

JOB DESCRIPTION

Position title:	Project Officer
Reports to:	Chief, Strategic Communications & External Relations WWFS, dotted line reporting to Chief Financial Officer (WWF-Singapore), ED C&M Int'l
Date, Hosting:	March 2018 onwards, Singapore

Major Functions:

Ensure compliance with and meeting the terms and conditions listed in the grant. The Project is to be completed by 31st December 2021.

- **Reporting and submission.**
 - Responsible for tracking the milestones of the Project and provide accurate and timely progress reports within the timeline.
 - Responsible for doing forward planning of activities, programmes and projects that WWF intends to implement and submitting accurate and timely reports. Should they require further documentation, the job holder should be ready to work with the relevant parties and provide them in a timely manner. The job holder needs to be proactively engaging and coordinating across multi stakeholders both within and outside of WWF. The details of reporting includes but is not limited to headcount, functions, updates on campaigns, partnerships and collaboration.
- Develop a detailed project plan to track progress of the Project. The job holder has to be in close consultation with reporting officers on the progress of the Project at all times and identify and mitigate risks (if any) in a timely manner.
- Create and maintain comprehensive project documentation.
- Work closely with the Chief Financial Officer to track and prepare all claims for reimbursement of project expenditure to be submitted to the Board.
- Assists the Chief, Strategic Communications and External Relations, Executive Director, Communications & Marketing and Chief Financial Officer in the day-to-day management and implementation of the Project and manages communications and marketing projects as assigned by the Chief, Strategic Communications and External Relations.
- The role will also need to take on other key strategic projects as required by the Chief, Strategic Communications and External Relations

Major Duties and Responsibilities :

- Strategic Project Management
- Edits correspondence, reports and documents
- Maintains comprehensive project documentation
- Creates spreadsheets and presentations.

- Undertakes other tasks as assigned and carries out duties relying on own initiative and independent action to assist reporting officer with scheduling and completing work assignments.
- Work on other strategic projects

Profile

Required qualifications

- 3-5 years professional experience in a project management role
- A degree in management, business administration, marketing or a relevant field is an advantage
- Proven success in the development and execution of project plans and working effectively in a multi-stakeholder environment
- Knowledge and experience of the not-for-profit sector, especially environmental non-government organizations is an advantage.
- Knowledge and experience of working with government-led agencies is an advantage.
- Proven success in a multi-cultural international setting.

Required skills and competencies

- Able to perform grant research, grant writing, grant implementation, compliance and reporting.
- Experience with basic financial management skills including developing and monitoring budgets and financial reporting.
- Proven communications background with an overall understanding of the sector including key aspects of conservation, policy and multi-lateral fora.
- Proven ability to lead and deliver outcomes in a diverse environment without having direct oversight or control.
- Eye for details and is able to maintain strict confidentiality with sensitive information
- Able to work independently with minimal supervision and make judgment calls whenever required.
- Able to perform in cross-functional team and job responsibilities.
- Demonstrated leadership ability to foster the integration of diverse, multi-disciplinary actors into focused initiatives addressing clear targets.
- Superlative diplomatic and communication skills, including an ability to work and communicate effectively with a broad spectrum of individuals (personnel, NGO partners, WWF staff), within a broad range of cultural environments.
- Good technical skills necessary to plan and evaluate platforms for collaboration as well as propose and identify social media opportunities.
- Fluency in English required. Fluency in other languages that are widely used at an international level is a distinct advantage.

Working relationships

Internal – Members of the SMT, Key personnel in WWF-Singapore and the region, Communications and Marketing team members, Members of the Communications Community; internal stakeholders.

External – External partners – personnel and key external partners and stakeholders

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs and emergence of other special projects.

Interested candidates should email a CV and a cover letter with the title “Project Officer” to hr@wwf.sg.