JOB DESCRIPTION

Position title: Palm Oil Programme Manager
Reports to: WWF Global Palm Oil Lead, *in full consultation with* WWF co-chair of the Asia Sustainable Palm Oil Steering Committee
Location: Singapore
Duration: Permanent role
Date: July 2019

I. **Mission of WWF Singapore:** To ensure a high performing WWF office with efficient operating systems, professional and skilled staff, and strong financial resources. WWF Singapore’s focus is on delivering corporate responsibility partnerships, individual donor fundraising, major donor fundraising and community engagement for WWF’s priority conservation activities in Singapore and the rest of WWF’s global network.

II. **Background:** WWF will launch a five-year Asia Sustainable Palm Oil Programme (ASPOP) that aims to remove deforestation from supply chains and increase sustainable production and consumption of RSPO certified sustainable palm oil (CSPO) in Asia.

The programme will deliver activities in five focal countries: India, China, Malaysia, Indonesia and Singapore. Interventions that harness the support of consumers, retailers, FMCGs (Fast moving consumer goods) and traders to drive regional RSPO CSPO demand, will deliver the WWF ‘Living Landscapes’ concept in six landscapes facing different challenges from oil palm – three in Sabah (Sugut, Tabin, Tawau) and three in Indonesia (Riau, Hulu Kapuas and South Papua). The WWF concept of ‘Living Landscapes’ is one where production is sustainable and ecological values are protected and restored. WWF fundamentally believes that the production and consumption of “sustainable palm oil” should demonstrably deliver positive environmental, social and economic outcomes. WWF, with its global Network and WWF offices in all five ASPOP focal countries, is well-placed to deliver outcomes at all of these levels: sustainable consumption, sustainable trade, sustainable production.

III. **Major Duties and Responsibilities:**

This role provides coordination, strategic development, management and reporting oversight for a five-year, $10m Asia Sustainable Palm Oil Programme (ASPOP) covering five countries in Asia.

The management involves closely working with WWF-network offices to deliver a portfolio of high impact conservation programmes and engage with: WWF implementation offices; WWF-UK (grant administration office); corporate partnerships; partnership communications; and over 20 WWF staff members from country programmes to develop and deliver the programme objectives. In addition, this role will coordinate with the donor partner, the ASPOP Management Taskforce, and support engagement by WWF country offices with donor partnership country counterparts to help shape the current portfolio’s direction.

The post will be based in Singapore and will report to WWF’s Global Palm Oil Lead, and will liaise closely with co-chairs of the ASPOP Steering Committee, for effective functioning of the
ASPOP Steering Committee and ASPOP Management Taskforce.

**Relationship management**

- Lead, for ASPOP, the existing relationship with the donor partner and support relationships with its counterpart offices in Malaysia, Indonesia, China, India and Singapore that have already been developed by respective WWF country teams.
- Coordinate the establishment and management of ASPOP Steering Committee, and ensure that the co-chairs and wider Steering Committee are informed on programme delivery.
- Handle day to day partnership needs, identified by the ASPOP Management Taskforce and monitor delivery of agreed targets.
- Liaise with WWF network offices, keeping staff updated on the partnership and provide support resolving problems.

**Programme management**

- Facilitate and support the development of a coherent Asia Sustainable PO programme (ASPOP) alongside the WWF Global Palm Oil Lead, which links to and contributes to the broader WWF Asia PO strategy and is aligned with the WWF International forest, wildlife and markets goals and outcomes.
- Support the implementation of the agreed programme, monitoring progress by all teams to deliver according to agreed objectives and milestones.
- Establish a monitoring and reporting framework for the programme with clear targets to help monitor impact and demonstrate success. Oversee the regular reporting by national offices, providing support in ensuring accurate and timely technical reporting to the Steering Committee and WWF-UK.
- Provide guidance and assistance to help ensure country workplans deliver against ASPOP goals.
- Support WWF-UK, the office accountable for the delivery and financial management of the programme to the donor partner, to identify programme risks and initiate corrective action where necessary.
- Support WWF network office communicators to develop a coherent regional narrative and communication materials to support the programme's objectives.
- Support the evaluation, learning and adaptive management of country programmes, ensuring that lessons learned are applied between and across programmes.

**IV. Profile:**

**Required Qualifications**

- Minimum Bachelor’s Degree in a related field
- Experience in a leadership role, with demonstrated success in thinking strategically to support programme development and delivery.
- Proven ability to work effectively in a complex organization, with cross-cutting, multinational, multi-disciplinary, teams.
- Minimum 5 years’ experience of managing coordination and reporting for, multi-million dollar programmes and/or projects
- Experience with building strategic alliances and partnerships to achieve common goals. Experience in a field relevant to sustainable supply chains, sourcing and procurement strategies, preferably in Asia (desirable but not essential).
- An advanced degree or comparable experience in conservation, finance, supply chain management or a relevant field.
- Excellent knowledge of strategic planning. Experience of leading and supporting teams remotely, taking into account multi-cultural sensitivity, relevant regional language and experience.
- Excellent command of English (written and oral).
- Willingness to travel as and when required.
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 accordingly to organizational needs.

Interested applicants can Email a cover letter and CV in English to hr@wwf.sg with subject line “ASPOP Programme Manager”. We may also disclose personal data about you to our affiliates in the network in order to manage our relationship with you.