



Terms of Reference
Head People & Culture
WWF - PAKISTAN

Department	:	People & Culture
Reporting to	:	CEO / Director General
Grade / Title	:	D1/ Sr. Manager
Location	:	Head Office, Lahore

Working Relationships

External Relevant government departments, Civil Society Organizations, Academic Institutions; HR Consultancy Firms, Training Houses, Life & Health Insurance companies.

Internal SMT, WWF Network & the WWF-Pakistan's Board / Board Committees;

Job Summary

The incumbent will be responsible to develop and execute a dynamic People & Culture strategy that supports the organizational objectives and guides the leadership in creating the right culture. S/he will ensure that WWF standards, core values and behaviours are embedded in all People & Culture processes and manage the full employee life cycle covering recruitment, people development, performance management and compensation / rewards. S/he will oversee the workplace safeguarding, diversity & inclusion initiatives, suggest improvements and ensure compliance with the WWF Pakistan's policies & processes through the SMT, WWF Network, WWF-Pakistan Board and its Committees.

Duties & Responsibilities

1. Develop and implement a people & culture strategy that embeds the WWF Network standards, Core Values and Behaviours into the policies and processes of the organisation and ensures compliance with local laws and other statutory requirements.
2. Oversee the development and implementation of a people development strategy that identifies and addresses capacity and development needs and requirements of employees and teams, develops appropriate people development tools and engages with relevant organisations and institutes that can implement these tools
3. Liaise with organizations within and outside the WWF Network to incorporate best practices into the Employee Rules and Guidelines and engage with the SMT and WWF-Pakistan Board and its Committees for input and approval of proposed changes.
4. Develop and implement a comprehensive and effective Performance Management System that links to rewards and recognition
5. Develop and maintain a competitive remuneration structure for WWF-Pakistan whilst keeping track of the trends that are shaping the future of compensation practices in leading and comparable non-profit and social sector organizations in the country and conducting periodic benchmarking surveys.
6. Develop a robust talent acquisition process to meet the hiring requirements of the organization and an effective succession process for key positions and support the SMT in implementing a succession plan.
7. Maintain an effective and efficient Human Resources Information System [HRIS] / ERP, provide reports and analysis for decision making and manage the end-to-end administrative processes, including drafting of employee contracts, payroll management, timesheets, leave and other related matters. Ensure confidentiality of information / data; Suggest improvements in the system.
8. Assist in identifying staffing requirements / needs in project proposals.

9. Lead the workplace safeguarding work. Facilitate or conduct workplace investigations as and when required ensuring compliance with workplace policies and relevant legislation.
10. Actively participate in the Global P&C community on key network wide initiatives.
11. Engage with the embassies and Issue visa endorsement letters to employees for international travel. Issue invitation letters to foreign nationals visiting Pakistan and liaison with the relevant government department to seek permissions.
12. Any other related assignment as required.

Selection Criteria

Education & Experience & Working Knowledge

- ❖ A relevant post-graduate qualification.
- ❖ At least 9 years of relevant experience;
- ❖ Experience in the environment or development sector will be useful;
- ❖ Experience of working in a multicultural & multinational environment;
- ❖ Experience in HRIS /ERP systems including payroll.
- ❖ Any relevant certifications will be useful.

Specific Attributes

- ❖ Proven discretion, integrity and a strong commitment to ethical conduct
- ❖ Excellent communication / interpersonal skills; ability to communicate effectively with a broad range of individuals within and outside the WWF Network;
- ❖ Exceptional Presentation Skills;
- ❖ Ability to effectively supervise people.
- ❖ Fluency in oral and written English;
- ❖ Proficiency in the use of computer;
- ❖ Ability to plan, schedule and budget initiatives.
- ❖ Understanding of the global and/or regional conservation arena, key players, and issues.
- ❖ Strong time management skills, and personal efficiency
- ❖ Ability to handle risk, change and uncertainty.
- ❖ Strong multitasking abilities
- ❖ Excellent negotiation skills
- ❖ Conflict Management and Problem-Solving skills
- ❖ Strong commitment to conservation and development issues.
- ❖ Sensitivity to gender and other current social issues in countries such as Pakistan;
- ❖ Adheres to WWF's values, which are: Courage, integrity, collaboration & Respect.
- ❖ Attention to detail and diplomacy;
- ❖ Available to travel to project sites / offices as required.

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