



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

ROLE | JOB DESCRIPTION: Environment Officer- NBSAP Coordination- GEF 8 Umbrella Programme (Temporary position for 6 months) (x3)

CORPORATE INFORMATION

- 1. Position level:** Band H
- 2. Salary range:** \$38,557.21 - \$49,114.54
- 3. Duty Station:** Suva, extensive travel to divisions and districts required.
- 4. Duration:** 6 Months
- 5. Reporting Responsibilities:**
 - a) Reports to:** Principal Environment Officer-Resource Management Unit (RMU)
 - b) Liaises with:** Staff of the Ministry, line Ministries and Departments, environment/conservation Non-Governmental Organizations, Donor/Development Partners, and the public
 - c) Subordinates:** Nil

POSITION PURPOSE

The Environment Officer – NBSAP Coordination is responsible for supporting the effective implementation, coordination, and monitoring of Fiji’s National Biodiversity Strategy and Action Plan (NBSAP). The position plays a pivotal role in facilitating national reporting obligations under the Convention on Biological Diversity (CBD), including contributing to the updating and timely submission of the Seventh National Report (7NR).

The officers will also support the Resource Management Unit in its daily operational activities, assist consultants engaged under NBSAP-related projects, strengthen cross-sectoral coordination, and contribute to biodiversity mainstreaming across government and stakeholder institutions.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

1. Assist consultants in data collection, analysis, and stakeholder engagement required for the preparation of Fiji’s Seventh National Report to the CBD;
2. Provide support for RMU-led and Biodiversity Project activities, including workshops, stakeholder consultations, and awareness programs;
3. Work closely with the Consultants in coordinating and organizing activities related to the update and submission of the Seventh National Report (7NR);
4. Support the overall coordination and implementation of Fiji’s NBSAP, including monitoring progress across thematic areas and targets;

5. Compile national biodiversity information and coordinate with departments and partners to ensure accurate reporting;
6. Prepare and submit periodic project reports to the United Nations Environment Programme (UNEP) and other development partners, ensuring compliance with reporting guidelines;
7. Assist in the development of concept notes, proposals, and progress reports for biodiversity-related projects; and
8. Undertake any other duties assigned by the Management and the Supervisor, including urgent tasks, consultations, committee support, or field activities aligned with the Ministry's mandate.

KEY PERFORMANCE INDICATORS

1. Effective logistical and technical support toward the completion and submission of Fiji's 7NR;
2. Quality and timeliness of project reporting submitted to UNEP and development partners.
3. Quality of technical inputs, briefs, minutes, and stakeholder engagement.
4. All databases and records are managed with recommendations within an agreed timeframe and easy reference and retrieval; and
5. All assessments and audits are submitted within the agreed timeframe.

PERSON SPECIFICATION

Bachelor's degree in environmental management/science, Biology, Natural Resource Management, Environmental Policy, or relevant field from a recognized institution. The following Knowledge, Work Experience, Skills, and Abilities are required to undertake this role successfully:

KNOWLEDGE AND EXPERIENCE

1. At least 2 years' working experience in the field of environment;
2. Demonstrated Understanding of developments and relative challenges on Fiji's Natural Resources;
3. Practical working knowledge of relevant legislation, acts, and policies; and
4. Demonstrated experience in carrying out research and development of environmental policies and matters.

SKILLS AND ABILITIES

1. Excellent communication and interpersonal skills.
2. Ability to manage records with indexing.
3. Ability to analyze, interpret, and report using quality data;
4. Strong understanding of biodiversity conservation, CBD processes, and Fiji's national environmental priorities.
5. Demonstrated ability to coordinate multi-stakeholder projects and meetings.
6. Strong analytical, research, and report-writing skills.

7. Ability to meet tight deadlines and manage multiple tasks.
8. Capacity to utilize computer programs to support daily operations; and
9. Service-oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment must be Fijian Citizens, under the age of 60, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment. The Ministry is an Equal Employment Opportunity Employer.

Applications to be submitted by 17 January 2026 electronically to:

Permanent Secretary
Ministry of Environment and Climate Change
318 Toorak Rd,
Bali Tower,
P. O. Box 2109, Government Buildings
Suva

Incomplete applications will not be considered. Only shortlisted applicants will be contacted.

An electronic copy can be forwarded to Rosy Yashmin Lata via email at
rosy.lata@environment.gov.fj