



for a living planet[®]

WWF SINGAPORE

JOB DESCRIPTION

Position title: Manager – Conservation Resource

Reports to: Head of Conservation

I. Mission of WWF Singapore: To ensure a high performing WWF office with efficient operating systems, professional and skilled staff, and strong financial resources. WWF Singapore's focus is on delivering corporate responsibility partnerships, individual/ major donor fundraising and community engagement for WWF's priority conservation activities in Singapore and the rest of WWF's global network.

II. Major Functions: The Manager – Conservation Resources will work on key future conservation challenges in Southeast Asia, enhance and curate WWF SG's conservation project portfolio in line with the conservation strategy, maintain existing and establish new relationships with relevant stakeholders both internally and externally including with the Singapore government.

III. Major Duties and Responsibilities:

- Work closely with the conservation teams from country offices and partners across Asia to identify and manage existing and new conservation projects.
- Follow up regularly with the country offices to ensure timely project deliverables and to supply the communication and fundraising teams with news from the field.
- Network and dialogue with the relevant Singapore government agencies on conservation topics such as the Endangered Species Act and Illegal Wildlife Trade.
- Support the Head of Conservation in monitoring conservation related opportunities and threats to Singapore and the region for strategic engagement with other WWF country offices, external partners, and the Singapore government.
- Act as subject matter expert to support external conservation communication of other teams in the WWF Singapore office.

IV. Profile:

Required qualifications:

- Master's degree in Environmental Science/Sustainability, Natural Sciences, or related field.
- Over five years' experience in any of the above disciplines.
- Experience in project management of multi-stakeholder projects.
- Must have work experience in a multi-cultural environment and across Southeast Asia.
- Work experience with the Singapore Government is advantageous.

Required skills and competencies:

- Good knowledge of conservation and environmental sustainability issues.
- Passionate about conservation.
- Independent and reliable.
- Thrive in a collaborative team environment.
- Excellent communication skills in both written and spoken English, ideally in Bahasa Indonesia.
- Willingness to travel.
- Ability to think strategically yet highly responsible towards deadlines and deliverables.
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging.*

V. Working Relationships:

- Internal- Works closely with the Head of Conservation, the WWF Singapore Conservation team, WWF International, and other WWF offices.
- External- Interacts with the Singapore, government institutions, private sector, NGOs, and relevant regional organizations.

This job description covers the main tasks. Other tasks may be assigned as necessary according to organisational needs.

Applications to be sent to hr@wwf.sg with subject line 'Manager – Conservation Resource'.