VACANCY

People & Culture Officer, WWF Solomon Islands (SI)

About WWF
WWF's work in the Pacific spans three countries with offices in Papua New Guinea, the Solomon Islands and Fiji, where our regional hub is based in Suva. Since the mid-1990s we have been working hand in hand with local partners and communities to protect and restore the region's astonishing natural heritage, relied upon by millions of people for food, water, livelihoods and protection from climate change. The impacts of effective conservation in this trio of Large Oceanic States extends far beyond their geographic boundaries. In Papua New Guinea, for instance, WWF is working in the third largest tropical rainforest in the world, home to a staggering 7% of the world's total number of species. Papua New Guinea and the Solomon Islands host part of the Coral Triangle, where 76% of all coral species are found. Tuna come here to spawn, whilst sea turtles, whales, dolphins, dugongs and whale sharks feed, breed and migrate through these waters. Fiji meanwhile is home to the world's third longest continuous barrier reef system that supports some of the only coral reefs thought to remain under current climate change scenarios.

As the planet faces a deepening crisis of nature loss the Pacific Islands face their own significant challenges: deep sea mining, deforestation, overexploitation of fisheries for local and global consumption, plastic pollution all pose imminent risks. The existential threat of climate change is ubiquitous and has worsened, with impacts already felt across the region.

About the Role
Reporting to the Country Manager SI, and technically, to Pacific Head of People & Culture, the People & Culture Officer SI will implement and improve P&C processes, procedures and strategies in line with WWF standards and local labour law. In addition work to improve employee morale & retention and develop people with a strong commitment to deliver. We seek an individual with experience in the area of human resources, possesses sound knowledge of local labour laws, has initiative and the ability to work independently, is motivated and shares our values.

The position location – Honiara, Solomon Islands.

Requirement Qualifications and Experience
• Bachelor’s degree in Human Resources Management, Industrial Psychology, Public Administration or Business-related field.
• At least three to five years’ experience in a civil society organization within the Pacific Island region, with a background in human resources, administration or management.
• Sound knowledge of local labour laws is essential.
• Experience in payroll processing is essential.
• Experience in human resource information system.

Required Skills and Competencies

• Demonstrated ability to work both independently and in a team, particularly in the implementation of inter-departmental and cross-country activities and projects.
• Attention to detail.
• Articulate and ability to produce quality work.
• Possess drive and initiative, with a proven ability to achieve objectives.
• Excellent communication skills, fluency in both written and spoken English and Solomon Is Pidgin.
• Knowledge and demonstrated application of local labour laws.
• Demonstrated excellent interpersonal skills and a proven track record working with a multi-disciplinary team.
• Knowledge of latest trends in human resources.
• Proven track record of working to timelines.
• Has a flexible approach and a willingness to work outside normal hours.
• Proven ability to set priorities while working under minimal supervision.
• Proven ability to work under pressure and meet strict reporting deadlines.
• Demonstrated excellent PC based computer skills, preferably with current Microsoft Word, Excel, Outlook, PowerPoint and Access.
• Knowledge of various tools/platforms - Zoom, Teams, LinkedIn would be an advantage.
• Brings to life, WWF’s Ways of Working which are: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly.
• Identify and align with the core values of the WWF organization: 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 2 years depending on annual performance review and funding availability.
**Job Description**
For more information on the role, the job description that interest you can be downloaded from our website: [www.wwfpacific.org](http://www.wwfpacific.org)

**How to Apply?**
Interested applicants are encouraged to send an application in PDF format, including a complete CV with full contact details of three (3) professional referees. Please also indicate in your application how you found out about this advert. Applications addressed to the Pacific Head of People & Culture, should be sent via email with the subject “**WWF Vacancy: People & Culture Officer SI**” to [ppo.hr_recruit@wwfpacific.org](mailto:ppo.hr_recruit@wwfpacific.org) by close of business, **Friday, 26 April 2024**.

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.