Terms of Reference

Manager Community Water stewardship and replenishment to promote IWRM in Pakistan (NIKE)

Reporting to: Senior Manager-Head of Freshwater Programme
Grade/Title: D2 / Manager – Community Water Stewardship and replenishment to promote IWRM in Pakistan
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
Government, Community Stakeholders, Vendors, Consultants, donor agencies

Internal
Freshwater Team, Department & Project Heads of WWF-Pakistan

Working Relationships
Project teams, Stakeholders, Vendors, Communities
Internal Freshwater Team, Department & Project Heads of WWF-Pakistan

Project Context:
WWF-Pakistan in partnership with NIKE and WWF-US plan to engage stakeholders in the vicinity of different regions of Pakistan (Nathiagali and Uchali complex, Multan region) in order to promote Integrated Water Resources Management (IWRM) approach in a project named “Community Water stewardship and replenishment to promote IWRM in Pakistan”. Under that project, the teams will be promoting the water replenishment and stewardship approaches at the project sites. The communities will be engaged for the need of water usage, rooftop Rainwater Harvesting, groundwater Recharge systems, Climate resilient best practices in agricultural fields as well as treatment of wastewater through floating wetlands and ablution water reuse system and utilization in other areas. The project will be carried out in a stakeholder inclusive manner to demonstrate water stewardship practice in the project sites.

Job Summary:
A position of Manager Stewardship is required to lead the project in carrying out project activities in the stewardship and replenishment work of Freshwater Programme. procurements for field materials, ensure that supply of material is met with scheduled activities, designing of interventions, engagement with Govt. private sector stakeholders for the execution of the project activities, ensure that all the contracts associated with procurements, logistics and commitments with stakeholders is documented in a presentable form to the donor agency and for internal verification of project management team. The manager will also be overseeing different activities on stewardship and replenishment in the Freshwater programme. He/She will be responsible to direct the teams on day-day interaction with the communities, workplan and execution of project activities.

Job Summary:
This position will be required 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;

- Implementation of project workplan at the sites and reporting to Sr. Manager Freshwater.
- Conduct technical Assessments and surveys of potential sites
- Preparation and evaluation of Sustainability plans
- Engagement with communities and organizing the training and capacity building sessions for the stakeholders on the importance of water conservation and pollution abatement practices
- Ensure that organization’s procurement guidelines are met within the timelines of required procurements to avoid delays in field interventions,
- Arranging consultative meeting(s) with relevant stakeholders for identification of relevant project sites and prepare activity related logistical arrangements
- Developing feasibility report and project progress report(s).
- Ensuring successful completion of the civil work, installation of interventions and procurement of the project gadgets in the field
- Develop and maintain contracts signed between stakeholders and project team related to permissions.
- Develop liaison with other Project partners, consultants and Donors in order to smooth line execution of project
- Overseeing different activities in stewardship and replenishment domain in different projects in Freshwater programme
- Ensure that projects performance and due diligence is compliant with WWF-Pakistan’s Internal Audit policies.
- Any other tasks assigned by the Senior management of the project

**Selection Criteria**

- Masters/Phd in Environmental Science/ Hydrology/ Civil or Environmental Engineering or any other relevant degree.
- 5-7 years of experience in development related work, particularly in the water sector with Masters degree OR 3-5 years of experience with PhD in the relevant field.
- A qualification in project management or management will be considered a plus.

**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 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.