1 MISSION OF THE DEPARTMENT

The Area-Based Conservation Unit, sitting within the Global Conservation Division, aims to enhance coordination of area-based conservation across the network, improve consistency and ensure greater, demonstrable impact at scale against relevant WWF and global conservation goals and targets. The Area-Based Conservation Unit is responsible for championing WWF’s area-based conservation work and supporting improved planning, delivery, learning and capacity building, ensuring that the WWF network is the best it can be and delivers lasting, transformational results.

2 MAJOR FUNCTIONS

Assists the Director in the day-to-day management of the team with designated administrative duties. Also assists other staff in the unit in the effective fulfilment and execution of their functions.
3 MAJOR DUTIES AND RESPONSIBILITIES

- Organise workshops, meetings, travels, visa applications, itineraries;
- Keep track of documents and forms, ensure proper filing as per administrative policies and procedures, maintaining filing electronically and in hard copies as appropriate;
- Maintain web pages, calendars, leave forms, filing, archiving systems and contact databases for the team;
- Take minutes, and assist with formatting and proofread reports and other communications materials;
- Support the ABC team in organising meetings and scheduling in person and remote meetings;
- Provide tactical administrative support to the director of Area Based Conservation; and
- Perform other duties at the request of the director of Area Based Conservation.

4 PROFILE

Required Qualifications.

- Secretarial/ Administration diploma from a secretarial college, or equivalent;
- A minimum of five years experience as a secretary/assistant to a senior management function.

Required Skills and Competencies.

- Excellent organisation skills, ability to prioritize; attention to details;
- Proactive attitude and ability to take initiative and work independently;
- Excellent team player with good networking and interpersonal skills;
- Good awareness and sensitivity of different cultures and ability to communicate cross-culturally;
- Strong oral and written communication skills in both English and French;
- Excellent computer knowledge and office software, including Excel, graphs, PowerPoint, internet, intranet, and database entry;
- An interest in the field of nature conservation and natural resource management;
- Embraces the WWF mission and values of the organisation: Courage, Integrity, Respect & Collaboration.
5 WORKING RELATIONSHIPS

Internal.

Interacts regularly with Conservation staff, as well as staff of other relevant units within WWF International, as well as National Organizations and Country Offices.

External.

Interacts with partners and staff. Responds to general enquiries related to the work of the Department.

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 organisational needs.