



WWF *for a living planet*®

WWF PACIFIC

JOB DESCRIPTION

Position title : **Fisheries Policy Officer**

Department : **Conservation**

Location : **Suva, Fiji**

Reports to : **Sustainable Fisheries and Seafood Programme Manager**

Date : **November 2023**

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:

- Provide lead support both coastal and offshore policy related project activities, implementation, monitoring and reporting for both the SFS and GSR programmes, in alignment to the WWF Fiji conservation strategy (2021-2025) objectives.
- Support budget planning and monitoring of financial management of project funds, led by the SFS Programme Manager and in consultation with the GSR Manager, to ensure compliance with budget plans and procurement regulations.
- Attend key delegated national fisheries policy meetings relating to the Objectives of the SFS and GSR programme and provide feedback to guide internal decision making processes
- Lead internal WWF Fiji Conservation programme collaboration for enabling sustainable community inshore fisheries management systems and plans with effective enforcement and monitoring mechanisms in place
- Timely completion and adherence to work planning for projects or project activities tasked by the SFS Programme Manager, responsible for in both the SFS and GSR Programmes
- Assist both the SFS and GSR Programme Managers in achieving coastal and offshore fisheries fundraising objectives for both Programmes.
- Networking and coordination of activities with relevant stakeholders to enhance and value add to both the SFS and GSR Programmes

III. Additional Duties & Responsibilities

- Be involved in strategic planning and contribute to wider strategic planning processes in the organization.
- Ensuring technical and scientific credibility throughout delegated project lifecycle to build WWF Pacific brand.
- Support both the SFS and GSR Programme Managers to manage consultants undertaking coastal and offshore fisheries conservation project work including reviewing project reports and reporting on progress and findings

- Work with both the SFS and GSR Programme Manager to secure and manage project funding approvals.
- Work with the SFS Programme team and where delegated the GSR Programme Team towards effective agreed objectives & work plans and attend regular progress update meetings to ensure effective project delivery.
- Take responsibility for conducting risk assessments and reducing hazards and compliance with policies for in work area and field.
- Work within WWF Pacific policies including HR, Finance, Communications & relevant donor policies.
- Consultation with both the SFS and GSR Programme Manager on matters regarding operational aspects of projects, work processes and technical support.
- Ensure written programmatic work is submitted to journals, congress and conferences abstracts, and shared internally as agreed with SFS and GSR Programme Managers, to ensure wider take up of practice and lesson learning and build WWF Pacific brand.
- Consult with Programme Manager regarding content to inform technical and policy positions for reports, campaigns and the media.
- Develop and submit short, factual and, where required, analytical briefings on meetings, workshops or other events attended as a matter of course.
- Commit to developing professional capacity through the completion of WWF online training and other capacity building actions.
- Provide support to communications required for SFS and GSR programme visibility and impact showcasing

Adherence to internal processes and procedures

- Timely completion and adherence to work planning and processes according to WWF internal procedures, assistance with recruitment of new staff members and compliance with WWF Anti-Fraud and Corruption Policy.
- Participate openly and willingly in the Performance Development Journey (PDJ) process.
- Provide support to planning and ensuring compliance with budget plans and procurement regulations.
- Be involved in strategic planning and contribute to wider strategic planning processes in the organization including the Annual Plan Management system (APMS).
- Work within WWF Pacific policies including HR, Finance, Communications & relevant donor policies.

IV. Profile

Required Qualifications

- A degree in Marine Science, Marine Affairs, Development Studies, Governance, or relevant Environmental Sciences or Social Sciences.
- At least three to five years' experience in fisheries or marine or biodiversity related area, preferably within the Pacific Island region, with a background in project management, policy advocacy and preferably some field-based experience.

Required Skills and Competencies

- Demonstrated ability in project management, particularly in relation to conservation.
- Demonstrated ability to work both independently and in a team, particularly in the implementation of cross-country activities and projects.

- Demonstrated ability in policy advocacy on sustainable resource management or conservation issues at national and preferably at a regional level.
- Sound understanding and preferably practical experience of community-based management practices and fisheries and habitat management and conservation approaches.
- Excellent interpersonal skills and a proven track record working with a multi-disciplinary team.
- Proven ability to work effectively with a range of partners is also advantageous.
- Supervision experience is an advantage
- Proven track record of working to timelines and budget
- Have flexible approach and a willingness to work outside normal hours
- Proven ability to set priorities while working under minimal supervision
- Proven ability to work under pressure and meet strict reporting deadlines
- Possesses drive and initiative, with a proven ability to achieve objectives
- Demonstrated excellent PC based computer skills, preferably with current Microsoft Word, Excel, Outlook, PowerPoint and Access.
- Adheres to WWF's values

Required Skills and Competencies

- Demonstrated ability to deliver projects on time and within budget.
- 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.
- Good command of both written and spoken English essential
- Sound networking and business engagement skills
- Adheres to WWF's values

V. Working Relationships:

Internal

- Works closely with the Programme Manager and Conservation team to effectively deliver the objectives of the Sustainable Fisheries and Seafood programme.
- On a needs basis, works with Finance, Communications, M&E & HR to support fundraising, communication, reporting and capacity building.
- On a needs basis, works with WWF network staff to ensure an awareness of current actions and developments.

External

- Work with the Programme Manager and Conservation Director to build and maintain relationships with key programme 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 Representative: _____ Date: _____

Accepted by Staff member: _____ Date: _____