



## **JOB DESCRIPTION**

**Position:** Project Coordinator

**Division:** Solomon Islands Program

**Reports to:** Coral Reef Rescue Project Manager

**Location:** Solomon Islands (based in Honiara)

### **Position Overview**

The Project Coordinator will support the implementation of the Coral Reef Rescue Project (GEF CRR), assisting the Project Manager in strengthening coral reef conservation, climate resilience, and sustainable livelihoods in Solomon Islands. The role involves coordinating stakeholder engagements, supporting community-based resource management efforts, and ensuring effective implementation of national and subnational action plans for coral reef conservation.

The Project Officer will work closely with the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), WWF Solomon Islands, and other national partners to facilitate the establishment of a multisectoral stakeholder hub and advance resilient reef management strategies.

### **Key Responsibilities**

#### **Project Implementation & Coordination**

- Assist the Project Manager in coordinating with MECDM, WWF Solomon Islands, national hub members, and the University of Queensland (Project Executor) to develop, implement, and monitor annual workplans.
- Support the development and execution of consultancy contracts to deliver key project outputs (e.g., mapping indigenous governance systems and assessing cost-benefit analysis for resilient reef management).
- Organize and facilitate multisector stakeholder workshops to generate best practice approaches for implementing resilient reef management.
- Work with the WCS Marine Technical Advisor to ensure best practice science and monitoring are integrated into national and subnational coral reef management planning.
- Assist in collecting and synthesizing technical reports and stakeholder inputs into donor reports and project summaries.
- Ensure gender equity and social inclusion (GESI) principles are embedded across all activities and community engagements.
- Contribute to the GEF CRR project communications strategy, including public outreach, awareness materials, and engagement strategies.

- Participate in project meetings (both virtual and in-person), representing WCS as needed.

### **Community Engagement & Field Support**

- Support community consultations and engagement activities to enhance awareness of coral reef resilience and management.
- Assist in facilitating Community-Based Resource Management (CBRM) efforts, ensuring community-led initiatives are well-supported and documented.
- Coordinate with local government and community stakeholders to promote sustainable fisheries, reef management, and conservation action planning.
- Assist in the collection of local ecological and governance data to inform decision-making processes.
- Support logistics for field visits, training sessions, and data collection trips.

### **WCS Solomon Islands Operations & Reporting**

- Represent WCS Solomon Islands at relevant local, provincial, and national meetings.
- Support the Project Manager in preparing technical and financial reports for internal and donor review.
- Assist with project administration, record-keeping, and operational support to ensure smooth implementation.

### **Position Requirements**

- Postgraduate diploma or bachelor's degree in environmental sciences, natural resource management, marine conservation, or a related field.
- At least 3 years of experience in conservation, community-based resource management, or project implementation.
- Experience in coordinating project workplans, stakeholder engagement, and field monitoring activities.
- Strong ability to build and maintain relationships with government agencies, NGOs, and community groups.
- Familiarity with Solomon Islands' environmental policies and community-based conservation approaches is preferred.
- Strong organizational, interpersonal, and communication skills with the ability to coordinate multiple activities.
- Proficiency in English and Solomon Islands Pijin (local language skills are an advantage).
- Experience in data collection, technical reporting, and workshop facilitation.
- Willingness and ability to travel to field sites for extended periods as required.