



Terms of Reference

Manager GSK, WWF-Pakistan

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| Reporting to | : Director - Freshwater Programme - Lahore |
| Grade/Tile | : Manager GSK |
| Duty Station | : Karachi, Regional Office |
| Employment Contract | : 12 Months (long term) |
| Work Week | : 5 Days (Monday to Friday)- 40 hrs/week |
| Work Hours | : 0830 hrs. to 1715 hrs. |

Working Relationships

External Donors, Stakeholders, Vendors, Government Departments, Corporates.

Internal Freshwater Team, Programme heads, internal supporting departments and biodiversity

Project Context:

WWF-Pakistan is working on various projects for the conservation of freshwater through nature-based solutions. The project titled '**Building Water-Sensitive Societies: Collaborative Solutions for Freshwater Resilience and Sustainability**' funded by GSK in collaboration with WWF-UK, aims to replenish the water annually through different initiatives. This project will be implemented using a Collective Action approach by engaging and mobilizing key stakeholders in Karachi and Lahore, including vulnerable communities, government departments, industries, and academia. The project focuses on improved water management practices, water conservation, awareness, and WASH facilities.

Job Summary:

The **Manager** will be responsible for executing the project at selected sites, implementing all deliverables within the timeline, and ensuring the long-term sustainability of each intervention by keeping in view all the factors. The Manager will be responsible for:

- Supervising the project activities of Karachi region and leading in different initiatives of water replenishment
- Overseeing the feasibility assessments of project sites for specific interventions and ensuring their sustainability
- Guiding teams on the designing and procuring materials related to the construction and installation of project interventions
- Designing and recommending suitable technologies for specific interventions based on the baseline, including water quality, source, infrastructure, socioeconomic conditions, and utilization of the end product
- Supervising the designed studies on water availability, potential site-specific risks (related to water), mitigation measures, and opportunities.
- Engaging multiple stakeholders, including government departments, communities, academia, and corporates, for collective action
- Executing the project according to the timeline, ensuring its sustainability.
- Engaging relevant government departments to obtain NOCs (when and where required).
- Sharing project implementation status with the donor according to the agreed timeline.

- Supervising the smooth implementation of the project with quality and authority.
- Writing proposals for grants related to water stewardship and replenishment.
- Ensuring that all contracts, expenses, and invoices associated with procurements, logistics, and commitments with stakeholders are documented in a presentable form for internal verification by the project management team.
- Gathering and organizing data in a usable format for sharing with the donor and other relevant stakeholders.
- Facilitating the project team in developing feasibility reports and project progress reports.
- Ensuring that project performance and due diligence comply with WWF-Pakistan's Internal Audit policies.
- Support other freshwater projects with in the region and coordinating the projects in other regions (i.e Lahore)

Any other task assigned by the supervisor related to the project

Selection Criteria

- Bachelor's or Masters/MPhil in Environmental Engineering or relevant degree
- 6-7 years of relevant experience
- Certification in Alliance for Water Stewardship is a plus point
- Expertise in public speaking, organizing sessions, team management and presentation skills

Other Skills and Abilities:

- Aptitude for team work and field work
- Excellent English and Urdu Language Skills (reading, writing and speaking skills).
- Knowledge and understanding of recording meeting minutes;
- Be able to communicate ideas and thoughts in a clear manner;
- Sensitivity to gender and other current social issues in Pakistan;
- Demonstrated advocacy skills