



## Terms of Reference

### Conservation Officer/Site Incharge Water Resource Accountability in Pakistan (WRAP) Project

Reporting to: Provincial Project Lead KP  
Grade/Title: C 2  
Duty Station: Nathaigali  
Employment Contract: Long Term  
Work Week: 5 days (Monday-Friday)- 40 hrs /week  
Work Hours: 0830 hrs to 1715 hrs

#### General Requirement:

- Physically fit for traveling/trekking in rugged mountain areas;
- Familiarity with social, cultural, and geographical context;
- Willing to spend time with the local communities and work in challenging field conditions;
- Excellent in English and local languages;
- Based at the project locations but requires frequent road traveling;
- Proven problem-solving skills and results orientated
- Sensitivity to gender and other current social issues in countries such as Pakistan;
- A vibrant and amicable personality;

#### Qualification and Experience:

- A postgraduate degree from any recognized institute in Natural Sciences, including but not limited to Environmental Science, Environmental Engineering, Forestry, Wildlife, Agriculture etc.
- At least three years of similar working experience with a government or non-government organization of high standard and repute;
- Computer literate (capable of using MS Database and MS Office packages);
- Strong inter and intrapersonal communication skills

#### Duties and Responsibilities:

Under the overall guidance and supervision of the Provincial Project Lead KP, the Conservation/Site supervisor will be responsible for the smooth implementation of the project in Nathiagali on the following responsibilities.

- Abilities to conduct Feasibility studies for the site-based activities ensuring Nature-Based Solutions (NBS);
- Facilitate site teams in conservation-related technical activities and reporting;
- Supervise the respective site staff in the daily day-to-day interventions and update PPL KP regularly;
- Ensure completion of the site-specific activities effectively and timely;
- Nature-based Solutions must be ensured in each site-specific intervention;
- Develop work plans, financial liquidity, and funds management for the respective site;
- Manage organizational resources appropriately such as vehicles and other office assets;
- Implement community-based natural resource management (NRM) plans for improving the health and integrity of ecosystems and supporting sustainable livelihoods;
- Collaborate and coordinate with relevant stakeholders and programme partners for the project interventions;



- Keep involved and inform every government department of the relevant activities;
- Participate in community mobilization meetings with project staff and develop meeting minutes, Terms of Partnership (ToPs) at the community level;
- Liaison with project communities for timely delivery and active participation in field-based interventions;
- Prepare presentation/s and assist to reporting officer in delivering presentations to stakeholders;
- Support to organize events and capacity-building workshops in the respective site;
- Provide technical assistance to the other site offices according to their requirements;
- Develop success stories, concept notes, research papers, and brief news for “Panda Post” from the site-specific interventions;
- Prepare the field reports and ensure timely submission of technical reports to the supervisor;
- Maintain all the project-related data in hard and soft form;
- Accomplish any task assigned by the supervisor apart from the project activities;

WWF-Pakistan provides a challenging work environment with competitive compensation and is an equal-opportunity employer. Only online applications through the WWF-Pakistan website [WWW.WWFPAK.ORG](http://WWW.WWFPAK.ORG) will be accepted.

WWF-Pakistan reserves the right to amend and upgrade these TORs from time to time as may be required in the interest of the programme.