Terms of Reference

PU Supervisor GIF Punjab

WWF-Pakistan

Reporting to: Project Coordinator

Project/Programme: GIF Punjab /SAFP

Grade / Title: C-3/ PU Supervisor

Duty Station: Khanewal

Employment Contract: Short Term Contract

Work Week: 5 (Monday to Friday) Days - 40 hrs / week

Work Hours: 0830 hrs to 1715 hrs

Working Relationships

Internal SAFP - WWF - Pakistan

Job Summary

The position will be responsible for performance of day to day monitoring of field activities under GIF Project Punjab of WWF-Pakistan.

Duties and Responsibilities

- Participate in training delivered by BCI accredited trainer and attend any subsequent refresher training
- Support to Agriculture Officers/Field Assistant in data management and arranging training to farmers on the requirement of the Better Cotton Standard System during the cotton growing season
- Ensure that farmers record keeping of the Pus where AED is LP is updated in time
- Support communication between Producer Unit and WWF-Pakistan
- Support communication between AED & WWF-Pakistan.
- Support Agriculture Officer in self-assessment process.
- Facilitate the 2nd and 3rd party verification process with smallholders
- Facilitate the collection of data from smallholders and medium farms.
- Manage RIR data and prepare RIR
Selection Criteria
Education, Experience & Working Knowledge

- At least Master Degree in Agriculture
- At least one year of Agriculture experience in a similar capacity

Skills & Attributes

- Demonstrated ability to plan, implementation & Manage filed activities;
- Data Entry/Analysis and Report Writing;
- Personnel management skills and experience;
- Good problem-solving skills and results orientation;
- Good English language reading, writing and speaking skills;
- Demonstrated interpersonal communication and leadership skills;
- Excellent written / spoken English and Urdu; other languages will be an advantage;
- 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

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