



## JOB DESCRIPTION

**Position:** Gender and Social Inclusion Officer (fixed term 18 months)  
**Office:** Fiji Program  
**Division:** Melanesia Regional Program  
**Reports to:** Landscape and Watersheds Manager

### 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](http://www.fiji.wcs.org)).

### Objectives and duties

The Gender and Social Inclusion Officer (hereafter the "Officer") will play a crucial role in the country program, ensuring that gender equity and social inclusion (GESI) considerations are integrated into project implementation, with a particular focus on the Climate Adaptation and Protected Areas (CAPA) initiative. This initiative will design and implement nature-based solutions to strengthen climate resilience and safeguard biodiversity in Ra, Tailevu and Bua provinces. The role is an exciting opportunity for a passionate and dedicated individual to make a real difference. Specific duties include, but are not limited to:

- Prepare project-based gender equity and social inclusion strategies
- Lead gender-sensitive planning, implementation, and monitoring for country program activities
- Be the country program focal point and provide technical guidance on gender mainstreaming and social inclusion
- Support the implementation of landscape and watershed management activities, with a focus on the CAPA project
- Support community level participatory planning
- Conduct community-level training and technical guidance
- Produce outreach and awareness materials
- Provide gender-based inputs to support resource mobilisation and project proposals
- Ensure compliance with financial, procurement and record keeping systems
- 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 Landscape and Watersheds Manager and / or Country Director

### **Qualifications and experience**

- A bachelor's or master's degree in gender studies, social sciences, conservation, or a related field
- Proven experience in integrating gender considerations into development and / or conservation projects
- Strong understanding of gender issues and dynamics in Fiji
- Ability to work effectively with stakeholders, including local communities and government agencies
- 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 is **FJD 44,100** plus other benefits as set out in the WCS-Fiji HR Manual.

### **Application process**

Please email a letter of application and curriculum vitae to [acaginitoba@wcs.org](mailto:acaginitoba@wcs.org) with the subject line: *Application for Gender and Social Inclusion Officer*. Applications will be accepted until 5:00 PM (Fiji time) 23 February 2024. Only short-listed candidates will be contacted.