



"Gutpela sindaun, gutpela bus, gutpela solwara" ("Empowered people with healthy forests and seas")

## ASSISTANT PROJECT OFFICER, KIMBE MARINE PROGRAM

### Organization Background

The Wildlife Conservation Society (WCS) is an international non-government organization committed to working with communities, government and other partners to manage wildlife, lands and seas for biodiversity and human well-being. WCS PNG seeks an **Assistant Project Officer** to be based in Kimbe, West New Britain Province. The position will report to the WCS Kimbe Marine Program Manager.

### Role Dimension

The purpose of this position is to support field activities pertaining to marine research and management, livelihood activities, and conservation in support of WCS's programme of work on coastal fisheries in West New Britain (and potentially other WCS marine site in PNG) as directed by the supervisor. Accordingly, activities may relate to desktop and field research, logistics, planning, acquittals, communities, other WCS work programs and may also be required to provide limited training and/or mentoring to community facilitators, interns and/or students.

### Key Selection Criteria

Qualifications and requirements

- Minimum of Bachelor of Science degree in relevant discipline (marine or natural sciences or natural resource management), or an approved equivalent qualification.

Experience

- Sound experience in marine protected area planning, including experience in joint management planning and a good understanding of marine reserve management planning principles, techniques and procedures.
- Sound experience in and knowledge of the management of marine ecosystems or coastal management, and the environmental, social, cultural and economic issues associated with marine protected area management.
- Good interpersonal skills and experience in liaising with a range of stakeholders, including traditional owners, local and state government, peak bodies, special interest groups and individuals about natural resource management issues.
- Exposure to non-profit sectors (such as NGO or international organisations) is an advantage.
- Fluency in written and spoken Tok Pisin and English.

Critical Knowledge, Skills, and Abilities

- Excellent computer literacy and working knowledge of Microsoft Office applications (including Excel, Word, PowerPoint).
- Good analytical and problem-solving skills.
- Strong communication and engaging social-awareness skills
- Being a self-starter with drive, initiative and able to work as both a team and individual with a positive attitude and an open mind.
- New graduates are encouraged to apply.

Job Descriptions are available on request. Please send your up-to-date CV, credentials and cover letter addressing the Key Selection Criteria to [akakau@wcs.org](mailto:akakau@wcs.org). All electronic files must be contained in a compressed zip file and have the applicants' name and the role applied for clearly labelled in the subject line. For e.g., ***Fred Tau - Assistant Project Officer, Kimbe.*** **\*Position is ideal for new graduates to apply and must be Kimbe based\*.**

**Applications Close: Monday, 18 May 2026 at 5pm**

Due to large feedback, if you should not hear back within a week after submission close date, please consider your application unsuccessful. Thank you.

**The Wildlife Conservation Society (WCS) is an equal opportunity and affirmative action employer, whereby we do not engage in practices that discriminate.**