JOB DESCRIPTION

<table>
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<tr>
<th>JOB TITLE</th>
<th>Head of Conservation, Sabah</th>
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<td>BASED IN</td>
<td>Kota Kinabalu Office, Sabah</td>
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Major Activities

- Provide support, encouragement, guidance and advice on all technical and scientific matters to the staff.

- Represents WWF-Malaysia and its programmatic interests in Sabah with state government agencies, private sector and civil society.

- Ensure that all necessary programmatic inputs are provided to the Marketing Department for fund raising purposes.

- Lead all the programmatic planning exercises and follow-ups for conservation in Sabah as required and instructed by the CD.

- Provide timely and strategic advice to the CD on environment and development issues within the context of the political agenda in Sabah.

- Collaborate with the Heart of Borneo (HoB) National Coordinator on the HoB landscape in Sabah and provide timely reports to the HoB National Coordinator on progress of work.

- Provide regular updates to the CD and inputs into preparation of documents for Senior Management Team (SMT), Executive Committee, other Committees of the Board and Board meetings.

- Lead all frontline policy advocacy work in Sabah, but working closely with the Head of Policy and Education and the CD, and where appropriate the Executive Director/CEO. Advises the CD and the Executive Director/CEO in a timely manner on key policy matters requiring urgent attention especially if these have to be escalated to the Executive Committee or the Board for their attention.

- Fundraise with the Project Development Team from the WWF network, individual donors and the corporate sector and at all times working closely and collaboratively with relevant fundraising staff.

- Ensure smooth, resource-efficient and timely execution of all WWF-Malaysia’s conservation projects in Sabah in the delivery of conservation goals, objectives and activities across all conservation Divisions (i.e. Policy and Education, Marine and Terrestrial).
Specifications

- Relevant post graduate University degree in environment or natural resources or social science.

- At least 15 years work experience in sustainable development and policy regarding conservation of biological resources.

- Knowledge of conservation issues in Sabah would be an added advantage.

- Extensive experience in managing people and multidisciplinary teams. Experience in tropical field biology would be an advantage.

- Exhibit good writing and oral skills.

- Ability to converse in Bahasa Malaysia is a requirement.

- Ability to show exemplary leadership, diplomatic and interpersonal skills in managing staff and relationships with stakeholders.

- Innovative thinking, versatile and meticulous approach to work is necessary.