



## JOB DESCRIPTION

Position title: **Conservation Programme Manager, WWF Papua New Guinea Programme**

Reports to: Country Manager, WWF Papua New Guinea Programme

Technically to: Regional Conservation Director

Supervisors: Programme managers, experts, consultants as needed

Level: Function Head 1

Date: January 2026

### 1 MISSION OF THE DEPARTMENT

WWF Pacific is working together with communities and partners towards the following: 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'. From Papua New Guinea with the third largest tropical rainforest in the world and home to over seven percent of the world's total number of species, to the Solomon Islands with record numbers of fish species; to the world's third longest continuous barrier reef system in Fiji. The richness and diversity of species found in the Pacific is globally significant. Papua New Guinea and Solomon Islands both form part of the Coral Triangle, the centre of the world's marine biodiversity. Some of the most coral reefs less exposed to climate change are found in Fiji and Solomon Islands. WWF works across Papua New Guinea, Fiji, and Solomon Islands with offices in each country and a regional hub to serve communities and protect this region's rich and unique biodiversity.

We have three goals that outline our ambition and the cross-cutting nature of our work and what we are working towards long-term: empowered Pacific peoples, integrated ocean management and climate resilient Pacific nations. Our overarching focus is on community and ecosystem resilience combined with area-based conservation, working towards 30x30 and safeguarding the lands and waters of the Pacific. We focus on conservation priorities across 30x30: community-led conservation, sustainable fisheries and blue foods, conserving marine species, reducing deforestation, Pacific policy leadership, Gender Equality, Disability and Social Inclusion (GEDSI) mainstreaming and sustainable blue economy.

In Papua New Guinea, we work in four seascapes and landscapes: Madang, Central province, Kikori River Basin and Pomio, New Britain. The opportunity for impact and making a difference for people and nature in PNG is immense and the stakes have never been higher.

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.

## 2 MAJOR FUNCTIONS

The Conservation Programme Manager provides effective leadership for the delivery of conservation outcomes of the WWF Pacific Five-Year Strategic Plan, and contribution to WWF's Global Goals. Working with the PNG Country Manager, WWF-Pacific's Regional Conservation Director and Programme Managers, the Conservation Programme Manager provides strategic direction, conservation leadership and resourcing to ensure effective and successful programme development and delivery.

## 3 MAJOR DUTIES AND RESPONSIBILITIES

### **Conservation leadership and people management**

- Provide thought leadership on key conservation issues to ensure WWF Papua New Guinea is well positioned as a regional and national leader in conservation;
- Support the WWF Country Manager Papua New Guinea and WWF-Pacific's Conservation Director in delivering a professional, effective and impact-driven organisation valued by the WWF network and its partners in Papua New Guinea;
- Lead, motivate and provide guidance to the WWF Papua New Guinea conservation team, ensuring clear roles and responsibilities, annual performance objectives and professional development objectives for all programme staff.

### **Programme development and management**

- Facilitate the delivery of strategic conservation programmes across the WWF Papua New Guinea Programme;
- Oversee and ensure annual programme and budget planning, programme review, adaptation and monitoring to ensure effective implementation of the five-year strategic plan for WWF Papua New Guinea and WWF Pacific;
- Work closely with the Finance manager and team to ensure proper budget management and support financial reporting for projects;
- Support programme managers in developing WWF Technical Project Reports (TPR) and donor and field reports and ensure they are produced and submitted in a timely and professional manner;
- Work with the Regional Monitoring, Evaluation and Learning (MEL) Manager to ensure the monitoring and evaluation of the WWF Pacific five-year strategic plan;
- Work closely with the Regional Development and Resource Mobilization Manager to undertake and coordinate targeted donor relationship management and proposal development towards increasing the overall programme resourcing and ensure that the Quality Assurance process within the office is followed and that projects are escalated to the Regional Quality Assurance (RQA) and Quality Assurance Committee (QAC) accordingly;



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- Work with the Papua New Guinea Country Manager to support risk assessment and management of the conservation programme;
- Provide support to the Papua New Guinea Environment Safeguards and Standards (ESSF) Coordinator in ensuring WWF Solomon Island conservation programme is compliant with WWF ESSF safeguards and standards.

Support Gender Equality, Disability and Social Inclusion mainstreaming and enhancement in all WWF's projects and programmes in Papua New Guinea

#### **Policy advocacy and strategic communications**

- Work with the Regional Senior Policy and Government Affairs Manager and conservation staff to provide advice and input on climate and natural resource related policies at the national, regional and global level, including on issues but not limited to fisheries and marine resource management, ocean governance, forest and wildlife and to inform policy positions, reports and discussion papers;
- Support the Country Manager Papua New Guinea and Communications team to develop communications material for policymakers, donors, communities and other key audiences;
- Work with the Communications team to provide communications capacity building and training to conservation staff and to develop awareness products to promote and scale out WWF conservation efforts on key conservation issues including coastal fisheries management, financial inclusion, community empowerment and marine species.

#### **Partnerships and stakeholder engagement**

- Work with the Country Manager Papua New Guinea to develop a partnership strategy to ensure strategic partnerships are in place and well maintained to deliver on the five-year strategic plan;
- Provide strategic guidance on community and stakeholder consultation processes dealing with fisheries and marine resource management and coastal conservation issues;
- Work with Country Manager Papua New Guinea to develop and maintain strategic relationships with key government partners.

## 4 PROFILE

### **Required Qualifications.**

- 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;
- Demonstrated strong background in coastal and marine planning and management;
- Experience in community engagement and field work;
- Demonstrated experience in delivering, implementing and evaluating strategic plan using various monitoring systems



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## Required Skills and Competencies.

- Demonstrated ability in development, management and delivery of programmes, in particular, in effective management of budgets, strategic plans and programme team;
- Good organisational skills with experience in project management;
- 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 PNG' Pidgin;
- Good understanding and knowledge of current conservation issues;
- Adhere to WWF's values, which are: Courage, Integrity, Respect and Collaboration; and
- Demonstrate WWF behaviors in ways of working: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly.

## 5 WORKING RELATIONSHIPS

### Internal.

#### **WWF-Papua New Guinea:**

- Work closely with the WWF Country Manager Papua New Guinea 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 Papua New Guinea 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 Regional Conservation Director and WWF conservation teams across the WWF Pacific programme to share knowledge and lessons learned and to support implementation of WWF Papua New Guinea 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, WWF Belgium and the Coral Triangle Programme; WWF Oceans Practice, WWF Climate and Energy Practice, WWF Wildlife Practice and WWF Forest Practice, WWF Freshwater Practice.
- Support cross learning and knowledge sharing.



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**External.**

- Develop close working relationships with Papua New Guinea government agencies at provincial and national level to support government in achieving regional, national and global government objectives;
- Provincial and district level governments in Madang, Central, Kikori River Basin and New Britain
- Develop working relationships with regional fisheries and conservation organisations i.e. Secretariat of the Pacific Community (SPC); Secretariat of the Pacific Regional Environment Programme (SPREP); Forum Fisheries Agency (FFA); Pacific Island Tuna Industry Association (PITIA); as well as NGO's working in the PNG including, but not limited to, The Nature Conservancy, WorldFish, Wildlife Conservation Society, local civil society organizations, and research institutions in Papua New Guinea, the region and beyond.

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: \_\_\_\_\_

Accepted by Staff member: \_\_\_\_\_

Date: \_\_\_\_\_



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