



The International  
Fragrance Association

## **Job Description Regional Manager APAC The International Fragrance Association (IFRA)**

<b>Job Title:</b>	<b>Regional Manager APAC</b>
<b>Reporting To:</b>	<b>APAC Regional Director</b>
<b>Location:</b>	<b>Singapore, Virtual Office with the possibility of renting physical office over time</b>
<b>Main Job Purpose</b>  The IFRA Regional Manager APAC will reinforce the APAC region’s technical, regulatory and sustainability capability and enhance IFRA’s support to regional business growth.  The primary objective of the job is to support the IFRA Regional Director for APAC, and the IFRA members in influencing the existing and emerging legislative developments and to leverage industry initiatives for co-regulation and sustainability.  He/she will promote the safe and sustainable use of fragrance in the region, drawing from the expertise of members and the IFRA Global Functional leaders in Scientific and Regulatory Affairs to implement IFRA’s product stewardship programs as evidenced by the Code of Practice and the IFRA standards.  He/she will also coordinate the APAC National Association Network of member associations in Australia, China, Indonesia, Japan, Korea and Singapore, on areas of common interest and capacity building at National and Regional level through the development of country strategies. He/she will support the APAC director to aggregate the country strategies into a regional strategy and drive its implementation.	
<b>Key Accountabilities</b> <ul style="list-style-type: none"><li>• Monitor the development of relevant policy and emerging issues and coordinate our response and positions, in collaboration with Members and the IFRA Team.</li><li>• Develop and drive our positions with key APAC related industry organisations (partner associations in the cosmetic, cleaning products and chemical industries).</li><li>• Support the APAC Regional Director in the management of the APAC Regional Committee as needed. Staff the Technical Committee TF’s/WG as appropriate.</li></ul>	



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Develop agendas, convene meetings, write the minutes and ensure the follow up of the agreed actions. Set up new APAC Task Forces, if and where needed.

- Coordinate the APAC Chemical Control Legislation strategies (e.g. KOREA Reach).
- Drive the implementations of IFRA's MOUs in the Region (KOREA KCII and AFFI-DAI Sustainable Patchouli Project), and the preparation of communications materials, positions and stakeholder outreach programs.
- Represent IFRA in external APAC contact building and networking with relevant government institutions, and key stakeholder groups.
- Implement the IFRA Strategy in the APAC region. Join IFRA Weekly Team meetings and relevant global TFs to manage IFRA projects and sustainability initiatives and partnerships in the region.

### ***Key Competencies***

The successful candidate will have a passion for the fragrance industry and for issue management and a track record of delivery. As IFRA currently only has a virtual office in Singapore, he/she will be a highly motivated self-starter and an individual contributor, equally willing and able to work remotely as part of a virtual team, and to organise physical meetings. He/she must have the experience and confidence to advise members and National Association and to help build trust and confidence. The ability to plan and deliver on agreed objectives against tight deadlines is essential.

### ***Key Professional & General Skills***

The successful candidates will have 8–10-year experience in a technical, regulatory or project management role. Key skills required include:

- Government Relations and/or Regulatory Affairs experience.
- In depth knowledge of the APAC Policy development processes and their cultural sensitivities. Ability to interface scientific and political issues.
- Strategic approach to issues management and a member-oriented mindset.
- Proven project management, presentation, and communications skills.
- Knowledge of the fragrance or/and the FMCG sector is an asset.
- IT and online communication-savvy (MS Office, TEAMS, Sharepoint etc).
- Excellent written and spoken English, Chinese or Korean are assets.
- Ability to build virtual teams and lead remotely across different countries.

For further details and expressions of interest, please contact [secretariat@ifrafragrance.org](mailto:secretariat@ifrafragrance.org)