Terms of Reference
Officer- Water Sensitive Cities, WWF-Pakistan
Australia-Pakistan Water Security Initiative (APWASI)

Reporting to: Specialist Liaison and Engagement/Coordinator-Freshwater Programme
Grade/Tile: C3/Officer
Duty Station: Sialkot
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:
This position is based at Sialkot from where the Liaison, reporting and knowledge management component of the project is being led. Followings are the details of the job responsibilities but not limited to:

- Implementation of the learning and knowledge sharing aspect of the project
- Ensure the project communication's plan is on track
- Develop linkages with research and academia for promotion of the ‘water sensitive cities’ vision across Pakistan
- Assist in sharing results from the project beyond the project intervention zone through existing information sharing networks and forums at national level
- Capturing best practices and lessons learned, and raising the visibility of the project – both internally and externally
- Ensure that all outreach information material to be used by the media is written in a way that concepts and issues on water sensitive cities can be readily understood by the public
- Editing and review of community engagement and awareness sessions reports (CBO formation, FGDs, Inform & Consult sessions, Co-design sessions, Collaborate and Co-lead, VO formation reports)
- Liaison (remotely) with Field mobilizers to collect information and develop project knowledge products
- Develop and update project related content for website
- Develop information briefs/one-pagers
- Assist in developing monthly activity briefs and updates for visibility and social media posts
- Develop and maintain contracts signed between stakeholders and project team related to permissions, No Objection Certificates (NOCs), and identify other contractual arrangements that may be required as per the specifications of each project activity
- Assist in fundraising initiatives for WWF-Pakistan
- Any other tasks assigned by the Manager and Senior management of the project

Selection Criteria
- Bachelors or Masters/MPhil in Environmental Science/ Development Studies
- 1 -3 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);
- 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.