Terms of Reference

Compliance and Documentation Officer
WWF PAKISTAN

Direct Supervisor: Sr. Manager ILES
Duty Station: Lahore
Duration and Type of Contract: 06 Months
Grade: C3
Workdays / Hours per week: 5 days / 40 hours

DUTIES AND RESPONSIBILITIES

- Facilitation in hiring consultant for the Freshwater Department through Quality-Cost Based Comparative Evaluation Process (QCBS) and ensuring their compliance of consultancy agreement
- Facilitating in reaching out to potential firm(s) and individual national and international consultant(s) and keeping a record of their profile(s)
- Ensuring that consultancy agreements database is timely maintained and presenting the quarterly updates to Head Contracts Management
- Facilitating in ensuring the regulatory compliance for signing a new Contract Agreement and review of its technical, financial, and legal aspects
- Ensuring that the overall consultancy process runs smoothly
- Maintaining organized system of physical and digital records
- Stay up-to-date with legislative changes and coordinate the updates to Head Internal Audit & Contracts Department
- Ensuring that consultants understand and comply with WWF-Pakistan’s contracts, policies, guidelines, and principles etc.
- Review and update existing contract template

SELECTION CRITERIA

- Fresh Graduate or Masters (BBA, BS. Accounting & Finance, and/or MBA) with a minimum of 0-2 years of relevant experience
- Good understanding of contract management and legislation
- Well-developed technical skills in Ms Word and Excel
- Foreign qualified graduate will be preferred

SKILLS AND ABILITIES

- Presentable, responsible, and disciplined
- Must possess good interpersonal networking capabilities, problem solving, multitasking and teamwork skills
- Must be fluent in spoken and written English, possess extrovert personality traits and excellent presentation and argument building/ persuasive skills
• Unquestioned personal integrity with strong ethics and values consistent with WWF-Pakistan’s culture
• Ability to stand firm on difficult issues when required
• Strong analytical capability and Logical approach to identifying and evaluating issues and problem solving
• Capable of working independently and with minimum supervision
• Well-developed organizational skills with the ability to prioritize multiple assignments
• Displays awareness of the need for confidentiality in sensitive matters
• Demonstrate job commitment and personal flexibility to meet changing expectations
• Willing to travel within Lahore to meet potential consultants

**WWF-Pakistan provides a challenging work environment with competitive compensation and is an equal opportunity employer.**