WWF-PACIFIC

JOB DESCRIPTION

Position Title: Policy Officer
Reports to: Country Manager PNG
Technically to: Senior Policy and Government Affairs Manager
Supervises: Nil
Location: Port Moresby, Papua New Guinea
Date: July 2022

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 Officer will:
Support the Senior Policy and Government Affairs Manager provide policy development and advocacy for the WWF-Pacific, including Fiji, Solomon Islands and Papua New Guinea Country Program Offices.

The Policy Officer will help facilitate national and regional level policy development and advocacy effort that is based on good science, and lessons from WWF-Pacific’s field intervention to advance climate, biodiversity targets and community wellbeing through the Pacific Region. Specific areas of advocacy include, but are not limited to support towards national and regional 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.
It is expected that the Policy Officer will focus specifically on leading 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:
- Manage and coordinate implementation of WWF-Pacific’s Oceania First Voices Project
- Support development of and advocacy for WWF-Pacific’s conservation policies and positions based on good science and lessons captured from the field team
- Contribute towards development and implementation of policy and advocacy strategies for priority global, regional and national programmes and campaigns
- Provide technical guidance and support on the development, review and update of policy and advocacy strategies and objectives in the WWF-Pacific’s Strategic Plan.
- 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, CBD and UNFCCC).
- Represent WWF in relevant global, regional, national and local coalitions, meetings and workshops with civil society, NGOs, business community and government actors.
- Coordinate with national government, bilateral and multilateral organizations negotiations on behalf of WWF-Pacific.
- Contribute to and advise on the development of WWF’s global advocacy efforts and material, in order to reflect the perspectives of concerned stakeholders in the region.
- Participate in partner meetings and regular calls of national and regional relevance and report back to supervisor and Initiative lead as appropriate.
- Develop and maintain effective relationships with a wide range of external audiences, including senior level representatives who can support WWF-Pacific conservation agenda.

IV. Profile:
Required Qualifications & Experience
- A degree or equivalent work experience in relevant discipline like environmental policy, environmental law, environment and development, conservation or natural resources management.
- At least three to 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.
- 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:
- Influencing & Networking skills
- Good presentation & interpersonal skills
- Project management skills
- Demonstrable management, leadership skills; Proposal Development & Report writing skills
- Experience working with governments, corporate sector, aid agencies, civil society, and NGOs
- Strong oral and written communication skills in English
- Clearly demonstrates behaviors aligned to the culture of WWF: 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.

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

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 organizational needs.

Prepared by Supervisor: ___________________________  Date: ______________
Accepted by Staff member: ________________________  Date: ______________