



Vacancies: Coordinator and Temporary Relieving Finance Officer

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 **Temporary Relieving Finance Officer** who will be responsible for the operation and maintenance of the Women in Fisheries Network – Fiji's (WiFN- Fiji) financial systems.

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.
- A one year duration with the possibility of extension based on availability of funds.

Temporary Relieving Finance Officer position: This exciting role requires qualifications and experience as follows:

- Proficiency in MYOB accounting software is highly desirable
 - Experience in basic accounting/ book keeping
 - Experience arranging events (meetings, workshops, etc.) and associated travel
 - Enthusiasm to work as part of a small team and independently.
- Period of 3 months only starting from 15th June 2019.

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, 25th May 2019**. Please note that late applications will not be considered.