

## TERMS OF REFERENCE

### Circularity Officer - CEP

Grade : C-3  
Reports to : Coordinator CEP  
Project / Programme : Climate and Energy Programme  
Location : Karachi  
Duration : 4 Months (short-term)  
Work Week : 5 Days (Monday to Friday)  
Work Hours : 8:30am To 5:15pm

### Duties and Responsibilities

1. Lead, plan, execute and monitor projects on solid and Plastic Waste Management and Climate Change.
2. Organize cleanup drives with academia and general public and manage the logistics where required.
3. Organize events including stakeholder engagement, liaison with vendor and ensuring smooth implementation of project.
4. Maintain and update database of the stakeholders related to waste, plastics circularity, renewable energy, sustainability and climate change projects.
5. Develop the monthly workplan and quarterly progress report.
6. Identify potential donors for new projects and actively look for funding and grants, RFPs (Request for proposals), international grants on plastic smart cities, plastics recovery & circularity, air pollution mitigation, climate change, Green office program etc. and lead in developing fundraising proposals.
7. Develop proposals and run pilot solutions for Plastic recovery and recycling, execution methodology, work plan, conduct surveys etc.
8. Maintain liaison with Provincial EPAs and other stakeholders.
9. Prepare quarterly updates, Panda Post and Annual reports.
10. Provide support to other projects and initiatives of WWF-Pakistan such as Monitoring and Evaluation of Plastics, Youth Engagement, Advocacy Initiatives Projects on Plastics, etc.
11. Any other input required by WWF – Pakistan and assigned by respective supervisor.

### Selection Criteria

Candidates for the position of Senior Officer – Climate and Energy Programme should ideally have;

1. An appropriate post-graduate qualification in one of the following disciplines: Environmental Sciences / Engineering or Social Sciences. Prior experience in the sustainability arena will be preferred
2. Overall 3-4 years of work experience with at least 2 years of similar work experience in a Lead role.
3. ISO 14001 certification and audit experience is desired
4. Excellent presentation and interpersonal communication skills.
5. Experience in the development or social sector will be an advantage.
6. Other Skills and Abilities:
  - ✓ Aptitude for teamwork
  - ✓ Excellent English, Urdu, Sindhi Language (speaking skills)

- ✓ Proficiency in computers particularly Microsoft Office and
- ✓ Familiarity with the climate and waste circularity issues in Pakistan
- ✓ A dynamic, pleasant and communicative personality
- ✓ Ability to motivate and influence others
- ✓ Sensitivity to gender and other current social issues in Pakistan;