



## **Position Description: PROJECT OFFICER**

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 Project Officer contributes and assists in the development of planning and capacity building programs for women fishers and gender equality in all aspects of fisheries. S/he assists in the strengthening of the WiFN-Fiji's organizational base to respond effectively to women in fisheries issues. Reporting to the WiFN-Fiji Coordinator, s/he is required to work under minimal supervision in the implementation of network activities, communications and the promotion of the network's activities on social media. The Project Officer will play a critical role in managing the WiFN-Fiji database on women active in the fisheries sector.

### **Duties and Responsibilities**

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

- Developing an excellent working knowledge of the central role of WiFN-Fiji in all aspects of fisheries;
- Overseeing the development of a WiFN-Fiji database on women active in the fisheries sector, compilation of baseline data including sex-disaggregated data and mining the data held by key partners;
- Analysing data to inform WiFN-Fiji evidence-based research and recommendations for policy reform to address gaps and opportunities for women in leadership and decision-making roles in the fisheries sector;
- Facilitating training and capacity building on sustainable fisheries, small business development and marketing;
- Managing WiFN-Fiji communications and promotion of network activities including via social media;

- Implementing the network membership drive strategy that utilizes the diverse skills and expertise of its members;
- Organizing and facilitating links and networks to enhance the work of WiFN-Fiji at local, national and regional levels;
- Contributing to the development and production of education, outreach and other communication materials;
- Providing support to WiFN-Fiji's community trainings through community visits and establishing and maintaining networks;
- Providing reports and acquittals on field work as required by the WiFN-Fiji Finance Manual; and
- Any other duties as delegated by the WiFN-Fiji Coordinator.

### **Required Experience and Qualification**

- Bachelor degree in natural resource management, fisheries, marine science or relevant field related to coastal fisheries;
- At least 3 years relevant experience, in particular programme/project management – design, implementation, monitoring and evaluation;
- Experience in working with communities and ability to communicate in the i-Taukei language, are an advantage;
- Experience in database management and analytically minded;
- Excellent interpersonal skills and ability to use initiative;
- Strong communication skills both written and verbal;
- Experience in the production of education, outreach and other communication materials;
- Demonstrated excellent skills in workshop facilitation and delivering presentations and training in both formal and non-formal settings;
- Demonstrated ability to develop networks, partnerships and maintains these relationships;
- Ability to work independently and as part of a team;
- Focused on delivery and results; and
- Proficient with Microsoft office, knowledge management and social media tools.