WWF SOUTH PACIFIC

JOB DESCRIPTION

Position Title: Programme Manager – Great Sea Reef (GSR)

Department: Conservation

Reports To: Fiji Conservation Director

Supervises: Community Liaison Officer, Macuata Field Officer, Project Officers and consultants related to the GSR Programme

Location: Suva, Fiji

Date: July 2021

I. Mission of the Programme:

To deliver the conservation objectives of the organization, using minimal resources to leverage maximum advantage wherever possible through effective coordination with other departments and partners to mutual advantage.

II. Major Functions:

- Collaborate with the Fiji Conservation Director, network leads and key partners to raise sufficient funds to ensure the Great Sea Reef programme is well-resourced to implement priorities in the WWF Pacific Conservation Strategy for Fiji.
- Overall management of programme planning, implementation, monitoring and reporting on Great Sea Reef Programme according to WWF conservation objectives and strategies and donor agreements.
- Effectively collaborate with the Sustainable Fisheries and Seafood Programme Manager to resource and implement coastal fisheries priorities within the Conservation Strategy.
- Collaborate and provide technical support to the Solomon Islands and Papua New Guinea conservation team for regional priorities within the WWF Pacific Conservation Plan.
- Engage effectively with the network Oceans Practice and related practices to enhance the profile and support for the conservation objectives of the Great Sea Reef Programme.
- Budget planning and monitoring of financial management of all related GSR Programme project funds to ensure compliance with budget plans and procurement regulations.
- Management of WWF GSR Programme staff including work planning and performance assessments according to WWF internal procedures, assistance with recruitment of new staff members and supervision of compliance with Anti-Fraud and Corruption Policy.
- Networking and coordination of activities with relevant stakeholders.
III. Major Duties & Responsibilities

- Develop and manage a portfolio of marine and related projects that support WWF’s work in the Great Sea Reef in relation to the priority landscape within the Oceans Practice.
- Assume responsibility to lead, manage & deliver the strategic planning aspects of the Great Sea Reef programme including planning, implementing, analyzing, providing solutions and reporting on programmes and budgets.
- Be involved in Conservation Department level strategic planning and contribute to wider strategic planning processes in the organization.
- Responsible for implementation of standards and monitoring progress of the GSR team against agreed criteria for programme.
- Manage and deliver each GSR Programme project in accordance with the job description to meet WWF and donor requirements, including risk assessments and mitigation, ensuring technical and scientific credibility throughout the project lifecycle to build WWF-SP brand.
- Manage the team & other parties including consultants undertaking conservation project work including reviewing project reports and reporting on progress and findings to the Fiji Conservation Director.
- Work with internal units, WWF partners & other stakeholders to forecast, produce C2G concepts for assessment & approval in order to secure and manage GSR programme project funding approvals.
- Lead the GSR programme team within areas of responsibility by providing necessary resources, technical leadership, mentorship, conflict resolution and capacity building.
- Work with the GSR programme team towards effective agreed objectives & work plans and hold one to one meetings to ensure effective project delivery.
- Contribute to the development of the GSR programme teams’ and individuals through the Performance Development Journey (PDJ) system and providing advice on personal development.
- Take responsibility for conducting risk assessments and reducing hazards and compliance with polices for in work area and field.
- Work within WWF-SP polices including HR, Finance & relevant donor policies.
- Make decisions or major changes in consultation with the Fiji Conservation Director on matters regarding operational aspects of programme, work processes and technical support.
- Provide advice on strategic issues such as recruitment, staff appointments and other performance matters.
- Work & consult with Fiji Conservation Director & Communications to disseminate conceptual and complex ideas in appropriate content & form to a wide variety of audiences using appropriate media and methods to promote understanding.
- Ensure written programmatic work is submitted to journals, congress and conferences abstracts to ensure wider take up of practice and lesson learning and build WWF-SP brand.
- Consult with the Fiji Conservation Director and the Senior Policy and Government Affairs Manager regarding content to inform technical and policy positions for reports, campaigns and the media.
- Collaborate with the Communications unit in the implementation of the GSR Programme Communications Strategy and communications plans for projects encompassed within the programme
- Collaborate with the M&E Unit to monitor progress and status of the GSR Programme Annual Conservation Outcomes and relevant indicators detailed in the WWF Pacific Conservation Strategy
IV. Profile

Required Qualifications & Experience
- A relevant degree in an appropriate discipline or equivalent required in marine science, management, environmental economics, ecosystem valuation, or other relevant field.
- Experience, in socio-economic monitoring, development and implementation of marine conservation projects or programmes.
- At least 5 years’ experience in programme & project work. Preferably at least 3 to 5 years’ experience in multi-disciplinary project management and multi-stakeholder initiatives in the natural resource management field would be advantageous.
- Excellent command of both written and spoken English and Itaukei, and experience in engaging communities.
- Proven experience in strategic planning and implementation.
- Proven experience in managing & developing teams.
- Understanding on networks and proven experience in engaging government and non-governmental partners.

Required Skills and Competencies
- Demonstrated ability to deliver projects on time and within budget.
- Demonstrated skills in management, motivation and development of staff.
- Knowledge of and experience with development and/or environment issues.
- An ability to manage high workloads, multi-task and prioritize work.
- Computer literacy & project management skills required.
- Excellent communications & interpersonal skills.
- Flexible approach and commitment to working as part of a team.
- Clearly demonstrates behaviors aligned to the culture of the WWF organisation: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly
- Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration.

VI. Working Relationships:
Internal
- Work closely with the Fiji Conservation Director, Senior Policy & Govt Affairs Manager, GSR team and other Conservation staff to effectively deliver the GSR programme.
- On a needs basis, works with Communications, Finance, HR & M&E to pursue fundraising, communication, reporting and capacity building opportunities.
- On a needs basis, works with WWF network staff to ensure an awareness of current actions and developments.

External
- Build and maintain relationships with key partners, NGOs, donors, CROP agencies, scientific/academic bodies, government and community heads and businesses.

This job description covers the main tasks to be delivered in the duration of this Contract 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.

Prepared by Supervisor: __________________________ Date: ______________

Accepted by Staff member: __________________________ Date: ______________