

Position Description

Vacancy Title: **Chief Executive Officer**

Location: **Suva**

Reports To: **None**

Objective

Save the Children Fiji seeks an experienced person of integrity who is passionate about children's rights, to provide strategic leadership and manage in-country programs to deliver lasting change in children's lives across Fiji.

Outcomes

Organisational Stakeholders

1. KEY ACCOUNTABILITIES

- Lead the delivery of high-quality programmes that advance children's rights
- Provide strategic leadership, strengthen organisational capability, culture and performance to support effective programme delivery.
- Secure and manage diversified funding through strong partnerships with bilateral and multilateral donors, foundations and development partners.
- Oversee financial stewardship, organisational performance and compliance with national legislation, donor requirements and Save the Children policies. Maintain strong governance and accountability by reporting to donors and the Board
- Represent Save the Children Fiji in national and international forums by advocating for children's rights and wellbeing
- Build and maintain partnerships with government agencies, donors, civil society organisations and community leaders.

Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Communication	Exchange information through verbal communication
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.

Qualifications

Qualification	Discipline	Notes
Preferred		
Higher Degree incl. Post Grad Cert or Dip	Development Studies, Social Sciences, Business Management	Postgraduate qualification in Development Studies, Social Sciences, Business Management or related discipline.

Work Knowledge and Experience

Postgraduate qualification in Development Studies, Social Sciences, Business Management or a related discipline or an undergraduate degree combined with relevant training and experience

Minimum eight years of senior management experience within an NGO, international development organisation or comparable environment.

Proven experience developing and managing donor-funded programmes, including proposal development, grant management and donor reporting.

Strong financial oversight experience including budget management, financial reporting and accountability to donors and governing boards.

Strong leadership capability with experience leading multidisciplinary teams and building organisational capacity.

Experience working with government agencies, development partners, civil society organisations and international donors.

Strong commitment to promoting child rights and child safeguarding.

Requirements

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Board	
	Management Team	
	Safeguarding and HR functions	
External		
	Government Ministries	
	Donor agencies	
	NGOs and development partners	
	Media representatives	
	Community leaders	
	Save the Children International and Save the Children members	

Attributes

No attributes found.

How To Apply

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Contact for Enquiries

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Closing Date: 22 Mar 2026