



JOB DESCRIPTION

Position Title:	Communications Officer
Reports to:	Pacific Communications Officer
Office	WWF-Pacific Papua New Guinea Country Programme Office
Supervises:	Nil
Level:	IPE 45
Date:	March 2026

1. BACKGROUND:

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.

About the Role

We are seeking a committed and self-driven Communications Officer, who is eager to learn and grow with the organization; to join our team in Papua New Guinea and to support our delivery of WWF-Pacific's Five-Year Strategic Plan and beyond 2025. The Communications Officer supports WWF-Pacific's efforts to increase visibility, public awareness, and strategic partnerships across Papua New Guinea and the Pacific. Reporting to the Pacific Communications Coordinator, the role involves developing content, supporting media and stakeholder engagement, and ensuring consistent communication across internal and external platforms. Based in Port Moresby, this position suits a motivated and self-driven individual eager to grow while contributing to WWF-Pacific's strategic goals.

2. MAJOR DUTIES AND RESPONSIBILITIES

The Communications Officer will be responsible for:

Content Development

- Develop content; visual materials and assets (photographs and videos); draft and contribute to media releases, articles, features, blogs; and coordinate with the Pacific Communications Coordinator, Asia Pacific Comms Team, WWF Network Comms and external partners and vendors in producing content and materials for communications campaigns and awareness to promote the work of the WWF-Pacific office.
- Assist in the production, management and roll-out of internal and external communications content for traditional media (print, TV, radio), social media (FB, LinkedIn, X, Instagram, TikTok).
- Take lead in developing communications strategies and work plans to compliment WWF-PNG's conservation programmes and projects and execute them on time and on budget and ensure all administrative and financial needs, coordination, logistics, timeline and scheduling are met.

Responsive Communications

- Ensure all media procedures are implemented strictly and followed by WWF-PNG staff; support international media trips in collaboration with WWF network offices and partners; assist in facilitating media inquiries and relations between various public networks and relevant WWF-Staff; assist with workshops, trainings, media conferences and/or crisis communications mitigation and internal knowledge dissemination;
- Ensure content management systems are maintained and regularly updated such as google drive, hard drives, internal site management, social media/websites, creative contact database;
- Assist in producing WWF-PNG's key communication products, such as annual report, organisation introduction files and films, yearly calendar, stakeholder/staff gifts.
- Enforce branding policy implementation internally and externally;
- Performs other duties as needed by respective line managers and as necessary according to organizational needs.

Monitoring and Evaluation

- In close collaboration with the respective WWF-PNG Office programme and project teams and monitoring, evaluation, and learning officers, track the progress and impact of the communications and outreach plan versus set objectives and targets, generate insights from data collected, report successes and challenges, and propose improvements.

Coordination

- Assist programme and project, procurement officers ensure communications logistics at WWF-PNG Office-supported events are met and delivered successfully.

Branding and Marking

- Ensure all materials developed and events organized comply with WWF-Pacific and donor marking and branding guidelines.

Knowledge Management

- Manage photo and video database, media release and consent forms, and all other communications products developed.

Other

- Comply with all grant and contractual requirements, and related regulations and procedures.
- Ensure compliance with the WWF-Pacific's policies and practices.
- Participate in WWF-Pacific-led initiatives as assigned.

4. PROFILE

Required Qualifications.

- Bachelor's degree in communications, Film/TV/Video Production, Public/Media Relations, Journalism/Marketing or related field or at least three (3) years of practical experience in communications, mainstream media, public relations or corporate relations.
- Strong skills working with social media platforms and a good understanding of current digital communications platforms to promote conservation issues; experience navigating and pushing content out on a variety of social media channels.
- Basic knowledge of website and content management systems is an advantage.
- Familiar with environmental and conservation issues in PNG and/or globally.
- Experience of working in a multi-cultural environment and/or international organisations is an advantage.

Required Skills and Competencies.

This position requires a minimum set of capacities including:

- Fluency in written and spoken Tok Pisin and English.
- Strategic thinking, ability to multitask.
- News writing, press release writing skills.
- Photo/Video production/editing and/or basic graphic design skills is an advantage.
- Good planning, organisation, time management, facilitation and coordination skills.
- Networking and interpersonal skills.
- Experience crafting engaging social media posts is an advantage.
- Sound time management and work prioritization skills, with the ability to work independently and meet deadlines.
- Strong interpersonal and intercultural skills, including the ability to work with cross-cultural teams, and adaptability to developing country contexts.
- Ability to work both independently and as part of a team.
- Ability and willingness to travel domestically and regionally as required.
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging

5. WORKING RELATIONSHIPS

Internal.

WWF-Pacific:

- Work closely with the WWF-Pacific Communications Coordinator for training and mentorship and work closely with the WWF-PNG Country Programme Offices seascape and landscape programme managers and team to ensure timely completion of tasks;
- Develop effective working relationships with the WWF-Pacific programme staff and partners (including the media) across both landscapes and seascapes.
- Flexible and expandable work attitude to meet capacity gaps within the WWF-PNG Country Programme as and when required by the WWF-PNG Senior Management Team.

WWF Network:

- Engage with WWF-Pacific and other WWF Network teams as needed e.g. WWF Australia, WWF United Kingdom, WWF-Belgium as and when required.



Working to sustain the natural world for the benefit of people and wildlife.

together possible. panda.org

External.

- Maintain positive relationships with NGOs/CSOs, government agencies that have conservation goals that are similar or complementary to those of WWF Pacific.
- Maintain and strengthen relationships with various Papua New Guinea government agencies at the provincial and local level to support the government in achieving regional, national and global government objectives.

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 organisational needs.

Prepared by Supervisor:  Date: 29 March 2026

Accepted by Staff member: _____ Date: _____



Working to sustain the natural world for the benefit of people and wildlife.

together possible. panda.org