Terms of Reference
WWF-Pakistan

Senior Officer ILES

Reports to: Coordinator ILES Sialkot
Project / Program: ILES-Freshwater
Grade: Long Term (C-2)
Location: Sialkot
Work Week: 05 Days/week
Work Hours: 0830 Hrs to 1715 Hrs

Job Summary

WWF-Pakistan is working actively in the water security and stewardship in Pakistan and has started some projects with different donors. WWF-Pakistan, through the implementation of Environmental Standards in a project funded by ILO will continue to strengthen the implementation, monitoring, capacity building and supporting the policy work while supporting dissemination of information and awareness on these matters among stakeholders. This project aims at supporting compliance with international labour and environmental standards. The objective is to support the economic integration of Pakistan into the global and regional economy by increasing exports through improved compliance with labour and environmental standards and to support the enforcement, implementation and compliance with the International Labour and Environmental Standards by public and private sector in Pakistan. The Senior Officer ILES will be working very close with the project team and will be reporting to the Coordinator at Sialkot office. He/she will be responsible for the overall activities of the project and will ensure the execution of the activities of project in time.

Duties and Responsibilities

Following are the roles and responsibilities of Senior Officer ILES;

• Reporting to Coordinator Sialkot for the implementation of ILES activities as well as for the implementation of the AWS standards in SMEs, corporate and MNCs.
• Assist, implement, monitor and coordinate all activities related to the Alliance for Water Stewardship work in different projects (ILES, AWS implementation in Corporate).
• Gather data and compile all records and reports for information use and presentation to the donor and to highlight the project.
• Will conduct all necessary field surveys, proforma fillings, site examinations and necessary evaluations within industries
• Strengthen linkages within organizations involved for the implementation of the action plan and engage all stakeholders as necessary for the smooth execution of the proposed work plans.
• Regularly report and ensure the completion of the work within the proposed framework of time.
• Coordinate with the Manager of the project and work in close liaison with all
relevant teams, hence leading to the complete execution of the project.

- Set up an appropriate data management system to support industrial liaison at Sialkot office.
- Identify and maintain regular communication and relationship with industrial representatives, trade associations and chambers of commerce (any stakeholder that would support the program)
- The Senior Officer ILES is responsible for participating in the formulation of Smart Environmental Management Practices (SEMPs) for better water and energy stewardship and pollution mitigation.
- Will be gathering data of SMEs and supervising the environmental audits of the selected SMEs.
- Assist in development of a business case for SEMPs, training materials and other publications as directed.
- Maintain record of all project activities that would contribute towards highlighting the outcomes and the visibility of the project.
- Submission and compilation of results and outcomes of activities in the form of reports, assessments, feedback forms or evaluation reports.
- Any task assigned by the Coordinator ILES Sialkot
- Develop communication strategies and plans to promote and highlight project activities and ensure visibility.
- Providing the data/inputs in the studies, Environmental audits, policy briefs, recommendations
- Will be responsible for the selection of SMEs for environmental audits and follow up surveys to ensure the compliance of SEMPs and MEAs.
- Assisting in developing an integrated framework of MEAs and local environmental laws/regulations for industries.
- Gathering and managing the data of each site regarding to industrial clusters, SMEs information, Env. Audits data
- Will be responsible for providing the data for the integrated framework of MEAs and environmental standards, different studies and supply chain mapping
- Will be organizing the training workshops/awareness seminars at the site with the direction of head office.
- Will ensure the mainstreaming of project management and execution
- Will be responsible for organizing the city-wide partnerships sessions, studies and researches in the project of that specific area.
- Supervising the training workshops and presenting the concept of the project in different meetings.
- Facilitating the activities of AWS standards implementation within the SMEs of that
particular site.
  • Attend and represent the project and WWF-Pakistan’s work in the designated city and several forums.
  • Carry out any other tasks assigned by Coordinator, Manager Capacity Building and top management.

Selection Criteria

Masters/Bachelors in Environmental Science or Environmental Engineering 3-4 years of experience in the relevant field

Other Skills and Activities

  • Aptitude for team work;
  • Capacity for maintain a productive liaison with the corporate partner ensuring a healthy partnership
  • Excellent English and Urdu (reading, writing and speaking skills);
  • Proficiency in computers particularly Microsoft Office;
  • Familiarity with the community setups and mindsets of the city.
  • Event management skills & experience;
  • A dynamic, pleasant and communicative personality;
  • Ability to motivate and influence others;
  • Sensitivity to gender and other current social issues in Pakistan;
  • Demonstrated advocacy 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, spread sheet and presentation;