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JOB DESCRIPTION

Position Title: Human Resource Executive, Singapore

Reports to: Human Resource Manager, WWF Singapore

Location: Singapore

Date: August 2016

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 Human Resources Executive ensures the implementation of human resource policies, procedures and systems for WWF Singapore which are aligned to the WWF International Global HR Policies and Procedures.

III. Major Duties and Responsibilities

- Assist in the recruitment and selection of all staff to ensure the compliance of recruitment and selection policies and procedures.
- Monitor the implementation of HR policies and procedures to ensure they are being followed by managers and staff
- Assist HR Manager in management of staff register and EP/WP online
- Update of all necessary HR systems, policies and procedures to ensure all changes in local labour laws and regulations are reflected
- Assist in the rollout of the annual performance management exercise and insurance matters
- Manage the exit and on boarding formalities for all resigned staff
- Ensure timely notification and updates on confirmations and contract renewals
- Assist in implementation of training & development initiatives
- Regular update of all HR related databases, i.e. personnel, training suppliers, HR service providers, jobs and vacancies within the organisations, reference library of employment law information, etc. and filing system to serve all HRM purposes
- Act as the backup for the admin executive when she is not in office.
- Perform other duties as required

IV. Profile

Required Qualifications:

- Degree or Diploma, with specialisation in Human Resources
- 1 - 2 years of relevant experience
- Prior experience of working on Times software will be an advantage

Required Skills and Competencies:

- Thorough understanding of Singapore labor and employment laws
- Ability to work on own initiative with minimum supervision
- Excellent interpersonal skills and exposure to working within a multi-cultural environment
- Good oral and written communication skills in English
- Interest in conservation
- Adheres to WWF's values which are: *Knowledgeable, Optimistic, Determined* and *Engaging*.

V. Working Relationships

Internal: Works closely with the HR Manager, Regional HR Partner- Asia Pacific and all staff of WWF Singapore and Earth Hour Global

External: Engages with HR service providers and suppliers on HR systems, payroll, insurance, training and development.

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.

Interested candidates should email a CV and a cover letter with the subject line "Human Resource Executive" to hr@wwf.sg.