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: GIF Punjab Project Area

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 Producer Unit (PU) Supervisor is the main individual responsible for the PU’s overall organisation and performance under GIF Project Punjab of WWF-Pakistan. He identifies areas where farmers require improvement or support and supports Field Facilitators in working with farmers and workers.

Duties and Responsibilities

- Development of training material and training plans for Field Team and Farmers
- Building the capacity of Field Facilitators
- Development and implementation of the Continuous Improvement Plan (CIP) (with other stakeholder engagement, as per the CIP planning process)
- Development and implementation of an internal management system (IMS); for monitoring training efficacy, practice adoption, and data collection
- Completion of annual internal assessment and self-assessment
- Development and implementation of Corrective Action Plans
- Participate in training delivered by BCI accredited trainer and attend any subsequent refresher training
- Ensure that farmers record keeping
- Facilitate the PU Assessments
- Facilitate the collection of data from farmers.
- 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 would be preferable

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