Terms of Reference
Sr. Environmental Project Officer, WWF-Pakistan
Australia-Pakistan Water Security Initiative (APWASI)

Reporting to : Specialist Liaison and Engagement/ Coordinator-Freshwater Programme
Grade/Tile : C2 / Sr. Environmental Project Officer
Duty Station : Islamabad, Regional 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 Project partners, consultants, stakeholders and project site communities
Internal Freshwater Team, Department & Project Heads of WWF-Pakistan

Project Context:
WWF-Pakistan is implementing an Australian Government funded project ‘Australia-Pakistan Water Security Initiative’ under the ‘South Asia Water Security Initiative (SAWASI) Grant’ in Islamabad and Rawalpindi to 1. Improve access to safe water and sanitation services for targeted disadvantaged communities, particularly vulnerable groups, through site-specific interventions, 2. Ensure community resilience to climate change and other water related shocks through a mix of locally suitable interventions, 3. Build capacity and awareness of key stakeholders on urban water management, as well as educating and sensitizing local communities, youth and other users about water use and conservation. These initiatives will feed into an integrated water resource management (Water Sensitive Cities) approach and will contribute towards improved water security and climate resilience for all segments of society in the twin cities of Islamabad and Rawalpindi.

Job Summary:
Position of Sr. Environmental Project Officer, based in Islamabad, reporting to Coordinator Freshwater (Specialist Liaison & Engagement, Australia-Pakistan Water Security Initiative), is required to assist project team in carrying out the following activities;
- Assist in conducting project city-level workshops
- Develop awareness content on Water Sensitive Cities Approach
- Record keeping of photograph consent forms and other Means of Verifications (MoVs) from community engagement at both sites
- Collect information/photos from field for social media posts
- Assist in development of policy briefs and research publications
- Develop communication material for APWASI
- Assist in developing knowledge products for APWASI
- Carry out regular site visits, at least twice per week to support technical coordinator with updating records from field activities
- Engagement with community focal points for installation of interventions and project events
- Developing community engagement plan for both sites
- Agenda preparation and budget management for community meetings
- Conduct sessions with communities of project sites
- Develop reports for community engagement sessions
- Any other tasks assigned by the Manager APWASI

Selection Criteria
- Bachelors or Masters/MPhil in Environmental Science /Environmental Engineering/
  Hydrogeology / Hydrology
- 2 - 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, 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.