



Position Description: COORDINATOR

Women in Fisheries Network – Fiji (WiFN-Fiji) is a local Non-Governmental Organisation (NGO) committed to empower women engaged in the fisheries sector in Fiji, ensure their role and contribution are recognized and valued and that women are participating meaningfully in all aspects of sustainable fisheries. The network also seeks to effectively disseminate information on sustainable fisheries methods and approaches. It works alongside and in partnership with key government ministries, NGOs national, regional and global agencies in deciding, designing and delivering its activities with a focus on helping build an environmentally-sustainable, socially-appropriate and economically-viable fisheries sector in Fiji. WiFN-Fiji also has an interest in ensuring the fisheries sector is supported by an appropriate policy environment that effectively considers the role of women.

Role

The Coordinator, under the overall guidance of the WiFN-Fiji Executive Board, manages the Women in Fisheries Network – Fiji (WiFN-Fiji). S/he reports to the Executive Board Chair and ensures the WiFN-Fiji achieves its objectives under current and future funded initiatives. The Coordinator leads the development and review of the WiFN-Fiji five-year strategic plans and workplans that reflect the objectives and values of the organisation's constitution. S/he also leads the production of knowledge products. The Coordinator engages the WiFN-Fiji members in different activities to ensure that members' expertise and knowledge add value to the network's activities and objectives. At the same time, the Coordinator helps identify and build a network of fisher women, women's support groups, fisheries and gender practitioners and researchers, with an interest in supporting women in fisheries in Fiji.

Duties and Responsibilities

Specific duties and responsibilities include, but are not limited to:

- Developing five-year strategic plans, annual work plans and budgets and timely approval by the Executive Board members;
- Overseeing the implementation of strategic plans, work plans and all project deliverables and the preparation of annual reports and production of knowledge products;
- Overseeing the financial, administration and management of the WiFN-Fiji;
- Meeting regularly with the Executive Board to report on progress against grant deliverables and activities in WiFN-Fiji's strategic plan;
- Growing the WiFN-Fiji membership with increased engagement of members in various activities as well as building strong partnerships with key stakeholders;

- Lobbying with government (women in fisheries issues) and effectively engaging the Ministry of Women and Department of Fisheries, and other relevant government stakeholders to influence evidence-based relevant fisheries and gender policies;
- Representing WiFN-Fiji's interests at local, provincial and national levels;
- Conducting/facilitating research on the role of women in fisheries in Fiji and related emerging issues;
- Supporting the economic empowerment and social wellbeing of women fishers, middle-women and sellers engaged in the fisheries sector;
- Supporting the sustainable management of fisheries and the ecosystem systems that support them;
- Preserving traditional ecological knowledge of fisheries species and their management;
- Facilitating training and capacity building on sustainable fisheries, small business development and marketing;
- Production of education, outreach and other communication materials;
- Communicating and promoting the WiFN-Fiji in relevant national, regional and international workshops, meetings and fora; and
- Writing management plans, reports (technical and donor), articles and other types of print materials, as required.

Required Experience and Qualification

- Bachelor degree in natural resource management, fisheries, marine science, or relevant field related coastal fisheries. Postgraduate qualification would be an advantage;
- At least five years extensive and verifiable relevant work experience;
- Experience in organizational review, strategic planning, establishing strong working relationships with internal and external clients;
- Evidence of programme management experience with strong monitoring and evaluation expertise, preferably in a development partner agency;
- Analytically minded with strong presentation skills;
- Excellent networking, relations and partnership management skills;
- Strong negotiation and interpersonal skills;
- Focused on delivery and results; and
- Proficient with Microsoft office and knowledge management tools.