



Terms of Reference

Senior Project Officer
WWF-Pakistan

Title	:	Senior Project Officer
Reports to	:	Coordinator-Food and Markets
Project / Program	:	Great Food Puzzle and NDCs
Grade	:	C-2
Location	:	Lahore
No of Position	:	1
Contract	:	Short Term (6Months)
Work Week	:	05 Days-40 Hours/Week

Duties and Responsibilities

- Assist supervisor in planning and implementation of project activities.
- Conduct field surveys, collecting and analysing the collected data.
- Plan and organize events under the food and NDCs thematic areas.
- Collect and compile the data and later on develop reports.
- Prepare agendas and organize meetings with relevant stakeholders for the execution of project activities.
- Assist supervisor in organizing trainings, workshops, seminars, conferences and meetings for stakeholders; documenting lessons learnt, project achievements and successes.
- Prepare/develop social media content for the WWF-Network.
- Review secondary data and extract information relevant to the objectives of the studies.
- Prepare reports on Food related topics and for the events organized under NDC and GFP.
- Collect data in the field on already developed templates /tally sheets.
- Data compilation, tabulation and statistical analysis as required by the management.
- Any other work assigned by supervisor.

Selection Criteria

Education, Experience & Working Knowledge

- 4 years BS/Master’s degree in food, environment, or any related degree from a recognized university.
- At least 2 year of relevant experience is desirable.

Skills & Attributes

- Adheres to WWF’s values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results.
- Demonstrated interpersonal communication skills.
- Good written / spoken English & Urdu; other languages will be an advantage.
- Proficiency in the use of computer office applications on word processing and spread sheet.

HR department : Signature / Date-----

Hiring Manager : Signature / Date-----

Acknowledged by Employee : Signature / Date-----

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