



for a living planet®

Officer, Internal Communications

Last year, WWF launched a new strategy that harnesses the strengths of the WWF network in a shared vision, focussing on six major goals - water, wildlife, the ocean, climate and energy, forests, and food – and three key drivers of environmental problems – markets, finance and governance.

In support of this strategy WWF undertook a redesign of its international secretariat that will further unite WWF offices and its near 6,400 staff around the world. This will help WWF to build stronger partnerships across the world with government, business, civil society and individuals. Together, we will deliver on WWF's ambitious goals.

We are recruiting the role of **Officer, Internal Communications** for our International Secretariat to help us achieve our new ambitious goals, and build a future where people live in harmony with nature.

Location:

WWF Office in Singapore.

The Role:

- Supports the Internal Communications Head and the overall strategy in managing, and developing communications for internal audiences and for the DG and President especially internally
- Supports and helps builds the strategy around keeping the various audiences in the Network connected
- Collates information around key initiatives to be shared across the Network
- Helps build internal communications capacity within the network by working with the community of communicators and sharing best practices for effective internal comms and content sharing

Main responsibilities:

- Responsible for supporting the development and the implementation of the Internal Communications strategy in consultation with the Unit Heads, the DGO and the Practices; also for helping to develop internal communications capacity in the network
- Responsible for identifying the most optimum tools available for effective internal communications across the network - and evaluating them with the Digital Director and the Head of Tech & Apps;
- Assist in the development of a communications strategy to position the Director General to make the most of strategic opportunities - especially internally;
- Produce print/video/digital content related to WWF of the Director General and President;
- Ensures all relevant content and communication materials produced (articles, speeches, films and audio) are shared with relevant staff in a timely fashion;
- Responsible for supporting the production of the Director General's quarterly reports.
- Manage a virtual platform that allows the Network Executive Team (NET) members and Senior Management Team (SMT) at WWF International to share and exchange information
- Use appropriate communication channels and platforms (yammer, face to face, induction courses, staff meetings etc) for sharing information, orchestrating feedback and stimulating debate when appropriate.
- Manage review and/or develop new content on OneWWF (WWF's intranet)

Required Qualifications, Skills and Competencies

- Degree in communications, PR, journalism or related subject
- At least five years' relevant professional experience in journalism, PR, or organizational communications
- Ability to deliver multiple simultaneous projects
- Articulate, creative, passionate, flexible and tenacious.
- Absolute discretion, tact, diplomacy and negotiation skills
- Excellent written and spoken English – other languages and advantage
- Experience in conservation and environmental issues
- Ability to work as part of a team in a multicultural environment.
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

How to apply?

Upload your covering letter and CV on [LinkedIn](#) as one file. We will not accept applications without CV and Covering Letter.

Work permit restrictions may apply.

Deadline for applications: 01 August 2016

WWF is an equal opportunity employer and committed to having a diverse workforce.