



WWF Singapore
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JOB DESCRIPTION

Position title: Programme Executive, Market Transformation – WWF Singapore.

Reports to: Market Transformation Manager

Start Date: Immediately

About World Wide Fund for Nature, Singapore (WWF)

WWF-Singapore is a Singapore-registered charity, founded by WWF International - the global conservation organization. WWF-Singapore works with corporate partners in Singapore for best practices in natural resource management, engages in communications and outreach to raise awareness of critical environmental issues and collaborates with WWF offices in the region to raise funds for important conservation programmes. The WWF-Singapore office also provides a hub for regional staff of WWF and supports WWF's operational functions. It works with government, business, other NGOs and the local Singapore community to spearhead efforts to build the region's expertise in planning and managing natural resources wisely.

Major Functions:

The Programme Executive will implement and support WWF-Singapore's projects related to priority commodities, palm oil in particular. Palm oil is one of WWF's global priority commodities and on which there has been high profile action over the past 10+ years. See:

http://wwf.panda.org/what_we_do/footprint/agriculture/palm_oil

Major Duties and Responsibilities:

- Provide coordination support for the Singapore Alliance for Sustainable Palm Oil (workshops/ conferences/ events/ meetings)
- Produce Research statistics, case studies and reports relevant to WWF Singapore's market transformation activities. Coordinate with external stakeholders as needed.
- Support Market Transformation Manager in developing collaterals and other external communication materials for sustainable business engagement.
- Manage junior Market Transformation accounts according to organizational needs.

Required qualifications:

- Bachelor's degree in business, social science, environmental science or related field
- Demonstrated knowledge in sustainability
- Good communicator

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, Market Transformation" to hr@wwf.sg.

Deadline for applications: 30 July 2017