Terms of Reference

Sr. Project Officer, WWF-Pakistan

Reporting to : Sr. Project Officer/Project Lead - Freshwater Programme
Grade/Tile : C2 / Sr. Project Officer – Technical and Procurements
Duty Station : Lahore, Head Office
Employment Contract : One Year / Renewable
Work Week : 5 Days (Monday to Friday)- 40 hrs/week
Work Hours : 0830 hrs. to 1715 hrs.

Working Relationships

External  Donors, Stakeholders, Vendors
Internal  Freshwater Team, Department & Project Heads of WWF-Pakistan

Project Context:
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:
Position of Sr. Project Officer will have reporting to Project lead, is required to assist project team in carrying out feasibility assessments in Project area, including the following activities;
- Hydro meteorological and hydrological data assessment
- Groundwater quality and quantity assessment
- Rainwater harvesting design and implementation,
- Watershed analysis
- GIS mapping
- Data collection and analysis
- Project procurements for field materials,
- Ensure that supply of material is met with scheduled activities as per feasibility reports,
- Maintain a logbook of inventory for the project,
- Ensure that organizations procurement guidelines are met within the timelines of required procurements to avoid delays in field interventions,
- Ensure that all the contracts associated with procurements, logistics and commitments with stakeholders are documented in a presentable form to the donor agency and for internal verification of project management team.
- Maintain record of all the invoices and expenses incurred for technical/non-technical procurements for the purpose of financial review of the project.
- Facilitate the project team in arranging consultation meeting(s) with relevant stakeholders for identification of relevant project sites and prepare activity related logistical arrangements
- Carry out regular site visits, at least one per week, to meet local stakeholder, collect and maintain data base.
- Facilitate project team in developing feasibility report and project progress report(s).

**Selection Criteria**

- Masters/MPhil in Environmental Science / Hydrogeology / Hydrology.
- 3 - 5 years of experience in development related work, particularly in the water sector.

**Other Skills and Abilities:**

- Aptitude for team work 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 HEC-HMS, HEC-RAS, 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.