



TERMS OF REFERENCE

SECTION	PROGRAMS
TITLE OF POST	Sovi Basin Protected Area - SBPA Conservation Officer
POST OBJECTIVE	To coordinate and implement the activities identified in the Management Plan for Sovi Basin Protected Area (SBPA) for the protection and preservation of the area.
RESPONSIBLE TO	Director, National Trust of Fiji
SUBORDINATE STAFF	Program Assistants, Interns and/or Volunteers
SPECIFIC TASKS	<ol style="list-style-type: none">1) Oversee the administration of the SBPA.2) Responsible for the development and implementation of the SBPA Workplan priorities in line with the SBPA Management Plan.3) Responsible for the management of all consultancies and projects developed with SBPA landowners and communities in accordance with the SBPA Management Plan.4) Coordinate and manage communications with the Provincial Offices, government departments and all stakeholders relative to the SBPA.5) Responsible for all aspects of SBPA reporting including:<ol style="list-style-type: none">a. Documentation of all project proceedings.b. Provision of project quarterly reports, and,c. Provision of regular written updates to the Sovi Steering Committee and stakeholders.6) Coordinate and manage the development of various scientific and other studies including surveys required for the monitoring protocols for the SBPA.7) Responsible for the identification and coordination of training programs for the community and staff.8) Responsible for the development and implementation of a communication plan for the SBPA.9) Ensure the preparation of public information, its translation to the iTaukei language, and any other written communication resources on the SBPA for the community.10) Supervise SBPA Project Assistants, interns and volunteers.

DELIVERABLES

- Annual workplan for SBPA (Feb 2022 – Feb 2023).
- Re-established positive relationships with the community stakeholders of Nadakuni, Naivucini, Naseuvou, and Delailasakau.
- Signed and implemented CCAs for the 4 villages of Nadakuni, Naivucini, Naseuvou and Delailasakau.
- Successful facilitation of 2 x SBPA Landowners meetings.
- Develop and implement a communication plan for the SBPA.
- Monitoring and research protocols for the SBPA developed and implemented.
- Training Needs Analysis developed and implemented for the SBPA community and staff.
- 4 x quarterly reports presented.
- Prepare SBPA workplan for the new year.

QUALIFICATION

- Degree or Masters in relevant field such as environmental studies, Biology, Heritage and or Conservation.
- Working knowledge of the country's resource management issues.

EXPERIENCE

- Project management, implementation and reporting.
- Local community protocol and community dynamics.
- Fluency in both the Itaukei and English language.
- Excellent communication skills, both written and oral.
- Biodiversity and socioeconomic research and survey methodology.

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Advanced	Mature personality with ability to easily communicate with community representatives, Govt officials, international researchers, students and visitors.
	Ability to work independently in a small team environment and with key local and international partnerships.
	Ability to support NTF values and a genuine desire to protect the Sovi Basin Protected Area.
	Knowledge and understanding of biodiversity conservation, forestry management, and the socio-economic and socio-cultural aspects of the indigenous community of Fiji.
	IT literate including Microsoft Office programs (Word, Excel, Power-point) and email.
Working	Physically fit to conduct field work and surveys.

	Ability to swim and drive
	Experience in biological monitoring and survey methodologies.
	Basic First Aid certified
Awareness	Must be of sober habits with a smart and clean appearance
	High standards of self-integrity and honesty

CONDITIONS

- The successful applicant must be fully vaccinated for COVID 19.

SALARY RANGE

Band H Step 1 FJD\$34,760.31 – FJD\$37,434.18