Terms of Reference

Project Officer, WWF-Pakistan

Reporting to: Site Coordinator– Freshwater Programme
Grade/Tile: C3 / Project Officer – Technical – Community Water Stewardship Project
Duty Station: Karachi, Regional Office
Employment Contract: 09 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 Pakistan Beverages Limited plans to engage the community and other stakeholders in the vicinity of Karachi and Suburbs in Sindh Province for the implementation of water stewardship project.

The project aims to replenish 5,288 m$^3$/annum water through different interventions within the communities of Karachi. 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:
The position of Project Officer will be responsible to lead and execute the project along with procurement of all the required material required for the water replenishment initiatives. He/She will be responsible to execute the community based project as follows:

- Preparation of site-specific designs/drawings
- Identification of project site area using GIS-RS
- Able to procure the materials as per the WWF’s procurement guidelines
- Vendor hiring as per WWF’s guidelines
- 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
- Responsible to develop Community Based Organizations (CBOs) for the project sustainability
- Engage and sensitize communities to water conservation and stewardship
- Engage relevant stakeholders including government departments, Union Councils, local NGOs etc for the smooth implementation of the project and to promote collective approach
- Carry out regular site visits, when and where required.
- Preparation of feasibility report and project progress report(s).
- Ensure that projects performance and due diligence are compliant with WWF-Pakistan’s Internal Audit policies.
- Compile data and develop presentations for project impact and dissemination

Any other task assigned by the supervisor related to the project

**Selection Criteria**

- Bachelors or Masters/MPhil in Environmental Engineering or Science / Hydrogeology / Hydrology.
- 0-2 years of experience in development related work, particularly in the water sector.
- Strong data collection and survey skills.
- Infographic and presentation 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