



Position: Partnership Executive

Location: Kuala Lumpur

Job Scope:

The **Partnerships Executive** supports the Partnerships Manager to implement Wild Asia's engagement, communication and management of external partnerships (clients, donor, funders), that in turn, support one or more activities under Wild Asia's Palm Oil Programme. Partners provide financial support (cash, premiums, or in-kind resources).

The **Partnerships Executive** is responsible to ensure that reports and other key outputs can be delivered, on time, to our partners and key stakeholders.

The **Partnerships Executive** supports the Partnerships Manager in the management of a network of associates, including liaising with communications and editorial associates, in Malaysia and beyond, to ensure that key stakeholders can be engaged and that deliverables are met.

Responsibilities:

The **Partnerships Executive** shall support the Partnerships Manager, to contribute to the implementation of the department strategy and work plans, in-line with the values of the social mission of Wild Asia.

The **Partnerships Executive** shall support the Partnerships Manager, to implement and execute communications and marketing strategy and work plans, to promote and enhance the social mission of Wild Asia.

Other Responsibilities:

- The Officer shall ensure that he/she shall continue to develop relevant knowledge and expertise in order to add-value to the department.
- The Officer shall support the planning in order to execute the department or unit's outputs.
- The Officer shall participate in department and unit meetings and other relevant meetings, in order to support the development of the Programme.



Education and/or Work Experience Requirements:

- Bachelor's Degree in Mass Communications / Media Studies / Sales & Marketing or equivalent.
- 1 to 3 years experiences in related field.
- Possess advance computer skills (MS Office – Word, Excel and PowerPoint and work with other relevant in-house data management platforms).
- Excellent verbal and written communication skills, including ability to effectively communicate with all levels of management, staff and local communities.
- Able to speak and write fluently in English and/or other local language(s).
- Ability to analyze data and visual the information will be an added advantage.
- An understanding of the palm oil sector specifically in Malaysia will be an added advantage.