



WWF® for a living planet®

VACANCY

Administration & Logistics Support Officer

WWF-Pacific works toward a *People and Nature Positive Pacific* through locally led conservation, climate resilience, and sustainable blue-green economies. Guided by its *Pacific Pathway 2030 Strategic Plan*, grounded in Indigenous knowledge and community-led conservation, WWF-Pacific works with partners to deliver nature-based solutions, strengthen community governance, and promote inclusive blue-green economies.

WWF-Fiji is seeking to recruit an **Administration & Logistics Support Officer** who will report to the Fiji Administration Coordinator. We seek an individual with experience in the area of administration, possess sound knowledge of procurement, logistical support, and an ability to work independently and with initiative, is motivated and shares our values.

The position will be based in WWF-Pacific's Fiji Office located at 4 Ma'afu Street, Suva, Fiji.

Requirement Qualifications and Experience

- Bachelor's degree in Public Administration or Business-related field.
- At least three to five years' experience in civil society organization within the Pacific Island region, with a background in administration or management.
- Experience in clerical/administration/procurement is essential.

Required Skills and Competencies

- Excellent organizational skills in the management of administrative work and processes.
- Ability to set priorities, work across multiple tasks and successfully meet deadlines.
- Good interpersonal skills and ability to work effectively in a team and deal with people in a friendly and professional manner.
- Attention to detail.
- Demonstrated ability to take initiative and work without close direction.
- Professional telephone etiquette, skills and disposition.
- Strong communications skills: verbal & active listening that maintain positive.
- Excellent written and spoken communication skills in English language.
- A valid driving license is mandatory.
- Must be available to work flexible working hours as necessary.
- Knowledge and understanding of logistics & administration processes.
- Demonstrated excellent PC-based computer skills, preferably with current Microsoft Word, Excel, and PowerPoint.
- Clearly demonstrate behaviour aligned to the culture of WWF: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly.
- Identifies and aligns with WWF Core Values: Courage, Integrity, Respect & Collaboration.

Terms and Benefits:

An attractive remuneration package dependent on qualifications and experience will be offered to the successful candidate.

Various other benefits include health (medical cover), and life insurance, annual leave, sick leave and other leave provisions and superannuation. Contract duration is for 3 years depending on annual performance review and funding availability.

Job Description

For more information on the role, the job description that interests you can be downloaded from our website: www.wwf-pacific.org

How to Apply?

If you have the relevant experience and qualifications, you are encouraged to send an application, including a complete CV with full contact details of three referees in PDF format. Applications addressed to the Regional Head of People & Culture, should be uploaded [here](#) by **Friday, 24th April, 2026**.

WWF is an equal-opportunity employer and has a genuine commitment to diversity and inclusion. We encourage candidates of all cultures, genders, abilities and experiences to apply. Only short-listed candidates will be called for interviews.