



WWF Singapore
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Position Title: Knowledge & Policy Manager
Reports to: Head of Conservation, dotted line to Senior Manager Content & Engagement
Location: Singapore
Date: November 2018

We are recruiting the role of a **Knowledge & Policy Manager** for WWF-Singapore to help us achieve our ambitious new goals, and build a future where people live in harmony with nature.

The Role:

- Develop a 'centre of expertise for knowledge' - connecting people to find and share knowledge and experiences within and across issues like plastics, illegal wildlife trade, deforestation, food systems, and others.
- Identify, capture and share emerging trends (internal/external)
- Provide strategic advice and facilitate the development of policy positions and advocacy strategies related to the achievement of the goals and objectives of WWF-Singapore.

Main responsibilities:

- Build and maintain a 'virtual community' where people connect, share, learn and apply knowledge – that drives a culture of continuous improvement – using online platforms, collaboration and communication tools
- Develop processes and tools to effectively capture and share lessons and impacts from the 'field'
- Map existing knowledge content/expertise and identify gaps – and develop a Knowledge Management (KM) strategy to maintain up to date knowledge content and fill gaps where necessary
- Identify areas of WWF operations where evidence-based approaches (e.g. systematic reviews) should be most urgently applied, and work with the Conservation Team to develop these further
- Deliver an effective on-going learning strategy and platform - that ensures lessons are shared and learnt – through training, TED-like events on emerging topics/trends, external/internal speakers and mentoring or peer to peer arrangements
- Analyse, identify, and facilitate the development of innovative policy solutions and advocacy strategies that are based on evidence, sound knowledge and science
- Identify policy levers and enabling conditions which need to be addressed to achieve outcomes and impact
- Provide a research and radar capacity on external policy developments, including horizon scanning and foresight approaches
- Additional duties and responsibilities as required by the Line Manager.

Required Qualifications, Skills and Competencies:

- University degree in a relevant discipline e.g. environmental policy, International relations
- Proven experience in harnessing knowledge/research and promoting conservation learning and/or other evidence-based approaches
- Clear understanding and commitment to evidence-based interventions and policy
- In-depth understanding of global and regional environmental, natural resources and geopolitical governance
- Proven ability as a 'systems-thinker'
- A strong team player, with ability to communicate and influence at many levels including senior management
- Passion for continuous learning, evidence and seeking out (and using) knowledge
- Fluency in English - other language/s an asset
- Diplomatic and approachable communication style, with the ability to cultivate enthusiasm and interest in subject matter and engage at all levels
- Ability to facilitate group discussions/debates
- Probing questioning skills, to push the limits of current thinking and spark debate
- Demonstrate empathy and emotional intellect to engage with a broad variety of people and cultures and connect people
- Passion for conservation and sustainability
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

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. Please indicate the position being applied for in the subject line.