

Vacancy Announcement**Project Officer – KIWA Pacific CIRCLE Project****Location:** Suva, Fiji (with frequent travel to project sites)**Organisation:** Fiji Disabled Peoples Federation (FDPF)**Position Type:** Full-time, Fixed-Term**About FDPF**

The Fiji Disabled Peoples Federation (FDPF) is the national umbrella organisation of Organisations of Persons with Disabilities (OPDs) in Fiji. FDPF is committed to promoting the rights, inclusion, and meaningful participation of persons with disabilities in all aspects of society, including climate action, disaster risk reduction, sustainable development, and humanitarian response.

About the KIWA Pacific CIRCLE Project

The KIWA Pacific CIRCLE Project supports Pacific Island communities to strengthen resilience to climate change through inclusive Nature-based Solutions (NbS). Implemented by FDPF in partnership with local communities and government stakeholders, the project promotes disability-inclusive climate action through resilient crop farming, aquaculture, ecosystem restoration, and community capacity strengthening.

Position Summary

FDPF is seeking a motivated and passionate **Project Officer** to support the implementation of the KIWA Pacific CIRCLE Project. The successful candidate will coordinate day-to-day project activities, engage with communities and stakeholders, ensure quality implementation, monitor project progress, and contribute to disability-inclusive and climate-resilient development outcomes.

Key Responsibilities

- Coordinate implementation of project activities in accordance with approved work plans and donor requirements.
- Support community engagement and facilitate participatory planning processes with persons with disabilities, community leaders, women's groups, youth and other stakeholders.
- Coordinate activities related to Nature-based Solutions, including resilient crop farming, aquaculture, disability inclusion training and community awareness.
- Develop and maintain strong working relationships with government ministries, provincial offices, implementing partners and community organisations.
- Conduct regular field monitoring visits and document project progress, lessons learned and success stories.
- Prepare quality narrative reports, activity reports, case studies and donor documentation.
- Assist with baseline assessments, monitoring, evaluation and learning activities.
- Ensure disability inclusion, gender equality and safeguarding principles are integrated throughout project implementation.
- Support financial accountability by assisting with activity budgets, procurement processes and acquittals.

- Organise workshops, consultations, training programmes and stakeholder meetings.
- Perform other project-related duties as assigned by the Programme Manager.

Selection Criteria

Essential Qualifications and Experience

- Bachelor's degree in Climate Change, Environmental Management, Agriculture, Natural Resource Management, Development Studies, Community Development, Disaster Risk Management or a related field.
- At least three years of experience managing community development or climate change projects.
- Demonstrated understanding of Nature-based Solutions, climate adaptation and community resilience.
- Experience working with communities and diverse stakeholders.
- Strong report writing and communication skills.
- Excellent organisational, coordination and time management skills.
- Proficiency in Microsoft Office applications.
- Willingness to travel extensively throughout Fiji, including remote maritime communities.

Desirable

- Experience working with Organisations of Persons with Disabilities (OPDs).
- Knowledge of disability inclusion, Gender Equality, Disability and Social Inclusion (GEDSI), and human rights-based programming.
- Experience managing donor-funded projects.
- Understanding of monitoring, evaluation and learning (MEL) processes.
- Experience in agriculture, aquaculture or ecosystem restoration projects.

Personal Attributes

The successful candidate will demonstrate:

- Commitment to disability rights and inclusive development.
- Strong interpersonal and relationship-building skills.
- Initiative and ability to work independently.
- Cultural sensitivity and respect for diverse communities.
- Problem-solving and analytical skills.
- High level of integrity, professionalism and accountability.

What We Offer

- Opportunity to contribute to transformative climate action across Fiji.

- A supportive and inclusive work environment.
- Professional development opportunities.
- Meaningful engagement with communities and national stakeholders.
- Competitive remuneration based on qualifications and experience.

How to Apply

Interested applicants should submit:

- A cover letter addressing the selection criteria.
- A current Curriculum Vitae (CV).
- Copies of relevant qualifications.
- Contact details for three professional referees.

Applications should be emailed to officemanager@fdpf.org with the subject line:

Application – Project Officer (KIWA Pacific CIRCLE Project)

Closing Date: [016th August, 2026]

Equal Opportunity Statement

FDPF is an equal opportunity employer and strongly encourages applications from qualified persons with disabilities, women, youth, and individuals from diverse backgrounds. Reasonable accommodation will be provided throughout the recruitment process and employment to ensure equitable participation.