

Stakeholder Engagement and Ethical Research Mentor

Animals Fiji , Fiji

Assignment title	Stakeholder Engagement and Ethical Research Mentor		
Partner organisation	Animals Fiji (auspicing for The Pacific Islands Animal Advocacy Alliance (TPIAAA))		
Location	Fiji	Nadi	
Type of assignment	In-country Assignment		
Duration of assignment	6 months		
Assignment phases	Phase	Mode	Duration
	1	In-Country	6 months
Proposed start date	18 January 2027		
Website	https://www.animalsfiji.org & https://www.tpiaaa.org/		
Australian organisation:	No AO linked		

ABOUT THE PARTNER ORGANISATION

Animals Fiji (operated by West Charity Trust Society) is a registered Fiji charity (#889) under the Charitable Trusts Act (Cap. 67) with a focus on animal welfare. We currently operate Veterinary clinics /services in the Western and Northern Divisions of Fiji (a human population of over 600,000), where owners can seek treatment for their pets. Our permanent clinics are located in Nadi, Lautoka, Labasa, and Savusavu.

We also operate as a welfare agency taking in strays, injured and abused animals, who are treated and rehomed. One of our most critical goals is to reduce the epidemic of stray and diseased roaming dog and cat populations that plague villages, towns and rural areas, through de-sexing (spay/neuter) programs. We ensure basic veterinary services and animal care education are available to as many Fijians as possible. Our Mission is to improve the welfare of all animals - domesticated & wildlife - resulting in better lives for both the animal and humans of Fiji, while helping to build a society without animal cruelty.

TPIAAA:

The Pacific Islands Animal Advocacy Alliance (TPIAAA) is a regional, Pacific-led network of NGOs working to strengthen companion animal health and management across Pacific Island countries. TPIAAA members include animal welfare organisations, veterinary clinics, local government partners and regional advocates working across Fiji, Tonga, Palau, Vanuatu, Kiribati, Samoa, the Marshall Islands and other island nations.

Our aim is to coordinate knowledge, advocacy and technical support to improve animal welfare, workforce development, and sustainable dog and cat population management systems. We work

directly with communities, veterinarians, academic institutions, and government stakeholders to address capacity gaps, minimise zoonotic disease risks, and develop evidence-informed policies. TPIAAA is currently undertaking the first multi-country companion animal health and management needs assessment in the Pacific region. This initiative will map veterinary capacity, legislation, infrastructure, and population management systems to support policy development and investment planning.

ABOUT THE ASSIGNMENT

TPIAAA members require support to strengthen stakeholder engagement processes, ethical research practices, and multi-country coordination for companion animal systems development. Many Pacific Island governments and NGOs operate with limited resources, diverse governance contexts, and varying ethics approval pathways. A volunteer with consultation, engagement and ethical research experience will help build capacity to conduct interviews, run focus groups, facilitate cross-sector meetings, and embed culturally grounded participatory practices.

The role is not locally filled because specialist knowledge in ethics systems (human research ethics, animal ethics, informed consent, culturally safe methodologies) is limited in the region. The volunteer will ensure that research is collaborative, non-extractive, and aligned with Pacific-led priorities.

ASSIGNMENT OBJECTIVES AND PROPOSED ACTIVITIES

The volunteer will work alongside members of Animals Fiji to support the below objectives:

Assignment objectives	Proposed activities
In-Country Phase Objective: Support stakeholder consultation processes	- Assist TPIAAA members in collaborating with government agencies, industry representatives, NGOs, community leaders and international partners - Provide guidance, tools and mentoring for relationship-building and cross-sector communication - Support the planning and facilitation of focus groups, consultations and multi-stakeholder meetings - Develop facilitation guides and consultation questions - Support community engagement and meeting documentation - Promote culturally respectful and inclusive engagement processes
In-Country Phase Objective: Ethical research guidance	Provide training on informed consent, ethics pathways, and culturally safe research

	• Assist with preliminary mapping of regional human and animal ethics frameworks • Promote ethical research practices, including cultural safety, informed consent, and non-extractive, locally-led methodologies • Ensure ethical research storage and confidentiality systems
In-Country Phase Objective: Regional coordination and validation	• Strengthen TPIAAA members capacity to collaborate with international technical experts, academic institutions, and development partners • Support multi-country validation workshops • Coordinate cross-stakeholder communications • Facilitate ethical and respectful information sharing and harmonisation of multi-country research activities
Inclusion objective and proposed activity	
The volunteer will work alongside the partner organisation to uphold values of diversity, equity and inclusion. Inclusive approaches will aim to make everyone welcome and support equal access to activities and opportunities regardless of gender, age, disability status or background (eg religion, language, ethnicity and marginalised or vulnerable groups). The volunteer will work alongside members of Animals Fiji to: • Ensure vulnerable groups (rural communities, women leaders, Indigenous groups, in-country workers) have equitable participation in consultations. • Co-design consultation plans that prioritise inclusive scheduling, culturally respectful engagement practices, and facilitation techniques that ensure all voices — especially under-represented groups — are heard in multi-stakeholder discussions.	

SELECTION CRITERIA

Education and qualifications

Essential	Desirable
• Degree in community development, public policy, or social sciences Desirable: Training in ethics, participatory research, or international development	• Training in ethics, participatory research, or international development

Knowledge and experience

Essential	Desirable
• Experience in capacity building, mentoring or supporting organisations across multiple countries • Skills in stakeholder engagement with government, industry, NGOs and/or community groups • Experience with participatory research, community consultations, or multi-stakeholder processes • Experience with ethical research approvals, including human and/or animal research ethics systems	• Pacific regional experience or cross-cultural capacity building • Knowledge of Pacific Islands context, Indigenous governance, or culturally-grounded engagement approaches (or willingness to learn) • Commitment to locally-led, ethical and inclusive development practice

Following the Program's values on locally led development, this Assignment Description has been developed and negotiated in good faith with the Partner Organisation. The information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

Line Manager: Trustees of TPIAAA and Co-Founder & Managing Trustee of Animals Fiji

Working relationships: TPIAAA Member Representatives, govt representatives, etc.

Hours and days of work:

In-country phase

Full time

Leave: All volunteers are entitled to 20 days leave per 12 months, unless advised otherwise. The same conditions and terms as local colleagues apply, including national holidays.

Work from home: Working from home while on an in-country phase must be in line with usual partner organisation's practices and agreed with the in-country office.

Professional indemnity insurance *(Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment):*

No, this assignment is not deemed to require professional indemnity insurance

The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

LIFE AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided including assignment allowances, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

Country context

Learn more about the host country's location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process.

For more information, please visit country links: <https://www.australianvolunteers.com/countries/fiji> and <https://www.dfat.gov.au/geo/fiji>

HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit: <https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at indigenouspathways@australianvolunteers.com. Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more accessible.

Personal circumstances *(This may not apply for Remote-only assignments; consider discussing with AVP team)*

Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose the following:

- If they want their same-sex partner to accompany them on assignment.
- If they want their partner, to whom they are not legally married, to accompany them on assignment.
- If they want their child(ren) to accompany them on assignment.
- If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.