

# **Position Advert for Conservation and Sustainable Development Programs Assistant**

**Organization:** Pacific Blue Foundation.

**Location:** Beqa Lagoon, Fiji.

**Status:** Full time, voluntary position.

**Closing date for applications:** January 12<sup>th</sup>, 2018.

**Start date:** February 2018.

**Position duration:** Initial 3 months, with extension possibility for right person.

## **SUMMARY POSITION DESCRIPTION**

The Pacific Blue Foundation (PBF) is seeking an experienced and qualified applicant to assist the Conservation and Sustainable Development Programs of the Beqa Lagoon Initiative (BLI) in Fiji; with a particular focus on strengthening capacity to conserve marine and coastal biodiversity, local communities' sustainable development, integrated ecotourism activities, and support the sustainable use and adequate management of natural resources.

To accommodate the evolving and growing needs of the project, we are recruiting for an exciting new role to support our Fiji-based team and ensure effective delivery of a growing number of programmes.

We are seeking a highly motivated individual, who will be pragmatic and resourceful, entrepreneurial, and sensitive to the needs and interests of the BLI's partner communities, agencies, organisations and business stakeholders.

We are looking for a creative, open minded and discerning individual, with excellent communications skills, attention to detail and a technical background.

The role offers the opportunity to gain experience working on a wide range of programmes, working as part of an interdisciplinary team in the fields of coastal and marine ecology, conservation and restoration, natural resource management, remote island sustainable development, education and ecotourism.

## **PRINCIPAL RESPONSIBILITIES**

Provide logistical, administrative and communications support as required to the BLI team to support effective programs delivery.

Provide administrative and logistical support for field-based programs, in particular in training, guiding and teaching activities; and conducting marine, coastal and socio-economic surveys, data entry and analysis along the BLI programs.

Provide administrative and logistical support for BLI programs, in particular in preparing relevant documents, reports, teaching and communications material.

The position holder will report to BLI's Project Manager, and will be based in Beqa Island.

## **QUALIFICATIONS, SKILLS, AND EXPERIENCE**

### **Essential**

- A relevant Bachelor's degree in marine biology and ecology, environmental sciences, conservation ecology, fisheries, marine natural resource management, or similar.
- Strong practical experience exploring and understanding of tropical coastal ecosystems, particularly coral reefs.
- A demonstrable passion for the natural environment.
- A strong desire to work in the marine conservation and sustainable development sector.
- Self-motivated with the ability to work independently and multitask.
- Flexible and results-oriented with a high level of resourcefulness to deal with changes.
- Confident, strong interpersonal skills and ability to relate to and work effectively with individuals from a wide range of backgrounds and cultures.
- Excellent written and verbal communication skills in English.
- Excellent organizational and time management skills.
- Excellent technical and analytical skills, with an eye for detail.
- Competent Dive Master with guiding experience.
- Strong free-diver and swimmer, capable of diving to at least 5 meters.
- Healthy, fit and does not suffer from sea sickness.
- Capable of living in a remote island with basic living conditions.
- Excellent knowledge of MS Office.
- Current personal medical and diving insurance.
- Current first-aid and O<sub>2</sub> resuscitation certificate.

### **Desired**

- Proven leadership skills and success in effectively inspiring and engaging diverse working groups in a multicultural environment.
- Demonstrated ability to achieve goals with a high level of creativity and strategic thinking.
- Efficiently manage and build local capacity within complex, challenging environments.
- Previous experience in the global conservation, NGO, advocacy or related non-for-profit arena; preferably related to marine resource management and marine protected areas.
- Strong practical experience in and understanding of tropical coastal ecosystems in Oceania.
- Previous experience in research surveys of tropical coastal ecosystems, particularly coral reefs, preferably in Oceania.
- Previous experience with coral restoration.
- Experience in permaculture and community sustainable development.
- Experience in trades such as carpentry, plumbing, construction, mechanics, etc.
- Classroom teaching experience.
- Dive Instructor certificate.
- Motor boat license.

## **TERMS AND CONDITIONS**

Contract duration: 3 months, with extension possibility of up to a further 6 months for right person.

Salary: None. This is a voluntary, non-paid position.

Accommodation: Shared accommodation with project staff in village house is provided.

Food: Shared food and meals with village family is provided.

Travel: All project-related in-country travel expenses are covered;

Boat travel between Beqa Island and Viti Levu Island (mainland) is covered.

Visa: Initial and extension visa application fees are covered.

## **PROGRAM BACKGROUND**

The Beqa Lagoon initiative (BLI) is founded on ecosystem-based management of marine and coastal environments, and sustainable development of communities in remote islands; using a multidisciplinary integrated approach considering key anthropogenic elements.

The BLI operates through practical applications for social-ecological sustainability directing efforts through different programs, such as mitigating immediate threats to environmental and human wellbeing, such as mounting solid waste and pollution, and outbreaks of coral-eating Crown of Thorns Starfish; restoration of damaged ecosystems, namely coral reefs and mangrove forests; conservation of key species through awareness building and ecotourism; creating strategies for local sustainable revenues, improving livelihoods and reducing the impact of overfishing; and capacity building towards implementation of integrated management plans of marine protected areas.

These programs operate with cooperation and partnerships among and between local communities, business stakeholders, NGOs, government departments, provincial offices, and academia, towards common goals and a sustainable future.

## **ORGANIZATION OVERVIEW**

Pacific Blue Foundation (PBF) is a non-for-profit public benefit non-governmental-organization, registered 501(c)3 and charitable trust.

Pacific Blue Foundation provides basic research, education, encouragement and dissemination of sustainable practices in coastal regions with the ultimate goal of preserving and promoting the biological and cultural diversity of the region.

For more information please visit our website:

<http://pacificbluefoundation.org/projects/the-beqa-lagoon-initiative/>

And our Facebook page:

<https://www.facebook.com/PacificBlueFoundation/>

## **APPLICATION**

Please submit a Curriculum Vitae (up to three pages), a cover letter (one page), and contacts of two referees to: [beqalagooninitiative@gmail.com](mailto:beqalagooninitiative@gmail.com) by Friday, January 12<sup>th</sup> 2018.