



BEZOS
EARTH
FUND

POSITION DESCRIPTION

Position: Project Coordinator - Catalyzing Fiji's 30x30 Commitment: New Marine Protected Areas, Strengthened Management and Sustainable Finance
Reports to: Permanent Secretary of Environment and Climate Change
Term: Fixed term contract embedded in the Ministry of Environment and Climate Change (to September 2029)

Catalyzing Fiji's 30x30 Commitment: New Marine Protected Areas, Strengthened Management and Sustainable Finance project

The Bezos Earth Fund is supporting the Fiji Government to achieve its national commitment to designate at least 30% of its waters as Marine Protected Areas (MPAs) and ensure 100% sustainable ocean management by 2030 through existing mechanisms, including the Blue Prosperity Fiji program. The project, which is led by the Ministry of Environment and Climate Change (MECC) working with the Ministry of Fisheries and Forestry (MFF), is being implemented by a consortium of partners comprising of the Wildlife Conservation Society (WCS), World Wide Fund for Nature (WWF), Conservation International (CI), and the United Nations Development Programme (UNDP). The project consists of four components: the finalisation and legal adoption of the marine spatial planning (MSP) process; strengthening of monitoring, control and surveillance systems for fisheries; establishment of a blended finance facility to support the implementation of the National Ocean Policy; and grant support for local businesses that reduce pressure on fisheries.

Job purpose

The consortium partners are seeking an experienced Project Coordinator to lead the coordination, strategic alignment and effective implementation of the project. This position will be hosted by WCS and embedded within the Ministry of Environment and Climate Change (MECC), working across government ministries and the consortium partners (WCS, WWF, CI and UNDP). The Project Coordinator will serve as the key liaison, enabling effective and cohesive planning, coordination and reporting between consortium partners, the donor and project-relevant stakeholders. The position will report directly to the Permanent Secretary for Environment and Climate Change, through the Director of Climate Change, with salary administration managed by WCS. The Project Coordinator will lead the Project Management Unit, supervising designated staff, including the Project's Finance Manager and a GIS Fisheries



Consultant, as well as oversight of administrative and financial delivery of the (MECC) grant. The role will ensure that activities under this project are closely coordinated with Blue Prosperity Fiji, a government-led program, including reporting to the Blue Prosperity Fiji Taskforce (Project Governance Group).

Responsibilities

Project Coordination:

- Coordinate the implementation of the *'Catalyzing Fiji's 30x30 Commitment: New Marine Protected Areas, Strengthened Management and Sustainable Finance project'* through the Ministry of Environment and Climate Change, in close consultation with the Ministry of Fisheries and Blue Prosperity Fiji.
- Ensure effective implementation across all four workstreams, maintaining alignment within the project implementation and with government ministries.
- Act as the project's focal point for government agencies, consortium partners, donors, and other stakeholders, ensuring effective and transparent communication, information flows and collaborative planning.
- Convene and facilitate the Project Working Group meetings and other project governance mechanisms, ensuring effective decision-making, follow-up and documentation as per the agreed schedule.
- Represent the project within the Project Governance Group (Blue Prosperity Taskforce) and other relevant committees or technical groups.
- Provide strategic advice to the Permanent Secretary Environment and Climate Change and Director Climate Change on emerging issues, risks, sensitivities and opportunities.

Project management and team supervision

- Lead the coordination and support execution of the four components of the project across consortium partners.
- Oversee and work with the consortium partners on the national and divisional stakeholder consultations.
- Assist in timely decision-making and alignment across ministries and partners as requested by MECC.
- Support the coordination and progression of MSP regulations, compliance and enforcement through required government processes.
- Track regulatory milestones, Cabinet processes and legal drafting timelines to ensure adoption within project timeframes.

- Supervise the Project Finance Manager (MECC staff member) and GIS Fisheries Consultant (engaged by WCS), ensuring the effective operation of a project management unit.

Planning, reporting and compliance:

- Maintain the project's master work plan, and ensure it is reviewed and approved through the PGG as needed.
- Coordinate annual work plans and implementation schedules aligned with grant milestones.
- Liaise with the donor on reporting, compliance and milestone-based deliverables.
- Track progress against milestones and performance indicators outlined in the grant agreement, ensuring timely submission of reports required for release of tranche payments.

Communication and outreach

- Oversee the work of the communications consultant to ensure consistent project messaging and public engagement.
- Ensure messaging accurately reflects MSP as an integrated ocean governance tool balancing protection and sustainable use.
- Serve as the project's media focal point as required.

Required qualifications, experience and skills

- Advanced degree in marine science or related field.
- Minimum 10 years of experience in project coordination, including on marine resource management projects.
- Strong understanding and technical skills of marine ecology, fisheries management and marine conservation strategies.
- Experience and skills to manage and support donor funded projects.
- Extensive networks and understanding of the operations of government in Fiji.
- Experience coordinating cross-ministerial policy or regulatory processes.
- Strong financial oversight and reporting skills.
- Strong policy drafting and analytical writing skills.

Salary

A competitive salary package will be offered, commensurate with the candidate's qualifications, skills, and relevant experience.

Application process

Please email a letter of application and curriculum vitae to pvannimwegen@wcs.org with the subject line: Application for Project Coordinator. Applications will be accepted until 5 PM Fiji time on 10 April 2026. 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.