



JOB DESCRIPTION

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| Position: | Forest Conservation Officer |
| Reports to: | Terrestrial Manager |
| Location: | Suva, Fiji |
| Scope/Capacity: | Country |
| Position Type: | Fixed term full-time Contract (12 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 Forest Conservation Officer (hereafter referred to as the 'Officer') is responsible for advising on, conducting training, and overseeing landscape revegetation activities as part of the Climate Adaptation and Protected Areas (CAPA) initiative. This initiative implements nature-based solutions to strengthen climate resilience and safeguard biodiversity in the Ra, Tailevu, and Bua provinces. The role supports the long-term health and resilience of these ecosystems and the communities that rely on them. This is an exciting opportunity for a passionate and dedicated individual to make a real difference.

Major responsibilities

- Prepare vegetation plans at project sites in consultation with resources owners and relevant government ministries.
- Identify suitable tree species for planting based on the ecosystem and environmental conditions.
- Conduct awareness raising activities and training with communities on vegetation practices and conservation of biodiversity, in consultation with Ministry of Forests.
- Coordinate the procurement and distribution of seedlings and other planting materials.
- Supervise tree planting activities, ensuring best practice.
- Coordinate with communities to monitor and maintain revegetated areas.
- Ensure compliance with financial, procurement and record keeping systems.
- Promote inclusivity and positive team culture by upholding the WCS code of conduct, addressing conflicts and supporting diversity.
- Represent WCS-Fiji and provide inputs in relevant forums.
- Liaise with and foster positive working relations with government ministries and other stakeholders.
- Assist with the preparation of donor reports.
- Other duties as assigned by the Terrestrial Manager and / or Country Director.

Minimum requirements and job skills:

- A bachelor's or master's degree in forestry, environmental science or a related field.
- Proven experience in revegetation, biodiversity conservation, forest management, or a similar field.
- Understanding of gender equity and social inclusion issues in Fiji.
- Good communication and presentation skills
- Proficient in using office applications (MS Word/Excel/PowerPoint) and web-based platforms
- Experience working with communities and stakeholders on conservation projects.
- Driver's License is an advantage

The role involves both office-based and fieldwork in various communities across the project sites.

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 Forest Conservation 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.