



*for a living planet®*

## JOB DESCRIPTION

**Position title:** Sustainable Finance Engagement Manager

**Reports to:** Asia Finance & Commodities Specialist

**Date:** May 2016

**I. Mission of the Finance Sector Outreach Strategy Team:** The Finance Sector Outreach Strategy team works with financial institutions in the debt and equity markets, regulators, stock exchanges in order to deliver: improved Environment, Social and Governance risk management, capacity, and portfolio company performance in high-impact sectors; insights and data on key global sustainability trends; and innovation breakthroughs in sustainable financial products.

**II. Major Functions:** To support the Asia Finance and Commodities Specialist in carrying out engagement and advocacy work across the finance sector in Asia by creating in house research backed reports and workshop materials. To work with local WWF offices across Asia on executing national finance sector engagement strategies. To work with WWF commodity experts on developing suitable risk management tools. To working directly with the finance sector to implement ESG practices in their investment and lending activities..

### **III. Major Duties and Responsibilities:**

- Conduct research on commodities supply chains, ESG issues and sustainability disclosure and performance by companies;
- Work with regional WWF offices to assess and benchmark financial institutions' extent of ESG integration and regulatory standards
- Assist in the design and writing of reports and guides to be used to engage banks and investors on ESG integration
- Create presentations and conduct capacity building workshops targeted at financial institutions
- Work with WWF commodity and forestry experts to distill insights and knowledge into guidance tools for the finance sector
- Work with banks to develop responsible lending policies, ESG risk appraisal tools and appropriate monitoring and reporting frameworks;
- Assist the Asia Finance and Commodities Specialist in developing partnerships with the finance sector and other stakeholders in the region so as to promote and leverage WWF's commodity finance interests.;
- Keep abreast of developments relevant to sustainability and finance;

### **IV. Profile:**

#### **Required Qualifications**

- Relevant educational qualifications, Master's Degree preferred, in either finance, economics or environment management;
- Minimum 5 years working experience in the area of finance or sustainability, experience working with corporates is preferred

## **Required Skills and Competencies**

- A good understanding of how environmental concerns relate to material business risks and opportunities;
- General knowledge of the finance sector levers for change as they relate to sustainability;
- Ability to analyze ESG issues and to effectively communicate these to financial institution partners;
- Able to prioritise and operate under tight deadlines
- Ability to work independently and proactively;
- Excellent oral and written communication skills.
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging*

## **V. Working Relationships:**

**Internal** - Relevant departments within the WWF network

**External** – With financial institutions, regulators, stock exchanges, responsible finance platforms and consultants

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 to [hr@wwf.sg](mailto:hr@wwf.sg) by 3 June 2016. Please indicate the position being applied for in the subject line.**