



JOB DESCRIPTION

Position Title:	Western Seascape Programme Manager
Department:	Programme
Reports to:	Conservation Programme Manager, WWF-Solomon Islands
Supervises:	Project Officers, assistants, interns and consultants
Level:	Manager Level 1
Location:	Gizo, Western Province, Solomon Islands
Date:	September 2025
Duration:	3 Years

1. Background:

Papua New Guinea, Solomon Islands, and Fiji are home to some of the world's richest biodiversity and most resilient cultures. From Papua New Guinea's vast tropical rainforests that shelter over seven percent of the world's species; to the marine biodiversity of the Coral Triangle in Solomon Islands and Papua New Guinea; and the third longest reef system in the world in Fiji—these ecosystems are of global ecological and cultural significance. However, the Pacific region is increasingly under pressure from climate change, unsustainable resource extraction, environmental degradation, and governance challenges. These threats endanger not only nature but also the food systems, livelihoods, and cultural heritage of the region's peoples

WWF-Pacific's 2026-2030 Strategic Plan sets a bold and hopeful direction for conservation—grounded in local leadership, inclusion, and innovation. Our strategic plan focuses on four interconnected goals:

- Locally-led Conservation and Climate Resilience by improving resilience and well-being for 225,000+ people across Fiji, Solomon Islands and Papua New Guinea and beyond in the Pacific.
- Thriving Biodiversity by conserving 1 million hectares of land and sea and conserving seven endangered species groups and the Pacific blue corridors.
- Elevate Nature by shaping at least seven policies across at least five Pacific nations.
- Transition Food Systems by supporting 80 communities in nature-positive production and restoring four priority fish stocks.



With over 35 years of experience in the region and a strong presence in Fiji, Solomon Islands, and Papua New Guinea, WWF-Pacific works in partnership with communities, governments, and other stakeholders to deliver a people-centered, locally driven conservation solutions. We co-create Nature-based Solutions, support Indigenous rights and knowledge, champion Gender Equity, Disability, and Social Inclusion (GEDSI) in all our work, and advocate for policy change that reflects Pacific realities and needs.

2. WWF Solomon Islands:

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.

We are seeking a highly motivated, committed and experienced Western Seascape Programme Manager to lead the setup, implementation and management of WWF's new seascape programme in Solomon Islands and support delivery of WWF-Pacific's Five-Year Strategic Plan.

If you're motivated to join a mission-driven team driving systems change for a People and Nature Positive Pacific, this could be the opportunity for you.

3. Major Functions:

The Western Seascape Programme Manager provides effective leadership and management of the Western Seascape programme and delivery of relevant conservation outcomes of the WWF Pacific Five-Year Strategic Plan, and contribution to WWF's Global Goals and 2030 Roadmap.

Working with the SI Country Manager, Conservation Programme Manager, and Pacific Conservation Director, the Western Seascape Programme Manager ensures implementation of the programme through planning, oversight of implementation, budget planning and financial management, monitoring and reporting and learning for the Western Seascape programme according to WWF conservation goals and outcomes and projects.

The Western Seascape Programme Manager will effectively collaborate with other programme managers in the Solomon Islands, Papua New Guinea and Fiji as well as with the rest of the WWF network. Moreover, also support fundraising and partnership with relevant stakeholders, including donors, to ensure effective and successful programme development, delivery and impact.

4. Major Duties and Responsibilities:

Programme leadership and management including risk management

- Manage and support programme staff including consultants;
- Manage the operations and function of the Gizo field office;
- Ensure all programme staff have clear performance objectives, work plans, learning objectives and receive regular feedback, support and follow up on their performance and work;
- Work closely with P&C on recruitment, onboarding and training of new staff;
- Together with relevant staff, conduct risk assessments and reduce risks and hazards to WWF staff, partners, office and equipment and ensure compliance with policies for health and safety;



- Maintain and monitor all project risk plans and work closely with relevant staff to ensure implementation of Environmental and Social Safeguards Frameworks;
- Build, maintain and enhance strong partnerships with government, communities and civil society, academia, private sector and other relevant partners including donors;
- Proactively engage with all stakeholders ensuring an inclusive and engaging approach to conservation;
- Supporting and working closely with monitoring, evaluation and learning (MEL) staff and communications staff to ensure that WWF's work in the Western Seascapes is documented, shared and communicated with a range of stakeholders in an engaging and impactful way.

Project development and management

- Manage projects effectively and in an impactful manner in the Western Seascapes and ensure all projects clearly align to the Western Seascapes Programme plan and the WWF-Pacific Strategic Plan;
- Lead the development of the annual Western Seascapes Programme work plan and related annual results for Strategic Plan outcomes in the WWF-Pacific Integrated Workplan tool ensuring all project managers and coordinators input their activities and budgets and align them to the overall WWF-Pacific Strategic Plan. Support the programme team to complete the quarterly progress reporting on activity implementation and annual results;
- Provide financial oversight, budget planning and sound and effective financial management of the overall programme and related projects;
- Together with MEL staff, lead and guide officers on programme and project related MEL data collection and reporting, including monitoring and learning and using the data to inform improved programming;
- Ensure timely and quality delivery, excellent presentation and content of technical and financial reports;
- Ensure adaptive management actions are taken if Projects are not delivering against their outcomes or outputs, or if there are significant changes to personnel, budgets, the political situation, etc;
- Develop concepts and support proposal development for new projects to be implemented in the Western Seascapes;
- Oversee effective knowledge management and archiving of documents, photos, reports and other essential data – ensuring they are easily shared amongst the team and accessible for use in reports and communication assets.

Strategic planning and implementation

- Lead, manage and deliver strategic planning for the Western Seascapes programme as part of WWF strategic planning processes including development, monitoring and review
- Support strategic level MEL data collection and monitoring, including ensuring the online site-based database is kept up to date for the Western Seascapes programme.
- Ensure participation and engagement in strategic learning events and foster a strong culture of intentional learning within the programme team

5. Profile

Required Qualifications & Experience:

- Bachelor's degree in Marine Science, Environmental Science or social sciences;
- At least seven years in programme or project management and experience in marine or biodiversity related area, preferably within the Pacific region;



- Demonstrated leadership experience including programme and project management
- Demonstrated strong background in natural resource planning and management;
- Experience in community engagement and field work;
- Demonstrated experience in delivering, implementing and evaluating strategic plan using various monitoring systems
- Proven experience in managing & developing teams.

Required Skills and Competencies:

- Excellent people skills, able to work effectively with a wide team of people and build a unified team.
- Demonstrated ability in development, management and delivery of programmes, in particular, in effective management of budgets, strategic plans and programme team;
- Strong project management experience and organizational skills to guide the project ensure a high standard of delivery and ensure information flow among the team in WWF is maintained.
- Ability to work with minimum supervision, both in the field and in the office;
- Experience in developing and writing related project concepts and fundraising proposals;
- Experience of working and negotiating with donors at all levels;
- Demonstrated ability in policy advocacy on sustainable resource management or conservation issues at national and preferably at a regional level;
- Excellent interpersonal skills;
- Ability to think and act innovatively;
- Strong versatile nature with the ability to commit to a team and also work independently;
- Flexible towards field and local travel assignments;
- Excellent communications skills including written and spoken English and SI Pijin;
- Monitoring, evaluation and learning background with knowledge about evidence-based reporting and building a learning and evaluation culture within the Western Seascape programme and WWF- Solomon Islands.
- An enthusiastic, creative, solutions-oriented personality able to energise the project team, think outside of the box in terms of solving problems and creating new ideas within the team.
- Able to travel within Solomon Islands and the WWF Pacific Programme's Country Offices as required.
- Clearly demonstrate behaviors aligned to the culture of WWF: *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*.

6. Working Relationship:

Internal:

WWF-Solomon Islands:

- Work closely with the WWF Country Manager Solomon Islands to ensure timely completion and adherence to work planning and performance assessments and delivering of activities according to WWF internal procedures, and compliance with WWF Anti-Fraud and Corruption Policy;
- Develop a close professional working relationship with WWF Solomon Islands conservation programme managers/coordinators and field teams to deliver project activities in a timely and cost effective manner; and
- Nurture and maintain positive relationships with all WWF staff members and partners.

**WWF Pacific Programme**

- Work closely with Pacific Conservation Director and WWF conservation teams across the WWF Pacific programme to share knowledge and lessons learned and to support implementation of WWF Solomon Islands programme conservation plan and regional strategic plan goals.

WWF Network:

- Engage actively with WWF Network on relevant community conservation and fisheries planning and management matters, e.g. WWF Australia, WWF Netherlands, the Coral Triangle Programme; WWF Oceans Practice.
- Support cross learning and knowledge sharing

External:

- Develop close working relationships with Solomon Islands government agencies at provincial and national level to support government in achieving regional, national and global government objectives;
- Provincial and district level governments in Western Province
- Develop working relationships with regional fisheries and conservation organizations i.e. Secretariat of the Pacific Community (SPC); Secretariat of the Pacific Regional Environment Programme (SPREP); as well as NGO's working in the Solomon Islands, local civil society organizations, and research institutions in Solomon Islands, the region and beyond.
- In close collaboration with the Solomon Islands Conservation Manager, develop working relationships with relevant donors.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Reviewed by Supervisor: _____

Date: _____

Accepted by Staff member: _____

Date: _____