Terms of Reference
Sr. Project Officer, WWF-Pakistan

Reporting to: Coordinator – Freshwater Programme
Project: ILES Freshwater Programme
Grade/Tile: Senior Officer, ILES Project
Duty Station: Karachi, Regional Office
Employment Contract: Long Term
Work Week: 5 Days (Monday to Friday)- 40 hrs/week
Work Hours: 0830 hrs. to 1715 hrs.

Working Relationships

External Donors, Stakeholders, Government Departments, Industrial Associations and Consultants
Internal Freshwater team, Karachi Regional Head and other Departmental & Project Heads of WWF-Pakistan

Project Context:
WWF-Pakistan is the largest conservation organization in Pakistan and works with communities, government, civil society, international organizations, industries and corporate entities towards the conservation of the environment and improving the management of Pakistan’s natural resources. As part of its mission, WWF-Pakistan is implementing a six-year project International Labour and Environmental Standards Application in Pakistan’s SMEs (ILES) in collaboration with the International Labour Organization with funding from the European Union (EU). The project adopts a two-pronged approach by targeting improvement in environmental governance and compliance in the leather and textile sector for leveraging the economic benefits of the European Union’s Generalized Scheme of Preferences (GSP+).

Job Summary:

- Conduct all necessary field surveys, proforma fillings, site examinations and necessary evaluations within industries for energy and environment assessment.
- Will be responsible for the selection of SMEs for environmental audits and follow up surveys to ensure the compliance of SEMPs and MEAs.
- Gather data and compile all records and reports and present in a presentable manner
- Strengthen linkages within organizations involved in the implementation of the action plan and engage all stakeholders as necessary for the smooth execution of the proposed work plans.
- Regularly report and ensure the completion of the work within the proposed framework of time.
- Set up an appropriate data management system to support industrial liaison.
• Identify and maintain regular communication and relationship with industrial representatives, trade associations and chambers of commerce (any stakeholder that would support the program)
• Responsible for participating in the formulation of Smart Environmental Management Practices (SEMPs) for better water and energy stewardship and pollution mitigation.
• Assist in the development of a business case for SEMPs, training materials and other publications as directed.
• Maintain record of all project activities that would contribute towards highlighting the outcomes and the visibility of the project.
• Providing the data/inputs in the studies, Environmental audits, policy briefs, recommendations
• Will be responsible for providing the data for the integrated framework of MEAs and environmental standards, different studies and supply chain mapping
• Will be organizing the training workshops/awareness seminars at the site with the direction of the supervisor
• Will be responsible for organizing the city-wide partnerships sessions, studies and researches in the project of that specific area.
• Attend and represent the project and WWF-Pakistan’s work in the designated city and several forums.
• Carry out any other tasks assigned by Coordinator, Manager Capacity Building and top management.

Selection Criteria

Masters/Bachelors in Environmental Science or Environmental Engineering 3-4 years of experience in the relevant field

Other Skills and Abilities:
- Aptitude for team work and field work
- Ability to maintain a productive liaison with the corporate partners ensuring a healthy partnership
- Excellent English and Urdu Language Skills (reading, writing and speaking skills).
- Proficiency in computers particularly Microsoft Office;
- Knowledge and understanding of recording meeting minutes;
- Be able to communicate ideas and thoughts in a clear manner;
- Event management skills & experience;
- 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.