation Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Fiji National Provident Fund or another approved nominated Fund. For Fiji, this is currently 10%.

Gratuity Payment: Nationals of Fiji are entitled to a gratuity payment equivalent to two week's salary, upon successful completion of the contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

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

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.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and who resides in Samoa only by virtue of employment with SPREP.

Equal Opportunities: SPREP is an Equal Opportunity Employer. All genders 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

Please submit your application online via this link: <https://app.hrmonise.com/job/4993/sprep/CMO-POI>

Contact for Enquiries

Contact Name: Shinae Sosene Feagai

Contact Email: shinaesf@sprep.org

Further Contact Information: --

Closing Date: 09 Oct 2026