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JOB DESCRIPTION

Position title: Facilities Manager

Reports to: HR & Admin Manager & Executive Director of Communication

Supervises: NA

Location: Singapore

Project Period: 6 months (Contract for Service)

I. Mission of the Department:

To ensure a high performing WWF International Office with efficient operating systems, professional and skilled staff, and strong financial resources, delivering corporate responsibility partnerships and fundraising for WWF's priority conservation activities in Singapore and the Asia Pacific region.

II. Major Functions:

- Assure good and safe administration of the set up and renovate the new and current WWF office unit
- Assure compliance with local procedures and regulation on Safety and Security on site, and any other local regulatory framework applicable to operation of office premises.
- Achieve demonstrable savings and cost efficiencies of the office and renovating administrative costs including energy efficiency.

III. Major Duties and Responsibilities:

- To oversees the setting up the new extension office including procuring, contracting and leasing of the office space.
- Responsible for Safety and Security on site, and compliance with fire security regulations.
- Develop and implements plans for the acquisition, maintenance, replacement and upgrading of Office equipment and IT infrastructure
- To budget the necessary renovation cost, sourcing and engage the qualified contractor as appropriate, co-ordinating with third party vendor for office printer, video conference, IT infrastructure and other office equipment as necessary to operate the business function.
- To create a detailed work plan which identifies and sequences the activities needed to successfully complete the setting up of new office space
- To review the project schedule with senior management and all other staff that will be affected by the project activities; and to revise the schedule as required
- Performs other duties as assigned

IV. Profile:

Required Qualifications

- At least 3 years' working experience in a similar capacity or Project Management
- Minimum G.C.E. A Level or equivalent

Required Skills and Competencies

- Good computer skills in spreadsheets and word processing
- Good organization and interpersonal skills with ability to function in a multi-cultural environment
- Fluent spoken and written English
- Flexible, resourceful and able to perform despite tight schedules
- Good attitude and mindset. Must take initiative to complete task assigned
- Has a strong stakeholder focus and service-oriented attitude
- A high level individual who is independent and proactive
- A strong interest in conservation
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging.*

V. Working Relationships:

Internal – Works closely with the CEO, CFO, HR & Admin Manager, IT, Admin & Accounts team of WWF Singapore.

External – Coordinates with suppliers and vendors, visitors, guests and WWF members in Singapore.

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.

For interested applicants, please submit a cover letter and CV to hr@wwf.sg. Deadline for applications: 31 August 2016.