Terms of Reference
Sr. Project Officer, WWF-Pakistan

Reporting to: Site Coordinator– Freshwater Programme
Grade/Tile: C2 / Sr. Project Officer – Technical – Community Water Stewardship Project
Duty Station: Karachi, Regional Office
Employment Contract: 06 months
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, Karachi Regional Head and other Departmental & Project Heads of WWF-Pakistan

Project Context:
WWF-Pakistan in partnership with Reckitt & Benckiser plans to engage the community and other stakeholders in the vicinity of Karachi and Suburbs in Sindh Province (specifically near Port Qasim Area).

The project aims to replenish 14,000 m³/annum water resources/reservoirs coupled with the provision of clean drinking water to the community and hence majorly focusing on “Community Water Stewardship”. Water replenishment targets will be achieved using three methods: 1. Rooftop Rainwater Harvesting, 2. Ablution water reuse, and 3. Nature-Based Solutions (e.g., Natural floating or constructed wetlands system). The community will be mobilized by raising mass awareness on WASH and by providing them with clean drinking water. The project will be carried out in a stakeholder-inclusive manner to demonstrate water stewardship practice in the project area. Details of the job requirements are stated below:

Job Summary:
Position of Sr. Project Officer (Technical and Procurements) is required to assist the project team in carrying out feasibility assessments of the intended villages, including the following activities;

- Preparation of site-specific designs/drawings
- Preparation/identification of project site area using GIS-RS
- Able to design and procure the material for rooftop rainwater harvesting system, ablution water reuses system and floating wetlands
- Able to carry out feasibility assessment of project sites for the specific intervention
- Record and maintain water replenishment targets and monthly reporting of the targets achieved
- Project procurements for field materials and ensure that organizations procurement guidelines are met within the timelines of required procurements to avoid delays in field interventions.
- Ensure that all the contracts, expenses and invoices associated with procurements, logistics and commitments with stakeholders are documented in a presentable form for internal verification of the project management team.
- Responsible to arrange consultation meeting(s) with relevant stakeholders for the identification of relevant project sites and prepare activity related logistical arrangements
- Carry out regular site visits, when and where required.
- Facilitate project team in developing feasibility report and project progress report(s).
- Ensure that projects performance and due diligence are compliant with WWF-Pakistan’s Internal Audit policies.

Any other task assigned by the supervisor related to the project

Selection Criteria
- Bachelors or Masters/MPhil in Environmental Engineering / Hydrogeology / Hydrology.
- 3 - 5 years of experience in development related work, particularly in the water sector.
- Strong data collection and survey skills.

Other Skills and Abilities:
- Aptitude for team work and field work
- Excellent English and Urdu Language Skills (reading, writing and speaking skills).
- Proficiency in basic computer software, particularly in GIS-RS, MS Word, MS Power Point, MS Project 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