



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

INVITATION FOR EXPRESSION OF INTEREST (EOI)

The Ministry of Environment and Climate Change ('Ministry') invites Expression of Interest (EOI) from a suitably qualified Project Coordinator to support the development of Fiji's Climate Finance Transparency Framework under the Initiative for Climate Action Transparency (ICAT) Phase III Project.

SCOPE OF WORK

The Project Coordinator will be engaged for ten (10) months from the date of contract signing and will submit a work plan outlining timelines and expected outputs. The coordinator will support overall project implementation and coordination, liaise with the Ministry, consultants and stakeholders, organise project activities and events, monitor progress and risks, coordinate deliverables and procurement, and maintain project records and reports to ensure timely delivery of project objectives. A detailed scope of work can be accessed from the Terms of Reference (TOR) from the Ministry Facebook platform or the Fiji Climate Change Portal.

CONDITIONS

The Project Coordinator must demonstrate strong technical capacity and relevant experience to successfully deliver the assignment. The following qualifications and experience are required:

- i. Bachelor's degree in a relevant field with at least 3-4 years of relevant professional experience.
- ii. Experience coordinating and managing donor-funded projects, including planning, implementation, monitoring and reporting.
- iii. Experience organising workshops, consultations, training and stakeholder engagement activities.
- iv. Strong coordination, organisational, communication and interpersonal skills, with the ability to manage multiple deadlines.
- v. Ability to prepare project reports, workplans, meeting minutes and official correspondence; procurement and logistical experience is an advantage.
- vi. Knowledge of climate change, climate finance or sustainable development, with experience in Fiji, the Pacific or SIDS highly desirable.

APPLICATION SUBMISSION

The application must include a Curriculum Vitae with full contact details of three referees, a cover letter summarizing your experience and qualification for this coordination (should not exceed 2 pages), accompanied with a proposal including an indicative work plan with a financial proposal. Applications to be submitted no later than **Thursday, 22 October 2026 at 4:00pm** (Fiji Time).

All EOIs must be addressed to:

The Permanent Secretary
Ministry of Environment and Climate Change
P.O Box 2109
Government Buildings, Suva
Attention: Senior Climate Change Officer – Climate Finance

Late submissions will not be accepted. Electronic copy can be forward to Manager Human Resource via email on rosy.lata@environment.gov.fj