Position Title: Policy Coordinator

Reports to: WWF PNG Country Manager and Technical Reporting to Senior Policy and Government Affairs Manager

Supervises: Nil

Location: Port Moresby, Papua New Guinea

Date: April 2023

I. Background:

WWF has a long established presence in the Pacific region, starting out of Australia in 1990 when the Pacific Programme was initiated in Solomon Islands, PNG, Fiji and later Cook Islands. It moved to Fiji in 1995, where the countries and regional programme oversight was headquartered. The regional programme was split in 2008, into West Melanesia Programme Office (WMPO - PNG & SI) and South Pacific Programme Office (SPPO - Fiji, Cook Islands and Regional Tuna Programme). The 3 country programmes (Fiji, PNG & SI) came together as one Pacific Programme in February 2014, in the network restructure to ramp up its impact.

WWF is legally registered as WWF Pacific. However, to the WWF network we are known as WWF Pacific Programme Office (PPO). Internally each programme office is known as Fiji Country Programme, Papua New Guinea (PNG) Country Programme and Solomon Islands (SI) Country Programme.

Following a strong track record of conservation delivery in the last 20 years, WWF has established both credibility and presence to deliver conservation impact at all levels, from local to provincial to national to regional.

WWF Pacific embarks on a new 2021 to 2025 strategic plan. The new strategic plan will outline changes in the way PPO will operate, both in Conservation and Operational aspects.

II. Major Functions:

The Policy Coordinator will work very closely with the WWF-Pacific PNG Country Programme to help identify and facilitate national policy priority development and advocacy that is based on good science, and lessons to advance climate, and biodiversity targets and community wellbeing in PNG. Specific areas of advocacy include, but are not limited to support towards national implementation of the Convention on Biodiversity, UNFCCC, a moratorium on Deep Sea Mining, support for a global treaty to address marine plastic pollution, and empowering indigenous and local communities.

The Policy Coordinator will work closely with the forest- and marine programmes on policy coordination, advocacy and engagement with key government agencies (e.g. National Fisheries Authority and the Conservation and Environment Protection Authority) to achieve WWF-Pacific’s 2025 Strategic Outcomes and key policy priorities.
The Policy Coordinator will also manage WWF Pacific’s Oceania First Voices to empower and support first nations and indigenous communities to contribute effectively to national, regional, and international climate and conservation action and in support of conservation interventions which demonstrate climate adaptation and resilience.

III. Major Duties and Responsibilities:

- Coordinate Port Moresby based advocacy with Government representatives and CSOs through regular physical meetings and supporting communication and correspondence.
- Be involved in strategic planning and contribute to wider strategic planning processes in the organisation.
- Work with the WWF PNG Forest Programme Manager, Marine & Coastal Programme Manager and WWF Pacific and Coral Triangle Programmes to secure and manage project funding approvals.
- Consult with WWF-Pacific’s Senior Policy and Government Affairs Manager, WWF PNG Forest Programme Manager and WWF PNG Marine & Coastal Programme Manager regarding content to inform technical and policy positions for reports, campaigns and the media and development of briefings.
- Manage and coordinate implementation of WWF-Pacific’s Oceania First Voices Project Contribute towards development and implementation of policy and advocacy strategies for priority global, regional and national programmes and campaigns in order to reflect the perspectives of WWF and concerned stakeholders in PNG and the Pacific region. Provide technical guidance and support on the development, review and update of policy and advocacy strategies and objectives, based on good science and lessons captured from the field team,
- to achieve the WWF Pacific 2025 Strategic Plan Outcomes.
- Work with Senior Policy and Government Affairs Manager, the Initiative lead(s) and WWF offices in the region (including WWF New Zealand, Australia and New Caledonia) and WWF’s Coral Triangle Programme to develop and roll out a national and regional engagement strategies (including for the No Deep Seabed Mining Initiative, Global plastics treaty, CBD and UNFCCC).
- Represent WWF in relevant global, regional, national and local coalitions, policy meetings and workshops with civil society, NGOs, business community and government actors.
- Participate in partner meetings and regular calls of national and regional relevance and report back to supervisor and Initiative leads as appropriate.
- Develop and maintain effective relationships with a wide range of external audiences, including senior level PNG Government representatives who can support WWF-Pacific conservation agenda.

IV. Profile:
Required Qualifications & Experience

- Advanced degree or equivalent work experience in relevant disciplines like environmental policy, environmental law, environment and development, conservation of natural resources management.
- At least three/five years of relevant professional policy experience in conservation, environment and development work, at least two years of which spent in the Pacific working with grass-root communities and including close engagement and advocacy with Government.
- At least 7 years’ field experience in Natural Resource Management is required, with preference for experience in PNG, and the Pacific Island region.
- Demonstrable experience in engaging government agencies, industry, CSO and academic sectors related to Natural Resource Management.
- Thorough understanding of socio-economic, community engagement, conservation and development issues in the Pacific region.
- Proven experience leading effective advocacy initiatives in the Pacific region at global, regional and national levels.
- In-depth understanding of national and regional environmental, natural resources, and geopolitical governance.
- Proven experience in research, analytical skills, developing and writing policies, designing and delivering advocacy strategies and project proposals.

**Required Skills and Competencies:**

- Demonstrated ability to establish and maintain good working relationships with relevant Government representatives, other stakeholders to advance policy engagement efforts m
- Demonstrated ability to work both independently and collaboratively with regional and international teams, particularly in the implementation of cross-country activities and projects.
- Extensive and demonstrable knowledge of marine resource management and conservation strategies.
- Demonstrated ability in policy advocacy and extensive knowledge of natural resource policy/governance, or resource management at a national and preferably at a regional level
- An understanding and insight into the regional political and socio/economic context in the Pacific.
- Demonstrated ability in project management skills including project research and development, project planning, monitoring and reporting, particularly in relation to conservation
- Excellent interpersonal skills and a proven track record working with a multidisciplinary team, including advanced experience in presentation and facilitation.
- Proven ability to work effectively with a range of partners in participatory approaches and in working with government counterpart agencies, NGOs, community-based organisations and private sector.
- Culturally sensitive and an effective good communicator
- Proven track record of working to strict reporting timelines and budget, working under pressure and with minimal supervision.
- Excellent oral and written communication skills in English and fluency in Tok Pidgin is highly desired
- Demonstrated excellent PC based computer skills, preferably with current Microsoft Word, Excel and PowerPoint.
- Have a flexible approach and a willingness to work outside normal hours including travelling regionally and internationally.
- Demonstrable project management, leadership skills; Proposal Development & Report writing skills
● Experience working with governments, corporate sector, aid agencies, civil society, and NGOs

● Collaborate Openly and Innovate Fearlessly and identifies and aligns with the core values of the WWF organisation: Courage, Integrity, Respect & Collaboration.

V. Working Relationships:

● Internal: Interact on a regular basis with the Pacific Director and the Country Managers, Regional Conservation Director, Landscape / Seascape Managers of Country Programmes, policy officers, technical staff across the WWF Network offices and regional programmes, relevant Global Initiative teams, and the Global Policy & Advocacy team.

● External: Interact with donors, government, partners and civil society as necessary in external events/meetings in the region. Establish and maintain relationships with:
  i. PNG National Fisheries Authority (NFA)
  ii. PNG National Forestry Agency
  iii. PNG Conservation and Environment Protection Authority (CEPA)
  iv. Respective Provincial Fisheries in PNG
  v. Relevant Private Sector Partners
  vi. PNG CTI National Coordinating Committee (NCC)
  vii. Civil Society Organizations and NGOs

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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