



**for a living planet®**

WWF, the global conservation organization, is seeking to recruit a

**Programme Office Manager – ASIA PACIFIC**

We are looking for a competent professional with experience in environment/natural resource management who will provide support to WWF International's Offices in the Asia Pacific region so as to ensure effective and efficient operations and conservation programme outcomes. The Manager will support strategic planning and implementation, fundraising and communications, programme development and quality control, office performance management and leadership development.

**The key requirements are:**

- A professional with tertiary education qualifications
- A minimum of 5 years' professional experience in environment or natural resource management, with experience in dealing with issues in Asia-Pacific region;
- Environmental programme development and monitoring
- Fundraising experience including documentation, monitoring and quality control
- Proven interpersonal and people management skills;
- Strong communication and influencing skills;
- Meticulous with keen attention to detail;
- Able to identify and provide solutions which benefit the organization;
- Positive attitude and an organized approach to work;
- Willing to travel extensively
- Perfect written and spoken English and any other Asian language will be an asset;
- Strong commitment to the WWF Mission

This position is located in Singapore and will be a local recruitment.

Interested candidates should email a cover letter and CV to [info@wwf.sg](mailto:info@wwf.sg).

**Application deadline: 15 July 2008**



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

## JOB DESCRIPTION

**Position title:** Manager, Programme Offices Asia Pacific  
**Reports to:** Director, Asia Pacific  
**Supervises:** None  
**Location;** Singapore  
**Date:** 23<sup>th</sup> June 2008

- I. Mission of the Department:** To ensure high performing Programme Offices on issues and in places that are KEY for WWF's global conservation strategy and business plan.
- II. Major Functions:** Serves offices of WWF International in the Asia Pacific region by providing guidance, training and support to offices in the development and implementation of strategic plans, policy approaches, corporate and Governments/Aid Agencies engagements for fundraising, as well as promoting the profile of the offices regionally and globally. Monitors the delivery of individual Programme offices towards Network Initiatives and other network priorities and engages in adaptive management responses.
- III. Major Duties and Responsibilities:**
  - Provides strategic and technical support to programme development and quality control in POs for alignment and implementation of office strategic plans with Network Initiatives and other network programme and operational priorities;
  - Assists in developing and implementing policy strategies linking offices to key regional policy frameworks and processes;
  - Actively promotes and facilitates innovative approaches to conservation practice and knowledge management across all Programme Offices in the region;
  - Ensures development and implementation of roll-out strategies for WWF Standards for Project and Programme Management in respective offices;
  - Assists POs in developing and implementing fundraising strategies and proposals for corporate sectors and Governments/Aid Agencies and ensures quality control of project proposals and their processing with other relevant units in the International Secretariat or network offices as relevant;
  - Ensures that information on projects is regularly updated on the WWF Project Data base and profiled within WWF and to external audiences;
  - Acts as a Deputy to the Asia Pacific Director and as a representative of the region if required;
  - Represents Asia Pacific within the International Secretariat and to external audiences as requested;
  - Performs other duties as requested by the Asia Pacific Director.

#### IV. Profile:

##### Required Qualifications:

- Tertiary education and qualifications in conservation or natural resource management fields;
- A minimum of 5 years of relevant experience at the regional or international level, providing management advisory services, hands-on experience in design, monitoring and evaluation of large programmes;
- Experience in large teams management or coordination, and engagement in office operations or management systems will be an advantage;
- Experience in the NGO environment, is desirable.

##### Required Skills and Competencies:

- Experience in knowledge Management and Learning, promoting a knowledge sharing and learning culture;
- Ability to lead strategic planning, implementation of new monitoring and evaluation systems
- Ability to support formulation, implementation, monitoring and evaluation of development programmes and projects;
- Experience in developing effective resource mobilization strategies;
- Experience with operations planning and management;
- Good communication and interpersonal skills with cultural sensitivity;
- Collaborative, results-focused, and able to drive change;
- Experience of conservation and development issues in Asia Pacific;
- Good knowledge of the policy, corporate sector the GAA environment relevant to Asia Pacific;
- Strong oral and written communication skills in both English and other languages relevant to the region;
- Adheres to WWF's values, which are: *Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, Persevering & Delivering Results.*

#### V. Working Relationships:

**Internal** - Interacts frequently with colleagues in WWF Singapore, with Programme Offices in the Asia Pacific region, with the rest of the Programme Office Management Unit as well as other Programme and Operations units in WWF International Secretariat, as well as National Organizations and Programme Offices In the network

**External** – National governments, NGOs, bi- and multilateral Government/Aid Agencies, intergovernmental agencies and foundations, media and corporate sector

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.