



Terms of Reference

Senior Project Officer-Technical, WWF-Pakistan

Reporting to	: Manager Water Stewardship Projects - Freshwater Programme
Grade/Title	: C2-Senior Project Officer- Civil & Infrastructure
Duty Station	: Lahore, Head Office
Employment Contract	: 5 Years
Work Week	: 5 Days (Monday to Friday)- 40 hrs/week
Work Hours	: 0830 hrs. to 1715 hrs

Working Relationships

External Donors, Stakeholders, Vendors

Internal Freshwater Team, Department & Project Heads of WWF-Pakistan

Project Context:

Lahore is the 2nd largest populated city of Pakistan and due to climate change and urbanization, the communities are facing several challenges in terms of water quality and quantity as groundwater aquifer is depleting and there is no wastewater treatment system at the community level. WWF-Pakistan is initiating a 'Community Water Stewardship' project in Lahore and Karachi Catchment on water replenishment and conservation that will help communities to conserve the rainwater and replenish the groundwater aquifers. The project activities will also help the rural communities to treat their wastewater through floating treatment wetlands and use for agriculture and other purposes.

The specific objectives of the project will be, but not limited to;

- Conserve the rainwater by installation of rainwater harvesting systems
- Installation of Recharge wells for replenishing the groundwater aquifer
- Installation of floating treatment wetlands to treat the wastewater and reuse it for other purposes by the communities
- Construction of Ablution water rainwater harvesting systems at the worship places and reuse of that treated water.
- Construction of line water courses and laser land levelling to reduce the water footprint of the crops.
- Land cover management by different campaigns such as Urban & rural afforestation
- Awareness raising campaign among the schools, institutions and WASH activities
- Sharing the success stories at the Government level and engagement with policy makers to promote the water replenishment and stewardship approach

Key Responsibilities:

1. Project Implementation & Technical Support:

- Assist the Manager, Water Stewardship Project, and Director, Freshwater Programme in documentation, technical evaluation of designs, strategic development, implementation, and monitoring.
- Maintain effective liaison with contractors for the efficient execution of project activities.
- Coordinate with the donor and project team for on-ground implementation of replenishment and corporate water stewardship initiatives.

2. Technical Expertise & Studies:

- Provide expertise in ground and surface water assessment, urban flood management, and groundwater recharge.
- Conduct and contribute to technical studies including **hydrological, environmental, and**



groundwater recharge impact assessments.

- Utilize modeling and spatial tools to predict water security issues and develop mitigation strategies.
3. **Design & Costing:**
- Prepare and review **Bill of Quantities (BOQs)**, cost estimates, and construction plans.
 - Provide technical input for 3D designing of infrastructure related to water replenishment.
 - Ensure compliance with engineering standards and best practices in sustainable water management.
4. **Monitoring & Evaluation:**
- Conduct **frequent field visits** for progress, process, and technical monitoring.
 - Assess, review, and provide quality assurance of technical design documents for construction interventions.
 - Monitor and supervise construction works to ensure adherence to project specifications.
 - Provide data-driven reports, monitoring updates, and support visit reports based on field assessments and statistical analysis.
5. **Financial Planning & Initiative Development:**
- Support the management in budget planning and financial oversight for project activities.
 - Assist in developing innovative initiatives related to water replenishment and securing necessary resources.
6. **Additional Responsibilities:**
- Review and update **technical manuals and workflows**.
 - Perform any other duties assigned by the Supervisor, Manager, or Senior Management.

Selection Criteria:

Education & Experience:

- Bachelor's degree in **Civil Engineering/Technology** from a recognized institution.
- Minimum **3 years of experience in BOQs, costing, field construction activities, and 3D designing**.
- Experience in water resource management, urban flood control, or groundwater replenishment projects is preferred.

Technical Skills:

- **Proficiency in BOQ preparation, costing, and construction estimation.**
- **Hands-on experience with 3D designing software** (e.g., AutoCAD Civil 3D, Revit, SketchUp).
- Familiarity with **GIS mapping and spatial analysis tools** is a plus.
- Expertise in **construction supervision and quality assurance**.

Soft Skills:

- Strong communication and coordination skills.
- Ability to work independently and manage multiple tasks efficiently.
- Problem-solving mindset with a strategic approach to water replenishment challenges.
- Willingness to conduct frequent field visits and engage with stakeholders.
- 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, spread sheet and presentation