



JOB DESCRIPTION

Position:	Watershed Officer (Kubulau)
Reports to:	Terrestrial Manager
Location:	Suva, Fiji
Scope/Capacity:	Country
Position Type:	18 months (with possible extension)
Division:	South East Asia Pacific Region

About WCS

The Wildlife Conservation Society (WCS) is an international non-government organisation committed to working with communities, government, and other partners to sustainably manage Fiji's natural resources and safeguard its biodiversity through supporting integrated land- and seascape management. WCS has been working in the country for over two decades (www.fiji.wcs.org).

Job Purpose

The Watershed Officer (hereafter, "Officer") will lead and coordinate the implementation of integrated watershed management interventions in the Kubulau District of Bua Province. This role supports the Kiwa WISH+ and Climate Adaptation and Protected Areas initiatives, which leverage nature-based solutions to enhance climate resilience while delivering co-benefits for community well-being and biodiversity. This is an exciting opportunity for a passionate and committed individual to drive meaningful change and make a lasting impact.

Major Responsibilities

- Lead the delivery of nature-based and integrated watershed management interventions identified through community planning processes, including Water Safety and Sanitation Plans (WSSP) and community climate vulnerability assessments.
- Support planning, logistics, and coordination of field-based activities.
- Facilitate community-level training and provide technical guidance on integrated watershed management and nature-based solutions to enhance resilience and biodiversity conservation.
- Prepare and submit field reports, including financial acquittals, to the Terrestrial Manager and Finance Department.
- Prepare information and materials to support communication and visibility efforts.
- Foster strong working relationships with government ministries and other stakeholders to support project implementation.
- Provide regular updates on project activities.
- Ensure compliance with financial, procurement, and record-keeping systems.
- Promote inclusivity and a positive team culture by upholding the WCS Code of Conduct, addressing conflicts, and supporting diversity.
- Represent WCS-Fiji in relevant forums and contribute technical inputs as needed.
- Assist in the preparation of donor reports.

- Perform other duties as assigned by the Terrestrial Manager and/or Country Director

Minimum requirements and job skills:

- A bachelor's degree in environmental science, conservation or a related field
- Experience implementing nature-based interventions
- Proven experience in community engagement and facilitation.
- Strong understanding of biodiversity conservation, climate adaptation and sustainable resource management practices
- Demonstrated experience writing high quality reports and other knowledge products.
- Good communication and presentation skills
- Knowledge of *iTaukei* language is an advantage
- Proficient in using office applications (MS Word/Excel/PowerPoint) and web-based platforms
- Driver's License is an advantage

Salary

The starting salary for this position will start from **FJD 44,100**, with additional benefits as outlined in the WCS-Fiji HR Manual

Application process

Please email a letter of application and curriculum vitae to acaginitoba@wcs.org with the subject line: *Application for Watershed Officer*. Applications will be accepted until 5pm (Fiji time) on March 5th, 2025. Only short-listed candidates will be contacted.

WCS is an equal opportunity employer, and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and engaging a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on gender, race/ethnicity, religion, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status, caste, genetic information or any other covered status or characteristic protected by laws and regulations/and similar categories.

It is everyone's responsibility to ensure that we do not tolerate discrimination or harassment based upon a person's membership in one of these protected categories in areas such as recruitment, selection, job assignment, supervision, training, promotions, job grading, transfers, termination, compensation, benefits, educational opportunities, WCS sponsored recreational activities and facilities.

The organization complies with the spirit and intent of relevant local laws and WCS's employment policies.