

**Terms of Reference
Field Assistants
WWF-Pakistan**

Reporting to	Coordinator M&E and Safeguards
Project:	: Australia Pakistan Water Security Initiative (APWASI)
Grade:	: Assistant (B2)
Total positions	: 2 (1 male and 1 female)
Duty Station	: Islamabad
Employment Contract	: Short term (two-months duration)
Work Week	: 5 (Monday to Friday) Days
Work Hours	: 0830 hrs to 1715 hrs (40 Hours)

Job Summary

The field assistants will carry out behavioural change survey in the communities of James town (Rawalpindi) and Farash town (Islamabad) using Tablet Computers.

Duties and Responsibilities

- Assist the team in developing data collection strategy and tools for the survey
- Collect the data from the targeted households using tablet computers
- Organization and cleansing of the collected data
- Analysis of the data, visualization and development of insights
- Any other task assigned by Coordinator M&E and Safeguards

Selection Criteria

- Bachelor Degree in Environmental Sciences/Social Sciences/Development Studies. Masters degreeholders will be preferred
- Prior experience in data collection through field surveys
- Experience of field work would be an advantage
- Good analytical skills will be preferred

Skills & Attributes

- Sound skills in developing data collection formats and protocols
- Data Entry, analysis & report Writing
- Proficiency in the use of tablet computers for data collection
- Good problem-solving skills and results orientation
- Demonstrated interpersonal communication and leadership skills
- Adheres to WWF's values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results
- Proficiency in the use of computer office applications on word processing and spread sheet

HR department : Signature / Date-----
Senior Director Operations : Signature / Date-----
Acknowledged by Employee : Signature / Date-----

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