



VACANCY

People and Culture Officer – WWF Solomon Islands

Honiara, Solomon Islands

WWF-Pacific works across Papua New Guinea, Fiji, and Solomon Islands with offices in each country and a regional hub to serve communities and protect this region's rich and unique biodiversity. WWF-Pacific, along with The Worldwide Fund for Nature (WWF) is one of the largest and most highly regarded conservation organizations in the world and aims to stop the degradation of our natural environment and build a future in which humans live in harmony with nature.

WWF Pacific is working together with communities and partners towards the following: All Pacific peoples and nations are empowered, climate resilient and prosperous, with nature thriving and visibly and measurably recovering - a 'People and Nature Positive Pacific'. From Papua New Guinea with the third largest tropical rainforest in the world and home to over seven percent of the world's total number of species, to the Solomon Islands with record numbers of fish species; to the world's third longest continuous barrier reef system in Fiji. The richness and diversity of species found in the Pacific is globally significant. Papua New Guinea and Solomon Islands both form part of the Coral Triangle, the Centre of the world's marine biodiversity. Some of the most coral reefs less exposed to climate change are found in Fiji and Solomon Islands. WWF works across Papua New Guinea, Fiji, and Solomon Islands with offices in each country and a regional hub to serve communities and protect this region's rich and unique biodiversity.

WWF-Pacific has three goals that outline our ambition and the cross-cutting nature of our work and what we are working towards long-term: empowered Pacific peoples, integrated ocean management and climate resilient Pacific nations. Our overarching focus is on community and ecosystem resilience combined with area-based conservation, working towards 30x30 and safeguarding the lands and waters of the Pacific. We focus on conservation priorities across 30x30: community-led conservation, sustainable fisheries and blue foods, conserving marine species, reducing deforestation, Pacific policy leadership, Gender Equality, Disability and Social Inclusion (GEDSI), mainstreaming and sustainable blue economy.

In Solomon Islands, we work in two seascapes: Western Seascape and Central Seascape. The opportunity for impact and making a difference for people and nature in Solomon Islands is immense and the stakes have never been higher

About the Role

WWF-Pacific is seeking a highly motivated, committed and experienced People and Culture Officer to lead the P&C department in our Solomon Islands Country office in delivering key objectives as outlined in the human resources annual action plans and in providing human resources delivery service & support to other units.

Position Location: Honiara, Guadalcanal Province, Solomon Islands

Reports to: Pacific Head of People and Culture

Required Qualifications and Experience:

Minimum Required Qualifications:

- 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.

Major Duties and Responsibilities:

- Support recruitment and selection processes in line with local labour laws and WWF International standards.
- Facilitate staff onboarding, induction, and probation monitoring.
- Maintain accurate employee records, contract, and leave management systems.
- Assist with HR policy implementation, training, and performance appraisals.
- Prepare and support P&C reporting, payroll, and staff medical cover administration.
- Lead and coordinate Occupational Health & Safety (OHS), Health & Wellbeing (HWB), and Social Committee activities.
- Support employee exits, final payments, and handover processes.
- Perform other HR-related tasks as required to support effective people management and workplace wellbeing.

Required Skills and Competencies

- Strong teamwork and ability to work independently across departments and countries.
- Excellent communication and interpersonal skills with fluency in English and Solomon Islands Pidgin.
- Sound knowledge of local labour laws and HR best practices.
- High attention to detail, strong organizational and time management skills.
- Proven ability to meet deadlines, work under pressure, and deliver quality results.
- Proficient in Microsoft Office and online collaboration tools (Zoom, Teams, LinkedIn).
- Demonstrates WWF's core values of **Courage, Integrity, Respect, and Collaboration**, and embraces its Ways of Working: *Strive for Impact, Listen Deeply, Collaborate Openly, and Innovate Fearlessly*.

Job Description is attached for your perusal.

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 and Culture Officer**" to

ppo.hr_solsrecruit@wwfpacific.org by **close of business, Friday 28th November 2025**

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.

***Application is open only to Solomon Island Nationals.**



WWF *for a living planet*