



for a living planet®

Assistant, Digital Engagement

Last year, WWF launched a new strategy that harnesses the strengths of the WWF network in a shared vision, focussing on six major goals - water, wildlife, the ocean, climate and energy, forests, and food – and three key drivers of environmental problems – markets, finance and governance.

In support of this strategy WWF undertook a redesign of its international secretariat that will further unite WWF offices and its near 6,400 staff around the world. This will help WWF to build stronger partnerships across the world with government, business, civil society and individuals. Together, we will deliver on WWF's ambitious goals.

We are recruiting the role of **Assistant, Digital Engagement** for our International Secretariat to help us achieve our new ambitious goals, and build a future where people live in harmony with nature.

Location:

WWF Office in Singapore.

The Role:

- Assists the Director, Digital Engagement in the day-to-day management of the Department and manages communications and marketing projects as assigned by the Director.
- Carries out a number of key administrative duties for the Department. Operates and performs with considerable independence, diversified secretarial duties using initiative and judgement and with knowledge of the division's matters.
- Supports the Director in the fulfilment and execution of duties, both to ensure an effective managing of the Department, and to liaise effectively with the overall division, other WWF International divisions, Practices and National Organisations, Programme Offices and Associates as well as external partners and suppliers.

Main responsibilities:

- Organises and prioritises agenda, meetings and appointments and endeavours to streamline supervisor's workload.
- Provides support for meetings and conferences including coordinating, travel arrangements, preparing all relevant documents related to travel, meetings or specific subjects the supervisor is working on.
- Edits correspondence, reports and documents, maintains filing system.
- Creates spreadsheets and presentations.
- Answers and screens inquiries, e-mail and correspondence independently where possible, based on familiarity with subject matter, and refers others to appropriate staff member or department.
- Manages special communications projects in close relationship with the Director.
- Undertakes other tasks as assigned and carries out duties relying on own initiative and independent action to assist supervisor with scheduling and completing work assignments.
- Organise travel/accommodation, including negotiating fares, visas, costs, air-mile/CO² calculations and itineraries.

Required Qualifications, Skills and Competencies

- Secretarial/ Administration diploma from a secretarial college, or equivalent;
- A minimum of three years' experience as a secretary/ assistant
- Excellent organisation skills, ability to prioritize; attention to details;
- Proactive attitude and ability to take initiative and work independently;
- Excellent team player with good networking and interpersonal skills;
- Good awareness and sensitivity of different cultures and ability to communicate cross-culturally;
- Strong oral and written communication skills in both English and French;
- Excellent computer knowledge and office software, including Excel, graphs, Powerpoint, Intranet (Google docs/sites or equivalent), and database;
- An interest in the field of nature conservation and natural resource management
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

How to apply?

Upload your covering letter and CV on [LinkedIn](#) as one file. We will not accept applications without CV and Covering Letter.

Work permit restrictions may apply.

Deadline for applications: 01 August 2016

WWF is an equal opportunity employer and committed to having a diverse workforce.