



## TERMS OF REFERENCE FOR FIELD OFFICER

### WWF-PAKISTAN

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Reporting to:	Project Coordinator
Grade/Title:	B2 [Equivalent]
Duty Station:	Gilgit with frequent traveling across Gilgit-Baltistan
Employment Contract:	Part Time
Work Week:	5 days (Monday through Friday) - 40 hrs /week
Work Hours:	0830 hrs to 1715 hrs (with 45 minutes lunch & prayer break)

### DUTIES AND RESPONSIBILITIES

Under overall guidance and supervision of Director North, the project officer will:

1. Implement the HBL project activities including, land preparation (layout & design), purchasing of seedling and transportation, planting of seedling and long shoot cuttings, care of watering, fencing (natural and barbed wire) in the plantation sites and, re-planting for replacement of dead, drying plants
2. Participate in community mobilization meeting and develop meeting minutes, ToPs and MoUs.
3. Collect quotations from vendors, develop comparative statement and get timely approval from Head Office.
4. Liaison with project communities for timely delivery and active participation in field.
5. Prepare the presentation/s and assist to project Coordinator in delivering presentations to stakeholders.
6. Accomplish any task assigned apart from the project activities by the Project Coordinator.
7. Prepare the field reports and ensure timely submission of technical reports to the Supervisor.
8. Maintain all the project related data in hard and soft form.
9. Handover all the project related data to the office management.
10. Undertake any task assigned by the Supervisor and Director North, apart from the above.

### EDUCATION, EXPERIENCE & WORKING KNOWLEDGE

1. Bachelors or Masters' degree in Forestry/Sciences or social sciences related field
2. Experience with field visits/mobilization will be an advantage
3. Should be familiar with the geographical areas in Gilgit-Baltistan (GB).
4. Familiarity with the forestry related activities in GB would be an advantage

### SKILLS & ATTRIBUTES

1. Demonstrate ability to plan and schedule initiatives.
2. Demonstrate ability to effectively work with people with different cultural backgrounds.
3. Demonstrate experience in working with government, civil society and corporate sector;
4. Problem-solving skills and impact-oriented approach
5. Sensitivity to gender and other current social issues in GB;
6. A vibrant and amicable personality;
7. Adheres to WWF's values, which are Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results.
8. Proficiency in the use of computer office applications on word processing, spread sheet and presentation;

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