



TERMS OF REFERENCE (TORs)

Position Title: Community Engagement Officer

Department	:	Climate and Energy Program
Project	:	Integrated Rural Energy and Green Vocational Training Initiative (IREGVTI)
Grade	:	C-2
Reports to	:	Project Manager
Location	:	Multan/Shujabad
Work Week	:	5 Days (Monday to Friday)
Contract	:	6 months – Short Term
Work Hours	:	8:30am To 5:15pm

Duties and Responsibilities

1. Work in close coordination with Project Manager and Coordinator to ensure effective communication, implementation and delivery of project activities.
2. Conduct field mobilization activities to engage and inform local communities about the project objectives, activities, and benefits.
3. Collect data and information through surveys and interviews to support project implementation and research activities.
4. Provide support in organizing meetings, workshops, stakeholder consultations, face-to-face discussions and clean energy trainings as per the project deliverables.
5. Mobilize and consult with the rural communities to understand their needs, preferences and concerns regarding the green trainings.
6. Maintain liaison and establish positive relationship with local communities, stakeholders, and relevant government authorities to foster partnerships and enhance project coordination.
7. Contribute to regular progress reporting and the preparation of reports and presentations on project activities and outcomes as per the requirement.
8. Monitor and report on the social impact of the project on local communities, including any challenges or concerns identified.
9. Assist in identifying opportunities for collaboration, partnerships, and capacity-building initiatives with local organizations and other institutions.
10. Provide logistical support, ensuring the availability of required equipment, materials, and resources at the site.
11. Any other work assigned by the supervisor

Selection Criteria

Candidate for the position should ideally have:

1. Bachelor's or Master's degree in social sciences, development studies, environmental sciences/engineering, or any related field.
2. 2-5 Years of proven experience in research, data collection, community engagement and capacity building preferably in rural development related projects.
3. Additional knowledge of solar installation and maintenance would be preferred
4. Excellent interpersonal and communication skills, with the ability to effectively engage and communicate with diverse stakeholders.
5. Ability to work independently, as well as collaboratively in a team, and meet deadlines.
6. Knowledge of local cultural and social dynamics in Multan, Pakistan is an advantage.

Other Skills and Abilities:

1. Excellent English, Siraiki and Urdu Language (speaking skills);
2. Proficiency in programs particularly Microsoft Office
3. Sensitivity to gender and other current social issues in Pakistan.

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