Terms of Reference

Woman Field Facilitator GIF Projects Punjab

WWF-Pakistan

Reporting to: Woman Field Trainer

Grade / Title: A-1/Woman Field Facilitator

Duty Station: GIF Project Punjab Lodhran

Employment Contract: Short Term Contract

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

Work Hours: 0830 hrs to 1715 hrs

Duties and Responsibilities

- Act as team member for outreach Decent Work advisory services to women of cotton farming families and worker families
- Ensure DW criteria awareness by rural women
- Attend feedback sessions according to the plan
- Attend the workshops
- Ensure data collection and recordkeeping
- DW widespread dissemination
- To ensure the implementation of decent work
- Facilitate and organize donor’s visit, workshops, meetings, field days and other communication events.
- Submit data and reports in time

Selection Criteria

Education, Experience & Working Knowledge

- At least Matriculation certificate
- One year of working experience in the rural area will be preferred

Skills & Attributes

- Demonstrated ability to plan, implementation & Manage field activities;
- Data Management & Report Writing;
• Personnel management skills and experience;
• Good problem-solving skills and results orientation;
• Good local languages reading, writing and speaking skills;
• Demonstrated interpersonal communication and leadership skills;
• Adheres to WWF’s values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results

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