



# International Program Officer

세계 최대 자연 보전 기관 WWF(세계자연기금)는 다양한 보전 분야에서 활동하는 글로벌 NGO로서 우리의 생태계를 보호하고 지구의 지속가능한 미래를 위해서 6 개 보전 분야 즉, 해양/기후/담수/식량/야생동물/산림에서의 글로벌 활동과 기업의 지속가능한 비즈니스 전환, 대중 캠페인 등을 추진하고 있습니다.

본 포지션은 WWF 한국본부의 Business & Policy 부서에 소속되어, 국내외 다양한 보전 프로그램을 검토/ 관리하며 이에 대한 기대 효과 분석 및 모니터링, 그리고 이해관계자와의 소통을 통해 전략 개발을 지원하는 역할을 맡게 됩니다.

본 직무를 통해 하나뿐인 지구를 지키고 지속가능한 미래를 만드는 프로젝트를 함께 수행할 재능 있는 인재를 기다립니다. 직접적인 업무 경험이 없더라도 누구나 이 포지션에 지원할 수 있습니다.

## Mission / Objectives of the Department

- Achieve WWF-Korea's conservation goals
- Identify Korea's conservation needs and contribute to WWF's mission and goals
- Accelerate stakeholder (public and private sectors) engagements to increase conservation impact
- Under the supervision of Business & Policy Director, assess the feasibility and impact of international conservation projects and ensure their outcomes to our mission and priorities
- Design and execute the stakeholder engagement programs and build multilateral partnership projects

### Major Functions / Objectives of the Position

- Assess the framework, action plan, outcome, and budget of WWF's conservation programs and determine the most relevant and impactful projects to WWF-Korea
- Plan and ensure the delivery of Business & Policy division's projects and various types of corporate engagements
- Coordinate with relevant partners and stakeholders in the development of conservation strategies and programs
- Manage stakeholder relationships in focused sectors and priority areas

### Main Tasks & Responsibilities

The International Program Officer in Business & Policy division works in Seoul, Korea and works as a full-time member of Business & Policy division under the supervision of Sustainability Programs team leader, he/she is responsible to

#### Plan & Execution

- Assess WWF network's conservation projects (logical framework, outcome, indicators, action plan, etc.) and determine the most impactful projects for WWF-Korea
- Review budget and resource mobilization, and conduct risk assessment of the conservation projects

- Support the development and delivery of the Sustainability Programs team strategy, corporate engagement strategies, and other relevant project activities. Also coordinate with external agencies and vendors for performing research projects, publications, public events and more.

#### **Project Management**

- Monitor and evaluate the activities and outcomes of the conservation projects, and keep self-updated with WWF network's global conservation efforts
- Manage account relationships with key stakeholders for each project and ensure the effective delivery of all projects and report accordingly
- Compose communication materials of the division in alignment with the Marketing & Communication team and actively promote project outcomes

#### **Stakeholder Engagement**

- Contribute to identifying funding opportunities to secure the financial stability of programs
- Maintain internal and external compliance. Support coordination with WWF network, academics and partners to develop and implement the division's strategy and activities
- Actively participate in the division's stakeholder engagement events to expand WWF-Korea's relations and secure potential funding opportunities

◆ This job description covers the main tasks and conveys the range of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs

<p><b>Qualification &amp; Experience</b></p>	<p><b><u>Required:</u></b></p> <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>▪ Required: Bachelor's degree</li> <li>▪ Preferred: Master's (or higher) degree in animal science, environment, international relations, business management or other related fields</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>▪ Minimum 5 years of professional job experience in project management, business research, or strategy development</li> <li>▪ Experiences in research tools and methodology</li> <li>▪ Experiences in working in teams</li> <li>▪ Excellent written, verbal and interpersonal communication skills in both English and Korean</li> <li>▪ Ability to collect and analyze useful data and information</li> <li>▪ Ability to deliver projects on time and within budget</li> <li>▪ Effective computer and office tools skills</li> <li>▪ Preferred working experiences in government agencies, large or medium scale of companies, or other relevant organizations</li> </ul> <p><b><u>Attitude</u></b></p> <ul style="list-style-type: none"> <li>▪ Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect &amp; Collaboration</li> <li>▪ Commitment to, and demonstrated ability to work well as part of a team</li> <li>▪ Self-motivated</li> <li>▪ Ability to work in fast-paced and dynamic environment</li> <li>▪ Passion for sustainability and nature conservation</li> </ul>
<p><b>Working Relationships</b></p>	<p><b>Internal:</b> As part of the Business &amp; Policy division, works with Sustainability Programs team leader. Collaborate with Corporate Partnerships team, Climate &amp; Energy team, Communication team, and WWF international network</p> <p><b>External:</b> Corporate partners, private sector stakeholders, external professional service organizations, subject matter experts in domestic market, governments or marketing agencies</p>

## Type of contract

- 1 year Fixed term (following 3 months probationary period)
- According to the fixed term review, extended contract can be offered.

## How to apply?

If you would like to learn more and soon join our team, please send us your application by email to [recruitment@wwfkorea.or.kr](mailto:recruitment@wwfkorea.or.kr) including following documents **in one MS Word file**; Please use the subject line to indicate which position you are applying for.

1. A letter of motivation in English,
2. A resume in Korean,
3. '개인정보 수집 및 이용 수칙 동의서' (Agreement on the Collection and Usage of Personal Information) - 첨부파일 참조

After the document screening, it will be processed as follows;

1. 1st interview
2. Reference check & Online Aptitude test (1 차 면접 합격자에 한해 요청함)
3. 2nd interview with the Directors

Only short-listed candidates will be contacted. Many thanks for your interest in WWF-Korea and this opportunity. **Please do not put your resident registration number in any application documents specified above. In case any certificate includes your resident registration number, please make sure to conceal the number not to be exposed resident registration number.**