

JOB DESCRIPTION

Position:	Livelihoods Officer
Term:	18 Months
Office:	Fiji Country Program
Division:	Southeast Asia-Pacific Region
Reports to:	Landscape and Watersheds Manager

Background

The Wildlife Conservation Society (WCS) is an international non-government organisation committed to working with communities, government, and other partners to safeguard Fiji's biodiversity and sustainably manage natural resources through integrated land- and seascape management underpinned by applied research. WCS has been working in the country for over twenty years.

Objectives

We are seeking a passionate and driven Livelihoods Officer to join the WCS-Fiji team. In this key role, you will coordinate the design and implementation of community-level sustainable livelihood initiatives. This position focuses on empowering communities by building their capacity and equipping them to implement income-generating enterprises. The aim is to provide socioeconomic outcomes linked to sustainable resource management practices, particularly for reducing pressure on coral reef systems.

Duties

Specific duties of the incumbent may include the following:

- Coordinate the design and implementation of livelihood initiatives across the WCS-Fiji project portfolio.
- Support the implementation of other landscape and integrated watershed management activities.
- Prepare and oversee consultancy contracts that support the implementation of project activities.
- Facilitate participatory planning processes at the community level.
- Conduct community training and capacity building on livelihood and other elements of natural resource management.
- Produce outreach and awareness materials.
- Plan and arrange logistics for field activities.
- Carry out procurement processes.
- Prepare trip, workshop, and donor reports.
- Support the collection of monitoring data.
- Represent WCS and provide technical inputs and guidance in relevant forums and national committees.

Qualifications and experience

- Bachelor's degree in natural resource management or, in lieu of this, extensive hands-on experience working with communities to implement natural resource management projects.
- Minimum of 3 years' experience in field-based implementation working directly with local communities. Experience implementing livelihood projects is an advantage.
- Demonstrated skills and experience in mentoring, training, facilitating and leading workshops.
- Good communication and presentation skills; able to effectively communicate to a broad range of audiences.
- Demonstrated strong verbal and written skills in English. Knowledge of iTaukei language is useful.
- Experience using GIS software is preferable.
- Proficient in using office applications (MS Word/Excel/PowerPoint) and web-based platforms.

Salary

The starting salary for this position is FJD46,305 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 with the subject line: Application for Livelihood Officer. Applications will be accepted until 5:00 PM (Fiji time) 21 June 2024. Only short-listed candidates will be contacted for interviews.