Terms of Reference

Officer Project- Community Water Stewardship Project, WWF-Pakistan

Reporting to: Project Officer, Community Water Stewardship Project
Grade/Tile: C3 / Officer – Community Water Stewardship Project
Duty Station: Lahore, Head Office
Employment Contract: 06 months/ Renewable (Short term)
Work Week: 5 Days (Monday to Friday)- 40 hrs/week
Work Hours: 0830 hrs. to 1715 hrs.

Working Relationships

External  Govt., Community Stakeholders, Vendors, Consultants
Internal  Freshwater Team, Department & Project Heads of WWF-Pakistan

Project Context:
WWF-Pakistan is initiating a ‘Community Water Stewardship’ project around Sundar Industrial Estate, Lahore and Multan focusing on water replenishment and conservation through Installation of Rainwater Harvesting Systems (Stand Alone), Installation of Rainwater Harvesting System + Ablution Water Recycling Tanks, Installation of Recharge Well / Soaking Pits, Construction of Floating Wetlands, Land cover management (Riparian Buffers/Vegetation Improvements/Soil Degradation Management), On-farm water management (Agricultural) practices and Treated Wastewater utilization from the plants. The project intends to extensively engage communities through focused group meetings, capacity development and trainings and awareness raising and educational campaigns.

Job Summary:
This position will be required to assist the Project Coordinator to overall manage the project site activities, engagement with communities, field visits, and meet with contracting partners and prepare monthly reports of his/her activity to ensure timely completion of tasks and to report any delays that may incur. Followings are the details of the job responsibilities but not limited to;

- Assist in implementation of project workplan at the sites and reporting to Sr. Manager Freshwater.
- Assist in conducting technical assessments and surveys of potential sites
- Assist the Project Coordinator on preparation and evaluation of Sustainability plans
- Engagement with communities
- Assist in organizing the training and capacity building sessions for the stakeholders on the importance of water conservation and pollution abatement practices
- Assist the Project Coordinator in arranging consultative meeting(s) with relevant stakeholders for identification of relevant project sites and prepare activity related logistical arrangements
- Assist in developing feasibility report and project progress report(s).
- Assist the Coordinator in developing liaison with other Project partners, consultants and Donors in order to smooth line execution of project
- Any other tasks assigned by the Supervisor, Manager and Senior management of Freshwater Programme.

Selection Criteria
- Bachelors/Masters/MPhil in Environmental Science or any other relevant degree.
- 0-2 years of experience in development related work, particularly in the water sector.

Other Skills and Abilities:
- Aptitude for teamwork and field work;
- Excellent English and Urdu Language Skills (reading, writing and speaking skills), speaking skills in Punjabi will be an additional value (but not required);
- Proficiency in basic computer software, particularly GIS, MS Word, MS Power Point, and MS Excel;
- Knowledge and understanding of recording meeting minutes;
- Be able to communicate ideas and thoughts in a clear manner;
- 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.