VACANCY

Policy Coordinator

About WWF
The World Wide Fund for Nature (WWF) is one of the largest and most highly regarded conservation organization’s in the world and aims to stop the degradation of our natural environment and build a future in which humans live in harmony with nature.

The Role
We seek a qualified and experienced individual who is self-driven to support the Senior Policy and Government Affairs Manager provide policy development and advocacy for the WWF-Pacific, including Papua New Guinea, Fiji, Solomon Islands Country Programme Offices.

Based in WWF PNG’s Port Moresby office, the position will report to the Country Manager PNG and technically, to the Senior Policy and Government Affairs Manager.

Duties and Responsibilities, not limited to:
• 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.
• 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.
• 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.

Requirement Qualifications and 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
• Demonstrated ability to work both independently and collaboratively with regional and international teams, particularly in the implementation of cross-country activities and projects.
• 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.
• 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.
• Collaborate Openly and Innovate Fearlessly and identifies and aligns with the core values of the WWF: Courage, Integrity, Respect & Collaboration.

Compensation & Benefits:
An attractive package will be offered to the successful candidate based on appropriate qualifications, experience and skills.
Various other benefits include medical insurance, life insurance, annual leave, sick leave, other leave provisions and superannuation.

Contract Duration:
Contract duration is for 2 years’ renewable upon positive annual performance review and funding availability.

Job Description
For more information on the role, the job description can be downloaded from our website: www.wwfpacific.org

How to Apply? Interested applicants are encouraged to send an application in PDF format, including a complete CV with full contact details of three professional referees. Applications addressed to the Regional Head of People & Culture, should be sent via email with the subject “Policy Coordinator” to ppo.hr_recruit@wwfpacific.org by close of business, Friday, 01st September 2023.

WWF is an equal opportunity employer. Eligible women candidates are encouraged to apply. Only short-listed candidates will be called for interviews.