REGIONAL OPERATIONS DIRECTOR

About WWF
The World Wide Fund for Nature (WWF) is one of the largest and most highly regarded conservation organization’s in the world and aims to stop the degradation of our natural environment and build a future in which humans live in harmony with nature.

The Role
The Regional Operations Director will lead, direct and oversee the implementation of Finance, Administration, IT, and Human Resources systems, policies, and procedures for the Pacific Programme Office (PPO) comprising of Country Programmes in Fiji, Solomon Islands and Papua New Guinea. In addition, the Regional Operations Director will ensure compliance with all local labour laws in these countries and other statutory requirements related to Governance, Administration, Finance, IT and Human Resources in the PPO, as well as to global Network standards and adherence to WWF International policies and processes.

The role requires strong management experience and skills, experience with regional organizational structures and the ability to co-ordinate across multiple countries in maximising productivity & consistency in standards for WWF-Pacific.

Duties and Responsibilities, not limited to:
• As a member of the Senior/Regional Management Team (SMT/RMT), the Regional Operations Director shares responsibility for the overall performance of the Operations Programmes.
• The Regional Operations Director will build and implement an action plan for Operations unit for the PPO in line with that of WWF-Asia-Pacific Strategic Plan.
• Liaise with Director Pacific and members of SMT/RMT to make decisions for operational activities and set strategic goals.
• Responsible for the planning, implementation, monitoring and review of WWF-Pacific Operations budgets including procurement, training, staffs budget, office running cost to ensure donor requirements are met, cost recovery is optimized, comply with network standards, and a financially sustainable operations for the 3 country offices.
• Responsible as direct line manager of Regional Head of Finance & Admin, Regional Head of Human Resources and Regional ICT Co-ordinator for reviewing individual work plans, managing performance, providing induction, training, coaching, mentoring, continuous improvement and advice to ensure that they understand and carry out their responsibilities to the required standards.

Required Skills and Experience:
• Master's degree in Human Resources Management, Business Management, Business Administration, Finance or in relevant fields.
• 7 to 10 years of practical experience in office management (Finance and Administration, and/or HR management), 3 years of which should be in the Pacific.
• Experience with regional organisational structures.
• Thorough understanding of laws and regulations on taxation, labour, financial, health and safety regulations in the Pacific.
• Sound knowledge of information technology to a level to enable sound management of these functions.

Competencies:
• Strategic thinker, proven leadership and management skills.
• Demonstrated planning, organization, time management, and coordination skills.
• Proven ability to problem solve, manage conflict and risk.
• Strong networking, influencing, communications and negotiation skills.
• Fluency in written and spoken English language.
• Proficiency in MS Office.
- Clearly demonstrates behaviors aligned to the culture of WWF: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly.
- Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration.

**Remuneration:** An attractive package shall be negotiated with the successful candidate based on their appropriate knowledge and skills. Contract duration is for 3 years depending on annual performance review and funding availability.

**Applications procedures:** Interested applicants are encouraged to send an application to ppo.hr_recruit@wwfpacific.org. Applications addressed to the Head of Human Resources, must include a cover letter and an updated resume with contact details for three professional referees. A copy of the job description can be downloaded from our website: [www.wwfpacific.org](http://www.wwfpacific.org) Applications close on **Wednesday, 23rd June 2021**.

WWF is an equal opportunity employer and committed to having a diverse workforce. Eligible women candidates are encouraged to apply. Only short-listed candidates will be called for interviews.