



Pacific  
Community  
Communauté  
du Pacifique

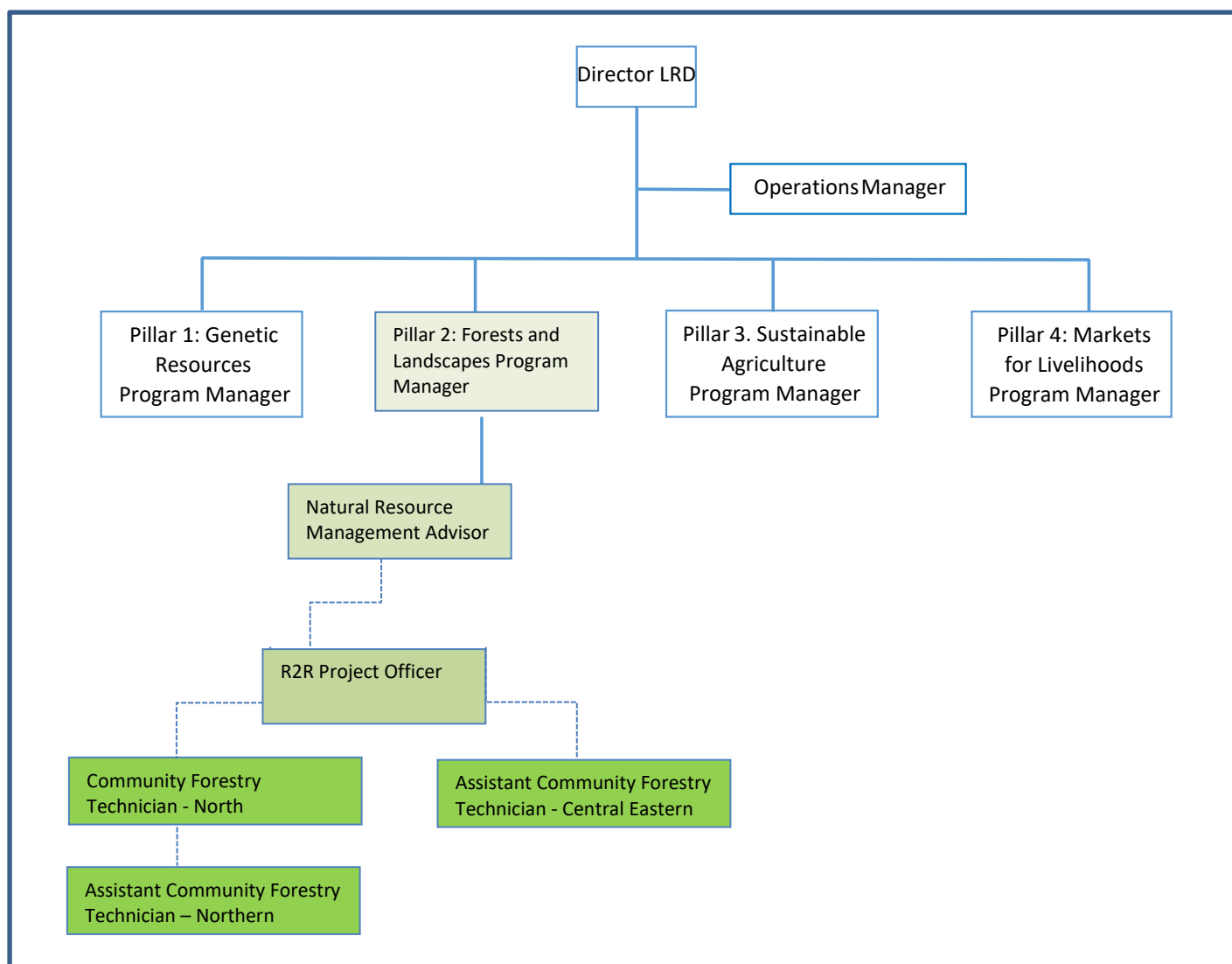
## JOB DESCRIPTION

<b>Job Title:</b>	Assistant Community Forestry Technician
<b>Division / Programme and Section/Project:</b>	Ridge to Reef Project (R2R); Sustainable Forests and Landscape Program; Land Resource Division (LRD)
<b>Location:</b>	Central Eastern or Northern Division
<b>Reporting to:</b>	Assistant Community Forestry Technician – Central / Eastern will report to the R2R Project Officer in Suva Assistant Community Forestry Technician – North will report to the Community Forestry Technician – North
<b>Number of Direct Reports:</b>	Nil
<b>Purpose of Role:</b>	The Assistant Community Forestry Technician will link the project, the target communities and the divisional key stakeholders. The incumbent will be progressively coordinating and liaising with relevant project stakeholders and the proposed project communities for the implementation of the Ridge to Reef project activities in Fiji. This will include providing support in planning and facilitating project activities, organizing meetings with government bodies, liaising and negotiating with relevant community stakeholders on the implementation of activities, promoting sustainable forest management and sustainable land management frameworks in planning and implementation of activities, ensuring reporting requirements are successfully met
<b>Date:</b>	April 2021

### Organizational Context and Organization Chart

The Sustainable Forests and Landscape Program, housed under the Land Resource Division of SPC, contributes to the sustainable management of forest and land resources (SFM/SLM) by assisting PICTs in addressing major issues and challenges through its expert technical support, facilitation and advice to the countries. The main objective of this program is to support and build capacities on sustainable forest and land management in PICTs, to maintain ecosystem services, improve land productivity and enhance community resilience.

The program has partnered with the Ridge to Reef Project which was developed in accordance with the aim of maintaining and enhancing Pacific Island countries ecosystem goods and services (provisioning, regulating, supporting and cultural) through integrated approaches to land, water, forest, biodiversity and coastal resource management that contributes to poverty reduction, sustainable livelihoods and climate resilience.



### Key Result Areas (KRAs):

*The performance requirements of the Key Result Areas are broadly described below*

Jobholder is accountable for	Jobholder is successful when
<b>KRA#1</b> Promoting and assisting in the development of community-based sustainable forest management initiatives for R2R project	<ul style="list-style-type: none"> <li>• Support in facilitating the mapping and identification of reforestation sites for the Waidina watershed in Viti Levu</li> <li>• Assist in the facilitation of at least three R2R and Sustainable Forest Management awareness training</li> <li>• Assist with the development of three community land use plans</li> <li>• Provide support on landscape restoration for five communities in the Waidina Catchment</li> </ul>

<b>KRA#2</b> Active participation in the review and formulation process for national forest policy and legislative framework and plans	<ul style="list-style-type: none"> <li>• Support development of one Reforestation plan for R2R Watersheds</li> <li>• Support in review of one national framework, plans or guidelines</li> <li>• Attend at least one national/regional Forestry meeting</li> </ul>
<b>KRA#3</b> Assisting in promoting sustainable forest and land management practices	<ul style="list-style-type: none"> <li>• Assist with the development of one ICKM product with ICKM</li> </ul>

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

### Most Challenging Duties Typically Undertaken (Complexity):

- Identifying the real needs of the communities before assisting them
- Changing the mindset, attitude, behaviour, and culture of the communities to go in line with their development needs

### Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> Key external contacts are: <ul style="list-style-type: none"> <li>• Government Departments, Non-Government Organisations,</li> <li>• Resource owners, Land Users</li> <li>• Contractors, Consultants</li> </ul>	<ul style="list-style-type: none"> <li>• Courtesy visits to government and NGO stakeholders,</li> <li>• Liaising, consulting, facilitating and advising stakeholders on project implementation and updates,</li> <li>• Planning, facilitation and reporting of field activities</li> <li>• Explaining, convincing, supervising, leading, advising project communities on project objectives and outcomes</li> <li>• Explaining, advising, negotiating and facilitating consultation work</li> </ul>
<b>Internal</b> Key internal contacts are: <ul style="list-style-type: none"> <li>• Supervisor and Project team</li> <li>• LRD staffs</li> </ul>	<ul style="list-style-type: none"> <li>• Liaising on the future direction of the project and links to other LRD activities</li> <li>• Project planning within project team and Pillar 2 team</li> <li>• Integrated approach to implementation of LRD business plan requiring closer working relationship with the other LRD programs.</li> </ul>

**Level of Delegation:**

Routine Expenditure Budget: N/A

Budget Sign off Authority without requiring approval from direct supervisor: N/A

**Personal Specification:**

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

**Qualifications**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>Must have at least a Forest Technician Certificate and/or 5 years work experience in community forestry</li> </ul>	Diploma in Forestry or Agro forestry or land management with 3-year work experience

**Knowledge/Experience**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>A minimum of five –seven years’ experience addressing sustainable forest and land management issues, natural resource management, land use plan, community work, project planning and facilitation</li> <li>Experience in Fiji is highly desirable</li> <li>Experience in liaising with Fijian local communities on project implementation</li> <li>Excellent communicator, with strong verbal, writing and editing skills.</li> <li>Good team player</li> <li>Demonstrated Proficiency with MS Office</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated experience in a similar role within a Government, NGO, or regional/international organisation</li> </ul>

**Key Skills/Attributes/Job Specific Competencies**

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> <li>Ability to adapt as the requirements of situation change,</li> <li>Ability to Develop skills and competencies of counterparts</li> <li>Ability to establish and maintain relationships with staff, counterparts, contractors and suppliers</li> </ul>
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Advanced level	<ul style="list-style-type: none"> <li>• Ability to express ideas effectively in individual and group situations, ability to adjust language or terminology to the characteristics and needs of the audience</li> <li>• Report writing, planning and facilitating on the ground project activities.</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Working knowledge of the concept of integrated Sustainable Forest Management &amp; Sustainable Land Management</li> <li>• Working knowledge of Mapping software's</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Basic understanding of the issue of Climate Change</li> <li>• SPC policies and procedures</li> <li>• LRD office procedures</li> </ul>

### Key Behaviours

*All employees are measured against the following **Key Behaviors** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity
- Effective communication and relationship

### Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

### Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

### Approved:

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee