**WWF Pacific Communications Officer – Solomon Islands**

We are looking to recruit a Communications Officer on a short term contract for our Solomon Islands office. The Communications Officer works in close collaboration with the Communications Manager to ensure the effective exposure of the Solomon Islands country office to enable the achievement of conservation objectives. The position holder also works closely with the Solomon Islands Conservation Team.

**Location:**

At WWF South Pacific Office, 4 Ma’afu Street, Suva, Fiji.

**Duration:**

This is a 3 months short term contract with stipulated conditions.

**Terms of Reference (TOR)**

Please refer to attached TOR for more information.

**What you need:**

**Required Qualifications**

* Diploma or equivalent in communications, journalism or closely related field.
* At least two years experience in a communications-based department or organisation within the Pacific Island region.

**Required Skills and Competencies**

* Demonstrated ability in communications and/or press related work, including production of press articles, features and/or marketing materials.
* Proven ability to manage online content including a website and social media platforms.
* Demonstrated ability to work both independently and in a team, particularly in the implementation of cross-country activities and projects.
* Demonstrated basic knowledge and preferably practical experience of community engagement processes and field related projects.
* Excellent communication skills, fluency in both written and spoken English. An understanding of Pidgin and/or Fijian is also advantageous.
* Demonstrated excellent interpersonal skills and a proven track record working with a multi-disciplinary team; and proven ability to work effectively with a range of partners.
* Proven track record of working to timelines and budget
* Have flexible approach and a willingness to work outside normal hours
* Proven ability to set priorities while working under minimal supervision
* Proven ability to work under pressure and meet strict reporting deadlines
* Possesses drive and initiative, with a proven ability to achieve objectives
* Demonstrated excellent PC based computer skills, preferably with current Microsoft Word, Excel, Outlook, PowerPoint and Access.
* Photography skills and use of video camera and ability to produce videos is also advantageous.
* Adheres to WWF’s values, which are: *Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, Persevering & Delivering Results*.

**How to Apply?**

Email a cover letter and CV with the subject line **‘Communications Officer – Solomon Islands’ to:** sppo.hr\_recruit@wwfpacific.org.fj

**Deadline for applications: Monday, 21st April 2014**

*WWF is an equal opportunity employer and committed to having a diverse workforce.*