

JOB DESCRIPTION

Position title: Project Administrator (CBD)

Reports to: Project Manager (CBD)

Date, Hosting: 2018 onwards, Singapore

Mission of the department

- To engage audiences across the globe to accelerate conservation impact and to build the WWF brand.
- To ensure a coherent 'One Brand, One Voice' by integrating and supporting the communications functions across the network (Practices, NOs and POs)
- To facilitate and coordinate the development and alignment to a global brand and communications strategy
- To provide a Centre of Excellence to the Network and convene the Communications Community in terms of communications practice, coordination across Practices, techniques, platforms and digital media
- To provide common technology platforms Network-wide to enable communication with the audience.

Major Functions:

- Assists the CBD Project Manager in the day-to-day management of the CBD project and manages communications and marketing projects as assigned by the Project Manager
- Carries out a number of key administrative duties for the project. Operates and performs with considerable independence, diversified secretarial duties using initiative and judgement and with knowledge of the division's matters.
- Supports the CBD project manager in the fulfilment and execution of duties, both to ensure an effective managing of the Department, and to liaise effectively with key stakeholders and other WWF International offices

Major Duties and Responsibilities :

- Organises and prioritises agenda, meetings and appointments and endeavours to streamline supervisor's workload.
- Provides support for meetings and conferences including coordinating, travel arrangements, preparing all relevant documents related to travel, meetings or specific subjects the supervisor is working on.
- Edits correspondence, reports and documents, maintains filing system.
- Creates spreadsheets and presentations.

- Answers and screens inquiries, e-mail and correspondence independently where possible, based on familiarity with subject matter, and refers others to appropriate staff member or department.
- Manages special communications projects in close relationship with the CBD Project Manager.
- Undertakes other tasks as assigned and carries out duties relying on own initiative and independent action to assist supervisor with scheduling and completing work assignments.
- Organise travel/accommodation, including negotiating fares, visas, costs, air-mile/CO² calculations and itineraries.

This position description will be regularly updated and reviewed in consultation with the CBD Project Manager.

Profile

Required qualifications

- A degree in management, business administration, marketing or a relevant field is an advantage
- 3-5 years professional experience in a coordination role
- Proven success in supporting the development and execution of communications and marketing strategies
- Editorial judgement and familiarity with online and off-line international media markets.
- Experience in implementing marketing strategies that leverage the power of online media and audience engagement.
- Knowledge and experience of the not-for-profit sector, especially environmental non-government organizations is an advantage.
- Proven success in a multi-cultural international setting.

Required skills and competencies

- Proven communications background with an overall understanding of the sector including key aspects of conservation, policy and multi-lateral fora.
- Proven ability to lead and deliver outcomes in a diverse environment without having direct oversight or control.
- Demonstrated leadership ability to foster the integration of diverse, multi-disciplinary actors into focused initiatives addressing clear targets.
- Superlative diplomatic and communication skills, including an ability to work and communicate effectively with a broad spectrum of individuals (country representatives, SCBD personnel, NGO partners, WWF staff), within a broad range of cultural environments.
- Good technical skills necessary to plan and evaluate platforms for collaboration as well as propose and identify social media opportunities
- Fluency in English required. Fluency in other languages that are widely used at an international level is a distinct advantage.

Working relationships

Internal – Members of the SMT, Communications and Marketing team members, Members of the Communications Community; internal stakeholders.

External – External partners – SCBD personnel and Focal Points, IAC members, digital and research agencies, communications agencies, funding agencies, key external stakeholders.

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 and emergence of other special projects.

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.