VACANCY

Information Communications Technology (ICT) Officer Fiji

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 individual, experienced in ICT functions and who will work with and assist the Regional ICT manager in improving and undertaking the roles and responsibilities for this position and providing excellent and consistent support to Fiji staff.

The position will be based in WWF-Pacific’s Suva Office, Fiji Islands.

Requirement Qualifications and Experience:
- A Bachelor’s Degree in Information Technology is mandatory.
- At least 3 years’ experience in the ICT field.
- Microsoft Certifications and Cisco Certifications will be an advantage.
- Experience working in an NGO environment would be an added advantage.

Required Skills and Competencies:
- Demonstrated ability to work both independently and in a team, particularly in the implementation of information related activities and projects.
- Sound understanding and preferably practical experience in computer network and its management.
- Demonstrated excellent interpersonal skills and a proven track record working with a multi-disciplinary team.
- Excellent communication skills, fluency in both written and spoken English.
- 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.
- Fluency in written and spoken English is essential to communicate with WWF-Pacific staff, other WWF offices and donors.
- Proven ability to function in a multi-cultural and multi-country environment.
- Clearly demonstrates behaviors aligned to the culture of WWF: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly
- Identifies and aligns with WWF Core Values: 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 3 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 “ICT Officer” to ppo.hr_recruit@wwfpacific.org by close of business, Wednesday, 31st August 2022.