



WWF PACIFIC

JOB DESCRIPTION

Position title:	WWF Solomon Islands – Western Seascape Conservation Officer
Reports to:	Western Province Seascape Manager
Supervises:	Nil (may provide functional guidance to community facilitators, interns, and volunteers as required)
Level:	IPE – 46
Duty Station:	Western Province, Solomon Islands (full-time, field-based)
Duration:	Six (6) months probation subject to satisfactory performance assessment, followed by a three (3) year contract
Eligibility:	Solomon Islands Nationals only

1. ABOUT WWF PACIFIC

WWF-Pacific's *Pacific Pathway 2030 Strategic Plan* sets a bold course toward a People and Nature Positive Pacific, where communities and ecosystems thrive together. Operating across Fiji, Solomon Islands, Papua New Guinea, and the wider Pacific region, WWF-Pacific advances locally led conservation, climate resilience, blue-green economies and resource management to address climate change, biodiversity loss, and growing environmental pressures.

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. By 2030, 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.

2. MAJOR FUNCTIONS

- Serve as a key field-based conservation practitioner supporting implementation of WWF Solomon Islands projects in the Western Seascape.
- Serve as the Western Seascape focal point for Environmental and Social Safeguards (ESS), supporting safeguards screening, risk management, compliance monitoring, and documentation across projects.
- Support community-led conservation, fisheries management, and natural resource governance initiatives across multiple projects.
- Coordinate and facilitate community engagement, consultations, trainings, and field activities in partnership with communities and local stakeholders.
- Support data collection, monitoring, documentation, and reporting across projects, ensuring alignment with WWF Programme Standards.



- Contribute to integrated planning, learning, adaptive management, and environmental and social safeguards implementation across the Western Seascape portfolio.

3. MAJOR DUTIES AND RESPONSIBILITIES

3.1 Programme Implementation and Field Support

- Support implementation of conservation projects across the Western Seascape, including CBFM, marine biodiversity conservation, livelihoods, and nature-based solutions.
- Assist with planning, coordination, and delivery of field activities such as community workshops, trainings, awareness programs, surveys, and monitoring activities.
- Support communities to strengthen community-based governance systems, including management committees and enforcement mechanisms where applicable.
- Work closely with project leads and technical staff to ensure field activities are delivered effectively and on schedule.

3.2 Community Engagement and Partnerships

- Act as a key liaison between WWF and target communities, including fishers, women's groups, youth, and community leaders.
- Support participatory approaches to community consultation, Free, Prior and Informed Consent (FPIC), and inclusive decision-making.
- Build and maintain positive working relationships with provincial authorities, community-based organizations, and local partners.
- Support implementation of Environmental and Social Safeguards (ESS) requirements in the Western Seascape, including community awareness, consultation processes, grievance uptake pathways, and coordination of safeguards-related follow-up actions.

3.3 Monitoring, Data Management and Learning

- Support collection of socio-economic, fisheries, and biodiversity monitoring data in line with project monitoring plans.
- Assist with data entry, storage, and management in relevant databases and shared systems.
- Contribute to Monitoring, Evaluation and Learning (MEL) processes, including documentation of lessons learned, success stories, and adaptive management inputs.

3.4 Reporting and Communications

- Prepare timely field visit reports, monthly progress reports, and activity documentation.
- Contribute inputs to donor reports, technical progress reports (TPRs), and internal planning documents as required.
- Support collection of photos, stories, and consent forms for communications and reporting purposes.



3.5 Cross-cutting Responsibilities

- Mainstream Gender Equity, Disability and Social Inclusion (GEDSI) across field activities.
- Support compliance with WWF policies, Environmental and Social Safeguards (ESS), and Programme Standards, including safeguarding, grievance management, and code of conduct requirements.
- Act as the Western Seascape ESS safeguards focal point, maintaining safeguards documentation, escalating risks or incidents through appropriate channels, and supporting project teams to address safeguards actions in a timely manner.
- Undertake other duties as reasonably assigned by the Western Province Seascape Manager.

4. QUALIFICATIONS, SKILLS AND EXPERIENCE

The ideal candidate will have a relevant qualification in environmental management, marine conservation, natural resource management, social sciences, community development, or a related field. They should bring demonstrated experience in community-based field implementation, stakeholder engagement, and participatory conservation approaches. Experience or familiarity with environmental and social safeguards, safeguarding, grievance mechanisms, FPIC processes, or risk management in community or development programmes will be an advantage. Strong interpersonal skills, cultural sensitivity, sound judgement, and the ability to work responsibly in remote field settings are essential.

5. PROBATION ASSESSMENT

The successful candidate will be appointed on a six (6) month probation period. Confirmation into the three-year contract will be subject to a satisfactory performance assessment conducted at the end of the probation period by the Western Province Seascape Manager, in line with WWF Solomon Islands performance management processes.

6. HOW TO APPLY

Interested Solomon Islands nationals are invited to submit:

- A cover letter outlining their suitability for the role
- A current curriculum vitae (CV) with at least two referees

Applications should be submitted through the official WWF Solomon Islands recruitment channel. Only shortlisted candidates will be contacted.

Reviewed by Supervisor: _____ Date: _____

Accepted by Staff Member: _____ Date: _____