

Position Description

Vacancy Title: **Environmental and Social (E&S) Officer - PROSPER**

Location: **Suva, Fiji**

Reports To: **None**

Objective

The Environmental and Social (E&S) Officer supports PROSPER to plan, coordinate, and document environmental and social (E&S) risk management activities in line with the World Bank Environmental and Social Framework. The role enables development of required E&S instruments, effective stakeholder engagement, grievance resolution, and integration of E&S requirements into project documentation and budgets, reports to MRMDM and the PMU Project Manager.

Outcomes

Organisational Stakeholders

1. Stakeholder Engagement and Community Participation Strengthened

- Community participation in planning and monitoring of environmental and social impacts promoted.
- Stakeholder meetings coordinated, facilitated, and participated in where appropriate, with meeting minutes and draft meeting reports documented.
- Community consultations, workshops, and meetings attended with summary notes, minutes, and attendance records prepared and reported to the PMU Project Manager and MRMDM.

2. World Bank ESF Compliance and E&S Instruments Delivered

- Preparation activities undertaken in accordance with the World Bank Environmental and Social Framework (ESF) ensured.
- E&S activities coordinated across Ministries, with required information sourced and provided to inform development of E&S instruments.
- Relevant preparation E&S instruments developed with support from the Environmental and Social Specialist, including ESCP, Environmental and Social Framework/Plan, Stakeholder Engagement Plan, Labor Management Plan, and other required documentation such as codes of conduct and environmental impact assessments.
- E&S requirements captured in key project documentation with support from the Environmental and Social Specialist and Operations Specialist, including the World Bank Project Appraisal Document, annual work plan and budget, and budgets allocated for planned implementation activities ensured.

3. Grievance Management and Corrective Actions Implemented

- Public complaints or grievances relating to PROSPER addressed with corrective actions and adequately documented ensured.

4. Project Documentation, Procurement Support, and Operational Inputs Completed

- Inputs provided for the Project Operations Manual in collaboration with the Operations Specialist.
- E&S-relevant documentation reviewed and prepared, including terms of reference, requests for quotations, and other advanced procurement activities requiring E&S inputs supported.

5. Monitoring, Missions, and Reporting Outputs Produced

- Site visits and World Bank missions participated in, with meeting notes summarised.
- Monthly progress reports prepared, including key actions accomplished during the reporting period.
- Timesheets maintained showing inputs and deliverables resulting from each input ensured.

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	

Competence	Description
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Environment	Establish and maintain an environmentally friendly organisation

Qualifications

Qualification Discipline Notes

Preferred

Other	Graduate degree in environmental science/management, environmental economics, ecology, natural resource management, development studies, sociology, or a related field.
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Preferred

Other	Advanced degree in a relevant field (advantage).
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Work Knowledge and Experience

- At least 6 years’ work experience in environmental and social risk management assessment and implementation.
- Experience in development and implementation of environmental and social risk management instruments, including environmental impact assessments (EIAs).
- Experience coordinating E&S activities across government ministries and stakeholders.
- Experience facilitating community consultations and stakeholder engagement processes, including documentation of minutes and reports.
- Experience managing project-related grievances and documenting corrective actions.
- Experience contributing E&S inputs into project operations manuals, appraisal documentation, annual work plans, budgets, and procurement documents (ToR/RFQ).
- Demonstrated understanding of the environment, climate change, or agribusiness sector and related development challenges.
- Experience working with the World Bank or other international development partners (advantage).
- Strong report writing and analytical experience with demonstrated on-time delivery.
- Experience using technological solutions and computer programmes.
- Experience with relevant government legislation, policies, procedures, and processes.

Requirements

Language Proficiency

- Fluent written and spoken English
- Ability to converse in local vernacular (e.g., iTaukei or Hindi).

Other Required Statements

- No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Relevant Ministries and government departments.	
	PMU Project Manager.	
	PMU team.	
	Ministry of Rural & Maritime Development and Disaster Management	
External		
	World Bank missions/representatives	
	Communities and community representatives.	
	International Development Partners (as applicable).	
	Project stakeholders.	

Type	Interaction	Comments
	International Development Partners (as applicable),	

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.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Perceptive	Shows keen insight and understanding of issues or situations.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.

How To Apply

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Contact for Enquiries

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Closing Date: 13 Sep 2026