Terms of Reference
Project Officer, WWF-Pakistan

<table>
<thead>
<tr>
<th>Reporting to</th>
<th>Senior Project Officer (Reckitt)</th>
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<tbody>
<tr>
<td>Grade/Tile</td>
<td>C3 / Project Officer</td>
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<tr>
<td>Duty Station</td>
<td>Karachi, Regional Office</td>
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<tr>
<td>Employment Contract</td>
<td>3 Months</td>
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<tr>
<td>Work Week</td>
<td>5 Days (Monday to Friday)- 40 hrs/week</td>
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<tr>
<td>Work Hours</td>
<td>0830 hrs to 1715 hrs</td>
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Working Relationships

External: Donors, Stakeholders, Vendors, Corporates, Green Office Members
Internal: Freshwater Team, Karachi Regional Head and other Departmental & Project Heads of WWF-Pakistan

Job Summary
WWF-Pakistan in partnership with Reckitt is executing a project related to community-water stewardship in Karachi and nearby areas.

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

Duties and Responsibilities

Freshwater Programme
- Engagement of communities and other stakeholders
- Collect information on water-related challenges faced by the stakeholders through primary and secondary information and measure outputs/results obtained from project interventions.
- Continuous monitoring of project sites and assist communities in operation and maintenance of the interventions.
- Facilitate project team in developing stakeholder assessment report, assessment report on the performance of project interventions and their associated impact on local ecology and social environment.
- Procure field materials and ensure that organizations procurement guidelines are met and within the prescribed timelines of required procurements to avoid delays in field interventions.
- Conduct awareness-raising sessions on WASH and water stewardship in the community.
- Carry out regular site visits when and where required.
- Assist project team in all activities of the programme.
- Any other task assigned by the supervisor.
Selection Criteria
- Bachelors or Masters/MPhil in Environmental Science / Ecology or any other relevant degree.
- Fresh or 1 - 2 years of experience in development related work is preferable.
- Strong data collection and social survey skills.

Other Skills and Abilities:
- Aptitude for team work;
- Excellent English and Urdu (reading, writing and speaking skills);
- Proficiency in Microsoft Office (e.g., MS Power Point, MS Word and MSExcel);
- Sensitivity to gender and other current social issues in Pakistan;
- Demonstrated advocacy, negotiation and communication skills;