



for a living planet®

Executive Assistant, Governance

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 **Executive Assistant, Governance** 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:

Support the Practice Leader in the fulfilment and execution of duties, both to ensure the efficient management of the Practice and to liaise effectively with other WWF International Divisions, Practices and WWF National Organizations, Programme Offices and Associates, as well as external partners and contacts. To assist the Practice Leader in the day-to-day management of their core team with designated administrative duties and support the core team members in the effective fulfilment and execution of their functions. Operate and perform to the highest professional standards, with considerable independence, diversified secretarial duties and designated administrative duties using initiative and judgment, high level organizational skills and knowledge of company policy.

Main responsibilities:

- Manages the administration of the Practice Leader and their core team, setting work priorities and ensuring deadlines are met;
- Assists the Practice Leader in his or her leadership function, i.e. networking with International Secretariat, other Practices and the wider conservation community as well as other organisations;
- Answers and screens enquiries and correspondence in an appropriate manner, based on familiarity with subject matter, and refers others to appropriate staff member or department;
- Organizes, prioritizes and tracks agenda, meetings, appointments and paper flow and endeavours to streamline the Practice Leaders' workload and ensures timely responses to invitations and other requests;
- Provides support for meetings, conferences or specific subjects and coordinates and prepares all relevant documents and briefing packs;
- Organizes travel and manages travel budget, for the Practice Leader and core team, including flights, accommodation and other logistics and coordinates and prepares documents related to travel; keeping Climate Friendly CO2 info up-to-date;
- Liaises with Finance team as necessary.
- Provide general office support functions for core team members (e.g. photocopying, managing office equipment and supplies, taking phone enquiries, etc).
- Arranges the translation of documents where necessary;
- Maintains filing system;
- Edits and drafts correspondence, reports and documents; and
- Creates presentations and spreadsheets;
- Undertakes other tasks as assigned by the Practice Leader.

Required Qualifications, Skills and Competencies

- Personal assistant training from a commercial college or equivalent;
- At least 8-10 years' relevant experience as a senior or executive assistant in an international environment.
- Meticulous attention to detail and follow-up with excellent organizational and prioritization skills;

- A flexible working style, absolute discretion and unfailing diplomacy;
- At ease dealing with people and tasks at different levels;
- Responsive, efficient and a positive manner and the ability to work as part of a team;
- Capacity and willingness to take initiative, proactive attitude;
- Excellent command of written and spoken English; other languages would be an advantage;
- Computer literate (MS Word) and numerate;
- Interest in conservation;
- 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.

Salary:

Deadline for applications: 1st January 2017

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