



"Gutpela sindaun, gutpela bus, gutpela solwara" ("Empowered people with healthy forests and seas")

VACANCY ANNOUNCEMENT

Organization Background

The Wildlife Conservation Society (WCS) is an international non-government organization committed to working with communities, government and other partners to manage wildlife, lands and seas for biodiversity and human-well-being. WCS is presently seeking a **Protected Areas Coordinator** to be based in East Sepik Province and may be expected to travel within PNG, especially to WCS field sites. The position will report to the WCS GEF6 Project Coordinator.

Role Dimension

This position is responsible for overseeing implementation of activities related to wetland protected area establishment and livelihoods development with landowners in East Sepik Province, as part of a larger Global Environment Facility (GEF) project overseen by the UNDP and implemented in East Sepik by WCS.

Key Selection Criteria

Qualifications and requirements

- Bachelor's degree (or higher education level) in community development, land use planning, community conservation, natural resource management, ecology, or a closely related field
- 5+ years' experience in community affairs or community engagement activities
- Understanding of logistics and management for projects (planning, budgets, implementation, monitoring and evaluation, reporting, and communication)
- Efficient at multi-tasking; can work with minimal supervision on multiple tasks at multiple levels and switch between them; can foresee and plan around obstacles, work under pressure and meet deadlines
- Experience in capacity building of partners and team-building, conflict management and resolution skills
- Fluency in written and spoken Tok Pisin and English
- Comfortable working long periods in the field and in the office
- Excellent professional ethics, organised, pro-active, punctual, dependable, accountable, and willing to learn new skills for self-development.
- Ensure high levels of effectiveness and efficiency in work plans, reporting, logistics, deliverable quality, and financial accountability.
- Ensure compliance with WCS and donor policies and procedures, with special attention to ensuring gender equity and social inclusion.

Critical Knowledge, Skills, and Abilities

- Excellent computer literacy & skill of MS office applications (Word/PowerPoint/internet etc.).
- Good analytical and problem-solving skills.
- Strong interpersonal skills and emotional intelligence.
- Being a self-starter with drive, initiative and able to work as a team/individual with a positive attitude and is open minded.
- Excellent organizational and leadership skills
- Considerate and deliberate in dealing with people and managing conflict.

Job Descriptions are available on request. Please send your CV and cover letter addressing the Key Selection Criteria to Angela Kakau at akakau@wcs.org. All electronic files must be contained in (1) compressed zip file and have applicants' names and the role applied for, clearly labeled in the subject line. For e.g., Jane Doe - Protected Areas Coordinator.

Applications Close: Friday, 24 February 2023 at 5pm

Due to large feedback, if you should not hear back within a week after submission close date, please consider your application unsuccessful. Thank you.

The Wildlife Conservation Society (WCS) is an equal opportunity and affirmative action employer whereby we do not engage in practices that discriminate.