



**WWF** *for a living planet*<sup>®</sup>

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## **JOB DESCRIPTION**

**Position title:** Programme Executive, Conservation – WWF Singapore.

**Reports to:** Head of Conservation

**Start Date:** Immediately

### **About World Wide Fund for Nature, Singapore (WWF)**

WWF-Singapore is a Singapore-registered charity, a network member of WWF International – one of the world's largest and most respected independent conservation organisations. WWF-Singapore protects critical resources for people in Singapore by driving change across government, business, civil society and local communities. To meet key conservation goals, we address issues such as deforestation, haze pollution, seafood sustainability and illegal wildlife trade in Singapore and around the region. We 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. As one of WWF's global hubs, WWF-Singapore supports a global network that spans over 100 countries.

### **Major Functions:**

The Programme Executive will help to implement and support WWF-Singapore's projects and activities related to multiple aspects of conservation, including palm oil, illegal wildlife trade, marine conservation.

### **Major Duties and Responsibilities:**

- Support project and communications work with fact-checking and use of scientific evidence as required
- Organisation and coordination of meetings and workshops with internal staff and (where applicable) external colleagues and partners
- Generate and analyse data and descriptive statistics in relation to a) work relevant to conservation activities, and b) project activities
- Assistance in vetting project reports and new proposals for funding
- Identification of funding opportunities (in collaboration with fund-raising team colleagues) and assistance in writing funding proposals
- Fact checking and finalisation of communications and outreach
- Support the delivery of the global palm oil score card
- Attending meetings and recording minutes as required

### **Required qualifications and skills:**

- Bachelor's degree in environmental or biological sciences or related fields
- Demonstrated knowledge of sustainability, conservation and related topics
- One year of experience working in conservation, sustainability, natural resource management or related fields
- Good written and verbal communication skills
- Good organisational skills

**You need to:**

- Be a self-starter with high level of drive
- Be able to work independently
- Have great organisational skills, attention and dedication to details
- Be able to handle coordination of various stakeholders on complex projects
- Ideally, have experience in project management and collaborations with external partners
- Adhere to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging

This job description covers the main tasks. Other tasks may be assigned as necessary according to organisational needs.

Interested candidates should email a CV and a cover letter with the title "Programme Executive, Conservation" to [hr@wwf.sg](mailto:hr@wwf.sg)  
Deadline for applications: 31 January 2019