WWF PACIFIC

JOB DESCRIPTION

Position Title: Pomio Landscape Programme Manager

Department: Conservation Department

Reports to: Conservation Programme Manager, WWF-Papua New Guinea

Supervises: Project Officer Pomio (3), assistants, interns and consultants

Location: Palmalmal, Papua New Guinea (PNG) (80%) with travels to Port Moresby (20%)

Date: April 2024

I. 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 Pomio Landscape Programme Manager to lead the set up, implementation and management of WWF’s new landscape programme in Pomio district, East New Britain and support delivery of WWF-Pacific’s Five-Year Strategic Plan.

II. Major Functions:

The Pomio Landscape Programme Manager provides effective leadership and management of the Pomio landscape programme and delivery of relevant conservation outcomes of the WWF Pacific Five-Year Strategic Plan, and contribution to WWF’s Global Goals. Working with the PNG Country Manager, Conservation Programme Manager, Regional Conservation Director, ensures implementation of the programme through planning, implementation, budget planning and financial management, monitoring and reporting and learning for Pomio landscape programme according to WWF conservation outcomes and projects agreements. Effectively collaborates with other programme managers in Papua New Guinea, Solomon Islands and Fiji as well as with the rest of the WWF network. Supports fundraising and partnership with relevant stakeholders to ensure effective and successful programme development and delivery.

III. Major Duties and Responsibilities:

Programme leadership and management including risk management

- Manage and support programme staff including consultants
- Ensure all programme staff have clear performance objectives, work plans, learning objectives and receive regular feedback, support and follow up on their performance and work
- Work closely with P&C on recruitment, onboarding and training of new staff
- Together with relevant staff, conduct risk assessments and reducing risks and hazards to WWF staff, partners, office and equipment and ensure compliance with policies for health and safety
- Maintain and monitor all project risk plans and work closely with relevant staff to ensure implementation of Environmental and Social Management Frameworks
- Build, maintain and enhance strong partnerships with government, communities and civil society, academia, private sector and other relevant partners
- Proactively engage with all stakeholders ensuring an inclusive and engaging approach to conservation
- Supporting and working closely with communications staff to ensure that WWF’s work in Pomio is documented, shared and communicated with a range of stakeholders in an engaging and impactful way

Project development and management

- Manage projects effectively and in an impactful manner implemented in Pomio
- Provide financial oversight, budget planning and sound and effective financial management of the overall programme and related projects
- Together with MEL staff, lead and guide officers on programme and project related MEL
data collection and reporting, including monitoring and learning

- Ensure timely and quality delivery, excellent presentation and content of technical and financial reports.
- Ensure adaptive management actions are taken if the Project is not delivering against its outcomes or outputs, or if there are significant changes to personnel, budgets, the political situation, etc.
- Develop concepts and support proposal development for new projects to be implemented in Pomio landscape

Strategic planning and implementation

- Lead, manage and deliver strategic planning for Pomio landscape programme as part of WWF strategic planning processes including development, monitoring and review
- Support Strategic level MEL data collection and monitoring
- Ensure participation and engagement in strategic learning events and foster a strong culture and intention of learning within the programme team

IV. Profile:

Required Qualifications & Experience:

- Bachelor’s degree in Marine Science, Environmental Science or social sciences;
- At least five to seven years in programme or project management and experience in marine or biodiversity related area, preferably within the Pacific region;
- Demonstrated leadership experience including programme and project management
- Demonstrated strong background in natural resource planning and management;
- Experience in community engagement and field work;
- Demonstrated experience in delivering, implementing and evaluating strategic plan using various monitoring systems
- Proven experience in managing & developing teams.

Required Skills and Competencies:

- Excellent people skills, able to work effectively with a wide team of people and build a unified team.
- Demonstrated ability in development, management and delivery of programmes, in particular, in effective management of budgets, strategic plans and programme team;
- Strong project management experience and organizational skills to guide the project ensure a high standard of delivery and ensure information flow among the team in WWF is maintained.
- 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;
- Monitoring, evaluation and learning background with knowledge about evidence-based reporting and building a learning and evaluation culture within the Pomio landscape programme and WWF-Papua New Guinea.
- An enthusiastic, creative, solutions-oriented personality able to energise the project team, think outside of the box in terms of solving problems and creating new ideas within the team.
- Able to travel within Pomio, Papua New Guinea and the WWF Pacific Programme’s Country Offices as required.
- Clearly demonstrate behaviors aligned to the culture of WWF: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly
• Identify and align with the core values of the WWF organization: *Courage, Integrity, Respect & Collaboration.*

V. 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 Pacific 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.

**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 Pomio, East New Britain
- Develop working relationships with regional fisheries and conservation organizations i.e. Secretariat of the Pacific Community (SPC); Secretariat of the Pacific Regional Environment Programme (SPREP); as well as NGO’s working in the PNG, 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 organizational needs.

Reviewed by Supervisor: ___________________ Date: _______________

Accepted by Staff member: ___________________ Date: _______________