



## MINISTRY OF ENVIRONMENT

### ROLE | JOB DESCRIPTION: **PROJECT OFFICER Central – Jobs for Nature 2.0 (JFN2)**

#### CORPORATE INFORMATION

1. Position Level: H
2. Salary Range\*: \$34,760.31 - \$37,434.18
3. Duty Station: Department of Environment, Ministry of Environment, Suva
4. Reporting Responsibilities:

**Reports To:** Principal Environment Officer for Resource Management Unit, Department of Environment, Ministry of Environment.

**a) Liaises with:** Project and Ministry Staff (Ministry of Economy and Ministry of Environment), Fiji Social Protection COVID-19 Response and System Development partners, other Government ministries, Non-Government Organisations, Inter-Governmental organisations and local communities.

**b) Subordinates:** NIL

#### INTRODUCTION

The Fiji Social Protection COVID-19 Response and System Development Project (hereinafter the **Project**) has the objective to mitigate the impact of the COVID-19 crisis on the income of the unemployed and underemployed, and to increase efficiency and adaptability of the social protection system. The implementing agency of the Project is the Ministry of Economy (MOE) which houses a Project Management Unit (PMU) that oversees the day-to-day management of project operations. MOE works in partnership with other implementing agencies, including the Ministry of Environment. The Project is organized around four components:

**Component 1. Cash transfers** to the unemployed and underemployed affected by COVID-19 (completed in July 2021).

**Component 2. Institutional strengthening** through the provision of technical assistance (TA) to the Government aiming at developing an Adaptive Social Protection Strategy and strengthening social protection delivery systems. The component includes M&E, and Project management. It also includes TA for the implementation of components 3 and 4.

**Component 3. Cash transfers** to individuals who have lost their employment or livelihoods in both formal and informal sectors because of the COVID-19 pandemic.

**Component 4. Jobs for Nature 2.0 (hereinafter JFN2)** a temporary employment program building on the Government's Jobs for Nature initiative.

**JFN2** consists of setting up public works to engage unemployed individuals in undertaking green initiatives and nature reforestation work. JFN2 will finance the labor costs\_of small grants for community organizations that will have to ensure short-term employment for unemployed and under employed with a particular attention to ensure women participation. The works will be developed and implemented through interventions aimed at protection, restoration and rehabilitation of natural resources developed

with community participation. A preliminary list includes projects around wetlands protection, riverbank rehabilitation and coastal bank protection; and biodiversity enhancement.

JFN2 will benefit from capacity building provided under Project component 2, as described below.

**Sub-component 2.4** will focus on building capacity of Government agencies to implement the Jobs for Nature 2.0 program, including hiring consultants, investing in information systems and enhancing beneficiary identification, selection, and eligibility verification; management of beneficiaries; service provision; fiduciary oversight; grievance redress mechanism (GRM); and monitoring and evaluation (M&E). The sub-component will also provide TA to develop and conduct a series of training for stakeholders, including workers in community groups, participating in public works, on key technical and basic skills (financial literacy, life skills, basic literacy/numeracy, climate change, and entrepreneurship) necessary for effective implementation of eligible activities.

**Sub-component 2.5** will strengthen the activation pathways of social welfare beneficiaries to connect them to employment support programs, through the Welfare Graduation Program. The investment on information system will aim to build effective links between Jobs for Nature 2.0 and other programs, such as, UA, DSW's social assistance programs.

## **POSITION PURPOSE**

The purpose of the position is to contribute to the successful implementation of the Jobs for Nature 2 program in the Central area, through a range of support activities including: reaching out beneficiary organizations; facilitating the preparation and submission of proposals, supervising and monitoring JFN2 activities throughout the program cycle.

## **KEY RESPONSIBILITIES**

The Project officer will assist the Project Technical Coordinator in meeting the JFN2 operational objectives; in accordance with the provisions in the legal agreements between the World Bank and the Fijian Government. The Project Officer will provide administrative and technical support while working under the overall direction of the Project Coordinator and will be directly supervised by the Project Coordinator.

The Project Officer will work with relevant staff and service providers, in accordance with procedures defined in the JFN2 operations manual. The Project Officer will have the following key responsibilities.

1. Provide operational support to Technical Coordinators, Financial Management Specialist, Procurement Specialist and the Environmental and Social Specialist.
2. Support the preparation of project documents and reports, providing specific inputs on the JFN2 activities and outputs in the Central area.
3. Organise mission activities, schedule meetings and carry out logistic arrangements in the Central area.
4. Undertake all necessary activities as identified in the project work plans, including monitoring and evaluation exercises.
5. Outreach community organisations in the Central, carrying out community sensitisation, organising general assemblies, and holding meetings with local authorities.
6. Provide the required information and technical support to community organisations in the process of developing and submitting their project proposals.
7. Support the set-up and delivery of community trainings.
8. Supervise the delivery of project materials and equipment to the community organisations.

9. Supervise work sites including: respect of working conditions and safeguards measures, adherence to agreed technical norms, effective beneficiary participation and wage payments.
10. Coordinate and collaborate with all stakeholders to ensure the effective and efficient implementation of the work plan.
11. Submit progress, supervision and monitoring reports and highlight project risks to the Project Management Unit in a timely manner.
12. Be an uptake channel for grievances related to JFN2 activities, according to the modalities and timeframe defined in the Project Operations Manual.
13. Identify other partnering agencies or initiatives that are implementing JFN2 activities across Fiji for synergies, sharing of lessons learned and best practices.
14. Maintain a filing system and provide JFN2 information/data to the Project Management Unit (Ministry of Economy) for information sharing and dissemination in compliance with Government and World Bank policies and procedures.
15. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resource activities where required.

## **PERSON SPECIFICATION**

The minimum qualification requirement for this position is an undergraduate degree in Natural Resource Management, Environment Science/ Management or a related field (or equivalent working experience). The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Working knowledge and either analytical or operational experience related to issues relevant to land restoration, upgrade, climate change and biodiversity loss / conservation;
2. At least 2 years working experience in sustainable oceans, land / forest management or related projects in the sustainable development context;
3. Experience of working with multiple government and civil society stakeholders; working with international organizations is a plus;
4. Familiarity with using Microsoft tools such as Word, Excel, PowerPoint;
5. Familiarity with community protocols and engagement of partners in project implementation.
6. Possessing knowledge about JFN2 project will be an added advantage;

### **Skills and Abilities**

1. Ability to adhere to tight deadlines, with attention to detail;
2. Ability to work under minimum supervision to meet short deadlines;
3. Commitment and drive to achieve challenging goals, with a problem solving attitude;
4. Good planning, communication and coordination skills;
5. Willingness to participate in field activities/surveys and extensive travel to remote areas within the project areas; and
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### **Personal Character**

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up the duty.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants

**Position duration**

The position will be for up to three years.