



Vacancies: Coordinator and Project Officer Positions

The Women in Fisheries Network-Fiji (WiFN-Fiji) is a local NGO committed to strengthen and empower women engaged in the fisheries sector in Fiji, and effectively disseminate information on sustainable fisheries methods and approaches. The WiFN-Fiji is currently hiring a **Coordinator** to lead and monitor the planning, implementation of the activities of the WiFN-Fiji and reporting of results in accordance with its objectives and values, oversee its engagement and work on gender and fisheries in Fiji, and build a strong membership base. WiFN-Fiji is also hiring a **Project Officer** to contribute to the development of planning and capacity building programs for women fisher, oversee the development of a WiFN-Fiji database, manage communications and the implementation and promotion of network activities including via social media, in accordance with its objectives and values.

Coordinator position: This exciting role requires qualifications and experience as follows:

- Bachelor degree in natural resource management, fisheries, marine science or a relevant field to coastal fisheries – postgraduate qualifications an advantage; Proven experience of successful management and leadership of a team or unit (at-least at section leader level) in either the public sector, private sector, development agency, regional organization, or non-governmental organization; Demonstrated experience in leading organizational review, strategic planning, developing annual work plans and oversight of programme/project management in particular strong monitoring and evaluation expertise and ability to prepare annual reports; Evidence of experience in lobbying with government on women on issues related to women in fisheries and in a representational role, effectively engaging the Ministry of Women and the Department of Fisheries and other key stakeholders to influence evidence-based fisheries and gender policies; Experience in production of knowledge products, communications and promotion of organizational services and achievements including via social media; Extensive experience in training and capacity building facilitation; Managing evaluation and timely application of learning in future activities; Excellent written and verbal communication skills in the English language; Ability to communicate in the i-taukei language is an advantage; and Proficiency in the use of Microsoft Office, knowledge management and social media tools.

Project Officer position: This exciting role requires qualifications and experience as follows:

- Bachelor degree in natural resource management, fisheries, marine science or a relevant field to coastal fisheries; Demonstrated experience in managing a database, data mining and analytically minded; Evidence of programme/project management experience with technical monitoring and evaluation expertise; Extensive experience in managing communications, promotion of organizational services, knowledge products, and education and outreach materials; Excellent communication skills and ability to use initiative; Demonstrated skills in workshop facilitation and delivering presentations and training; Proven experience in working with communities and ability to communicate in the i-taukei language are an advantage; and Proficiency in the use of Microsoft Office, database, knowledge management and social media tools.

For both positions: A one year duration with the possibility of extension. Detailed position descriptions can be obtained from the WiFN-Fiji website www.womeninfisheriesfiji.org or by email to reema@womeninfisheriesfiji.org

Applications

Both women and men are encouraged to apply. Applicants are to provide a cover letter and curriculum vitae with 3 references including contact details, by email to reema@womeninfisheriesfiji.org **before 5pm, Saturday, 9 February 2019**. All applications need to indicate clearly the position that is being applied for. Please note that late applications will not be considered.