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JOB DESCRIPTION

Position Title:	Head of Conservation, Singapore Department of Conservation
Reports to:	CEO, WWF Singapore
Supervises:	Three staff members and periodically interns
Location:	Singapore
Date:	April 2017

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 to deliver transformational corporate partnerships, fundraising to execute local and global conservation programmes and projects and community outreach to achieve WWF's global goals for food, forests, oceans, water, wildlife, and climate and energy.

II. Major Functions: Reporting to the Chief Executive Officer, the Head of Conservation will primarily be responsible for the oversight and implementation of the organisation's conservation strategy and support the work of the Communication/Corporate Engagement/Fundraising departments with analysis and advice on conservation matters.

III. Major Duties and Responsibilities:

- Take ownership of the conservation components of the WWF Singapore strategy, monitor progress, identify and resolve problems. Become knowledgeable with the conservation-related opportunities and threats to Singapore vis-à-vis WWF Network conservation priorities and advise the organisation on direction to achieve agreed outcomes.
- Build and assess annual pipeline of conservation grant programmes/projects that can best support donor/corporate aspirations in the areas of focus of WWF Singapore. This includes soliciting and screening of projects and formulating recommendations to the Senior Management Team and Board as appropriate. Represent WWF Singapore as the liaison with the conservation teams in those WWF country offices receiving funds from WWF Singapore.
- Strategise and oversee the market transformational initiatives for commodities such as timber/pulp and paper, palm oil, rubber etc for the purpose of working with the corporate sector in Singapore on sustainable development.
- Represent WWF Singapore on the steering committee of the Singapore Alliance of Sustainable Palm Oil and guide the work of the alliance. Develop other such tools and methods for sustainability as may be from time to time appropriate.
- Network and dialogue with the relevant Singapore government agencies on the local and regional issues to drive WWF Singapore's conservation and sustainability agenda..
- Works closely with the global experts (Tiger, Climate and Energy, Sustainable Finance) embedded in WWF Singapore to ensure delivery of outcomes especially in the achievement of WWF Singapore's goals and objectives related to their domains of expertise.
- Collaborate with internal departments to integrate and align with organisational goals and objectives, supporting communications and fundraising activities as needed.

- Perform other duties as required.

IV. Profile:

Required Qualifications:

- Higher degree in Environmental Science/ Sustainability, Natural Sciences/ Engineering, Economics/ Business or related field. Phd preferred.
- Technical proficiency in the field of nature conservation and natural resource management, preferably in the Markets, Forests or Marine sectors.
- Experience of working and influencing Singapore/ Asian businesses and governments.
- At least 10 years of professional experience, with a minimum of 3 years in a leadership and management position, in programme/ project planning/ implementation.
- A good understanding of the WWF network or other organizations in the conservation sector is an advantage.

Required Skills and Competencies:

- Ability to think strategically.
- In-depth knowledge of conservation and environmental sustainability issues, and how business and government functions in the Singapore/ Asian context.
- Excellent communication skills in both written and spoken English.
- Excellent interpersonal skills, including the ability to develop and maintain strong relationships at all levels, within WWF Singapore and with external stakeholders.
- High level of competency in analysing and communicating technical information in a simple succinct manner.
- Ability to liaise effectively with local communities and governments at different levels.
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

V. Working Relationships:

Internal – Works closely with the CEO, Senior Management Team, , as well as with WWF's Network of conservation teams globally.

External – Interacts with the private sector, academia, government institutions, NGOs and relevant regional organisations.

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 send your updated resume with a cover letter to hr@wwf.sg by 31st May 2017