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JOB DESCRIPTION

Position Title:	Chief of Executive Officer
Reports to:	Board of Directors of WWF Singapore
Supervises:	All personnel reporting to WWF Singapore
Location:	Singapore
Date:	10 January 2019

I. About World Wide Fund for Nature, Singapore (WWF-SG):

WWF-Singapore (“WWF-SG”) is a Singapore-registered charity, a member of the WWF Global Network – one of the world’s largest and most respected independent conservation organisations. Through our campaigns, outreach activities, engagement with government, businesses, NGOs and individuals, we protect critical resources for people in Singapore by driving change across government, business, civil society and local communities in Singapore and around the region. As one of WWF’s global hubs, WWF-Singapore supports global conservation goals which address issues such as deforestation, haze pollution, seafood sustainability and illegal wildlife trade in network that spans over 100 countries.

II. Major Functions:

Strategy & policy implementation:

Develops and implement WWF-SG’s strategy and vision in close consultation with its Board of Directors and Board of Trustees to ensure the strategy is in line with the organisation’s vision.

Leads and develops WWF-SG so that it can make a more impactful contribution to WWF’s global agenda and to biodiversity conservation and environmental sustainability in Singapore and around the region.

Organizational responsibility:

Overseas, supports, mentors and motivates the senior management team and subordinate staff so that all (totalling 200 employees) can improve WWF-SG’s achievement as a high-performance office where employees can feel enabled and empowered to achieve the following:

- Implement projects and programmes imaginatively, effectively and efficiently.
- Fulfil compliance needs of all regulatory and governance frameworks.
- Uphold the highest ethical standards.

Manages the operations and relevant supporting activities for the smooth functioning of the Singapore-based Asia Pacific hub for WWF International.

Representation & spokespersonship:

Serves as the main “face and voice” of WWF-SG in its engagement with the government, private sector, other NGOs, the media and with the WWF global network.

III. Major Duties and Responsibilities:

Institutional development & capacity building:

Develops, implements, updates high-quality strategies & plans in line with objectives set by the WWF-SG Board of Directors, Board of Trustees and by WWF International.

Strengthens brand recognition of WWF in Singapore and raises the organisation's profile across all stakeholders so that, working together, we advance our shared conservation and sustainability agenda.

Groom a high-performance management team and build a more driven, enabled and empowered workforce.

Driving performance & achieving impact:

Deliver results from a modern and dynamic conservation programme through both field and policy work, supported by communications, outreach and policy advocacy activities.

Promotes effective networking, engagement, communication and collaboration with corporate partners in Singapore to focus their attention on sustainability issues.

Oversight, accountability and governance compliance:

Exercises leadership over all management and operational activities, including conservation, communications, finance, legal, fundraising, HR, administration and IT.

Ensures fulfilment of all compliance needs required by the Singapore authorities.

Enforces in-house rules and procedures, and rules and guidelines stipulated by WWF International.

Ensures effective day-to-day administration support and oversight for WWF International Staff hosted by WWF-SG.

Fundraising:

Spearheads the development, implementation and monitoring of fundraising initiatives among individual and corporate donors, including driving the further adoption of mobile and internet technologies for fund-raising purposes.

Ensures that WWF-SG is financially self-sustaining able to support all its work in Singapore and projects in neighbouring countries.

IV. Profile:

Required mind-set:

- Passion for nature conservation and sustainable development, coupled with a belief in the WWF Mission.
- Entrepreneurship thriving on taking up new challenges and seizing or creating new opportunities with imaginative and yet practical solutions.
- Personal drive and dynamism.
- Open-mindedness & receptiveness to new ideas.
- High standards of integrity.
- Sensitive and empathetic personality.

Required skill-set:

- Minimum 10 years of senior management experience, and a proven track record of success, preferably in a non-profit environment.
- Demonstrated capacity to administer a fast-paced and complex organization in a multi-cultural international setting.
- Strong leadership qualities, including strategic vision, sound judgement, and ability to inspire.
- Superior interpersonal and organizational skills with abilities to influence, persuade, and interface effectively with donors, and leaders in the corporate, political and public service hierarchies and other stakeholders.
- Ability to set strategic direction and priorities, and deliver the required outcomes.
- Demonstrated innovativeness and learning agility.
- Demonstrated ability to manage conflict openly and constructively, and negotiate complex solutions.
- Proven track record of building and managing cohesive teams with high Employee Engagement Scores.
- Demonstrated ability to listen deeply and grow an in-house culture of collaboration and mutual respect.
- Ability to project WWF's values, viz., knowledgeable, optimistic, determined and engaging.

Desirable skill-set:

- Experience of environmental and conservation work.
- Experience of working with non-government organisations, knowledge of governance and regulatory compliance in Singapore, and demonstrated ability to support the governance responsibilities of NGO Board of Directors and Board of Trustees.
- Proven track record in fundraising, fiscal and human resource management, and building relationships with the media.
- A sharp eye for detail, but without losing a helicopter vision for broad directions of the organization.
- Demonstrated negotiating skills and ability to maximize synergies and develop compromises and trade-offs.

V. Working Relationships:

Internal:

- Interacts regularly with WWF-SG local staff and those hosted by WWF-SG to build cohesive and positive working relationships amongst all staff.
- Monitors work plans and reports outcomes periodically to the Board of Directors and Board of Trustees.
- Ensures a good and collaborative working relationship with the Board of Directors and Board of Trustees.
- Engages closely with WWF offices of Asia Pacific region for collaboration opportunities in the region

External:

- Engages donors and interlocutors in government agencies, non-governmental organisations, academic institutions, the media, and the private sector.
- Updates and communicates proactively with Singapore audiences, and the WWF network, as well as relevant partners.

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 organisational needs.

Please express your interest via email to hr@wwf.sg

Closing deadline for applications: 28 February 2019

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