

Position Description

Vacancy Title: **Senior Climate Change Officer**

Location: **Suva**

Reports To: **None**

Objective

The Senior Climate Change Officer position will integrate climate change mitigation and adaptation strategies into land related policies, planning and management practices in alignment with Fiji's national and international climate commitments. This role involves providing expert advice, conducting research, and supporting the development of strategies to enhance climate resilience and mitigate climate change impacts on land resources. A critical component of the role is identifying and securing climate finance opportunities and developing high-quality funding proposals to support TLTB's climate initiatives. The position requires a strong understanding of climate science, land management principles, and relevant policies, as well as excellent communication, stakeholder engagement and proposal writing skills. The officer will also monitor and evaluate climate related projects to ensure effective implementation and impact. The position reports to the Manager Research and Policy based at the TLTB Head Office in Suva.

Outcomes

Organisational Stakeholders

1. Research & Analysis

- Research on climate change risks, resilience, and adaptation strategies designed, conducted and disseminated.
- Literature reviews, stakeholder interviews, and qualitative/quantitative analysis undertaken.
- Policy briefs, thematic case studies, and knowledge products for diverse audiences produced.
- Climate risks evaluated and findings into strategic and operational frameworks integrated

2. Policy Integration & Strategic Planning

- The development and implementation of climate-resilient land administration policies led.
- Climate change considerations into land use planning, cadastral systems, and land tenure reforms integrated.
- Enforcement of the Environment Management Act 2005, Climate Change Act 2021, and other related legislations in land-related sectors supported.

3. Technical Leadership & Project Management

- Technical oversight for climate-smart land management projects provided.
- Cross-sectoral initiatives involving land, forestry, agriculture, and environment coordinated
- Climate-related land projects and report on progress to stakeholders and donors monitored and evaluated.

4. Stakeholder Engagement & Capacity Building

- Liaison with non government organizations (NGOs), government agencies, Ministry of Lands, Ministry of Environment & Climate Change, and other relevant Ministries to promote climate-resilient land practices.
- Training and awareness programs for our officers and landowners conducted.
- The organization represented in national and international forums on land and climate change.

5. Climate Finance & Data Management

- Opportunities for climate finance from International, regional, and national sources (e.g., GCF, Adaptation Fund, UNDP, SPC) identified and pursued.
- Project pipeline developed and compelling funding proposals aligned with TLTB's strategic goals submitted.
- Databases of climate finance opportunities and track proposal outcomes on land degradation, emissions from land use, and climate vulnerability mapping maintained.

6. Capacity Building

- Capacity building within the organization to address climate change challenges supported.

7. Monitoring and Evaluation

- Implementation of climate change initiatives in the land sector monitored and their effectiveness evaluated

8. Compliance and Reporting

- Compliance with relevant environmental regulations and international agreements ensured and national reporting requirements contributed.

9. TLTB Image and values standards demonstrated at all times.

- Integrity of information maintained.
- Confidentiality of information ensured.
- Professional and ethical standards sustained.

10. Any other assigned work

- Efficient and effective delivery of any other assigned work.

Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Negotiation	Reach agreement through discussion and compromise.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Global Environment	Respond to globally driven changes in the organisation's environment.
Research	Apply formal research methodologies.

Qualifications

Qualification	Discipline	Notes
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Environmental Science, Land Management, Climate Change, or a related field	
Preferred		
Degree	Environmental Science, Climate Change	with minimum 5 - 7 years experience in climate change, land administration, or natural resource management.

Work Knowledge and Experience

Minimum 5 years in experience in climate change programming, with a focus on climate finance and proposal development.

Proven experience in policy development, project implementation, and stakeholder coordination.

Strong analytical and strategic planning skills.

Excellent written and verbal communication skills

Proficiency in GIS, remote sensing, and land information systems is an advantage.

Familiarity with Fiji's environmental and land legislation.

Excellent communication, interpersonal, and stakeholder engagement skills.

Ability to work independently and as part of a team.

Proven track record in successful funding proposal writing and project implementation.

Strong understanding of Fiji's climate policy landscape and international climate finance mechanisms.

Experience working and traditional governance structures is an asset.

Cultural sensitivity and commitment to inclusive development.

Excellent negotiation abilities.

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Driver's License

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Executive Management	
	Senior Managers	
	All staff	
External		
	Ministry of Lands and Mineral Resources	
	Stakeholders	
	Ministry of Environment and Climate Change	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Intuitive	Makes mental leaps without going through a rational thought process. Apparent ability to acquire knowledge without a clear inference or the use of reason.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Apply on HRmonise Link

Contact for Enquiries

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Closing Date: 19 Sep 2025