



JOB DESCRIPTION

Position title:	Conservation Programme Manager, WWF Fiji
Reports to:	Pacific Conservation Director, WWF-Pacific
Supervises:	Programme managers, Safeguards and GEDSI coordinator, consultants and interns as needed
Level:	Function Head 1
Date:	August 2025

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 not only endanger 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.

We are seeking a highly motivated, committed and experienced Conservation Programme Manager to provide effective leadership for the delivery of WWF-Pacific's Five-Year Strategic Plan.

If you are motivated to be part of a mission-driven team driving systems change for A People and Nature Positive Pacific, this could be the opportunity for you.

2 MAJOR FUNCTIONS

The Conservation Programme Manager provides strategic and operational leadership for WWF Fiji's conservation portfolio, ensuring alignment with the WWF-Pacific Strategic Plan and Global Goals. As a member of the WWF Fiji Senior Management Team, the role drives planning, implementation, and adaptive management of inclusive and impactful programmes, while fostering collaboration, innovation, and learning. The position also leads key partnerships, policy engagement, and resource mobilisation efforts to enhance WWF's influence and visibility. With a strong focus on safeguards, gender equality, disability and social inclusion (GEDSI), and risk management, the role ensures programmes are compliant, people-centred, and contribute to long-term conservation and community resilience.

3 MAJOR DUTIES AND RESPONSIBILITIES

Strategic Leadership and Programme Oversight

- Provide visionary and strategic leadership for WWF Fiji's conservation programme, ensuring alignment with the WWF-Pacific Strategic Plan and WWF's Global Goals.
- Lead the review and implementation of the WWF Fiji Conservation outcomes as part of the WWF-Pacific Strategic Plan and ensure active participation from staff, partners, and communities.
- Serve as a key member of the WWF Fiji Senior Management Team (SMT), contributing to strategic direction, organizational development, and integrated delivery across programmes and functions.
- Identify opportunities to expand WWF's impact in Fiji through innovative, inclusive, and community-driven approaches, including through integration with seascape initiatives and regional programmes such as the Western Pacific Blue Corridors.
- Foster a culture of collaboration, learning, and adaptive management across the Fiji conservation team.

Programme Management and Delivery

- Lead the planning, coordination, delivery, and adaptive management of strategic conservation programmes in Fiji, ensuring impact, effectiveness, and alignment with donor and network priorities.
- Oversee annual programme and budget planning, tracking implementation progress, and ensuring course correction where needed.
- Support effective budget management in coordination with the Finance team, ensuring compliance, transparency, and alignment with donor requirements.



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- Ensure the timely preparation and submission of high-quality technical, financial, and donor reports, working closely with Project Managers, the WWF Pacific Planning, Monitoring, Evaluation and Learning (PMEL) Manager, and the Finance team.
- Coordinate internal programme reviews and contribute to regional efforts to enhance knowledge sharing, impact measurement, and continuous improvement.

Policy, Advocacy, and External Engagement

- Provide leadership on WWF Fiji's policy engagement in collaboration with the WWF Pacific Conservation Director, Pacific Director and relevant conservation staff.
- Contribute to national and regional policy development on climate, fisheries, oceans, forests, and biodiversity, promoting WWF's positions and enabling community voices in policy dialogues.
- Represent WWF Fiji in key national and regional forums and build relationships with government agencies, development partners, civil society organisations, and traditional leaders to advance shared conservation goals.
- Support the Communications team in the development of policy-relevant materials and strategic messaging to reach decision-makers and the wider public.

Partnerships and Stakeholder Collaboration

- Develop and implement partnerships in line with the WWF Pacific Strategic Plan and in coordination with the WWF Pacific Head of Programme Development and Partnerships, Pacific Director and other relevant staff to ensure strong, strategic partnerships that enhance WWF's reach and effectiveness.
- Guide community and stakeholder consultation processes, ensuring inclusive, transparent, and culturally respectful engagement, especially in coastal and marine resource management.
- Maintain effective collaboration with key government partners, donors, regional organizations, academic institutions, CSOs, and local communities.

Safeguards, Gender Equality, Disability, and Social Inclusion (GEDSI)

- Lead the mainstreaming of Environmental and Social Safeguards and GEDSI principles in all Fiji conservation programmes and projects, ensuring alignment with WWF policies and standards.
- Provide oversight and support to the Fiji ESSF and GEDSI work and collaborate with the WWF Papua New Guinea and Solomon Islands Coordinators to ensure continuous improvement and compliance.
- Ensure conservation programmes actively promote gender equity, disability inclusion, and youth participation across design, delivery, and monitoring.

Resource Mobilization and Quality Assurance

- Work with the WWF Pacific Head of Programme Development and Partnerships, the WWF Pacific Conservation Director and Pacific Director to develop and submit high-quality funding proposals aligned with WWF's strategic priorities.
- Contribute to the identification of strategic fundraising opportunities, strengthening relationships with donors, and ensuring a pipeline of resources to support Fiji's conservation portfolio.



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- Ensure that all project proposals and reports go through the appropriate quality assurance processes, including submission to the Regional Quality Assurance (RQA) and Quality Assurance Committee (QAC) as required.

People Leadership and Organisational Development

- Lead, mentor, and support the WWF Fiji conservation team, promoting a high-performing, inclusive, and mission-driven team culture.
- Oversee recruitment, onboarding, and performance management processes for all conservation staff, ensuring clear roles, responsibilities, and annual objectives are in place.
- Promote staff development, well-being, and talent retention through ongoing coaching, training, and career development support in coordination with People & Culture.
- Support the development of internal leadership and technical capacities across the team.

Planning, Monitoring, Evaluation, and Learning (PMEL)

- Work with the WWF Pacific PMEL Manager and conservation team to ensure rigorous planning, monitoring, evaluation, and learning systems are in place and aligned with the WWF-Pacific Strategic Plan.
- Ensure all conservation programmes have clear results frameworks, baselines, indicators, and regular review processes.
- Support internal and external learning processes and foster a reflective, evidence-based culture that strengthens programme effectiveness and innovation.
- Contribute to the documentation and dissemination of lessons learned, success stories, and impact insights.

Risk Management and Compliance

- Collaborate with the WWF Pacific Head of Finance, Admin, Risk and Compliance to identify, monitor, and manage programme-related risks, including environmental, social, reputational, and operational risks.
- Support compliance with WWF policies, donor requirements, and regulatory frameworks, ensuring internal controls and safeguards are followed.

4 PROFILE

Required Qualifications.

- Bachelor's degree in marine science, environmental science, conservation biology, natural resource management, or a related social science field; a Master's degree is an advantage.
- At least seven years of progressive experience in programme or project management within the conservation, marine, or biodiversity sectors, preferably in the Pacific region.
- Demonstrated leadership experience in managing and supporting diverse teams.



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- Strong technical background in coastal and marine planning and management, with experience applying seascape or integrated ecosystem approaches.
- Hands-on experience in community-based conservation, stakeholder engagement, and field implementation.
- Proven track record in designing, implementing, and evaluating strategic plans using appropriate monitoring, evaluation, and learning systems.
- Experience working with government agencies, civil society, donors, and development partners.
- Familiarity with environmental and social safeguards and GEDSI principles in conservation or development programmes.

Required Skills and Competencies.

- Strong strategic and analytical thinking, with the ability to translate vision into action.
- Excellent leadership, coaching, and team-building abilities in a multicultural and multidisciplinary environment.
- High-level communication skills, both written and verbal, including report writing, proposal development, and public speaking.
- Strong interpersonal and negotiation skills to build and manage relationships with diverse stakeholders.
- Ability to manage competing priorities, adapt to changing contexts, and deliver results under pressure.
- Demonstrated commitment to inclusive conservation approaches that promote gender equality, social inclusion, and community empowerment.
- Sound understanding of project risk management, compliance requirements, and quality assurance processes.
- Competency in using digital tools and platforms for programme management, reporting, and collaboration.
- Adhere to WWF's values, which are: Courage, Integrity, Respect and Collaboration; and
- Demonstrate WWF behaviours in ways of working: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly.

5 WORKING RELATIONSHIPS

Internal.

- Work closely with the WWF Pacific Director (also acting as Fiji Country Manager) to ensure strategic alignment, effective delivery of conservation outcomes, compliance with WWF policies and procedures, and timely work planning, budgeting, and performance monitoring.
- Collaborate with the WWF Pacific Conservation Director, Head of Programme Development and Partnerships, and other regional leadership to contribute to regional strategic planning, programme development, and cross-country coordination.
- Maintain strong professional relationships with Conservation Programme Managers in Solomon Islands, Papua New Guinea, and the broader WWF Asia-Pacific network to promote collaboration, knowledge sharing, and joint delivery of regional initiatives, including the Western Pacific Blue Corridors.
- Engage with WWF Pacific enabling functions including Finance, PMEL, People & Culture, Safeguards, GEDSI, Communications, and ICT & Innovation teams to ensure integrated and well-supported programme delivery.
- Support internal learning, innovation, and adaptive management through active contribution to cross-team learning platforms and regional conservation exchanges.

External.

- Build and maintain strong working relationships with Fiji Government agencies at national, provincial, and district levels to support the implementation of national environmental and development priorities, and align WWF's work with relevant policies and frameworks.
- Collaborate with civil society organisations, local communities, customary leaders, and community-based organisations to ensure inclusive, participatory, and locally grounded conservation approaches.
- Engage with regional bodies such as the Pacific Islands Forum, SPC, SPREP, and regional fisheries and marine conservation organisations to advance transboundary collaboration and integrated ecosystem management.
- Strengthen partnerships with academic and research institutions, development partners, and donors to enhance WWF's technical credibility, influence, and resourcing.
- Represent WWF Fiji in relevant national, regional, and international conservation forums, contributing to advocacy, visibility, and thought leadership in alignment with WWF-Pacific's strategic priorities.

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: _____



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Accepted by Staff member: _____

Date: _____



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