TERMS OF REFERENCE

Internal Control Inspector/Field Trainer – Organic Cotton Project

WWF-Pakistan

Reports to: Senior Project Officer
Grade: C-3
Positions / Location: Rakhni
Employment Status: Short-term
Work Week: 05 Days/week (Monday to Friday)
Work Hours: 40 hours per week

Major Duties and Responsibilities

- Mobilize farmers and establish Farmer Field Schools (FFSs) with in the project geography
- Plan, organize and implement training of field staff and regulate Farmer Field Schools’ (FFSs) activities.
- Establish Internal Control Systems (ICSs) and ensure implementation of Organic Cotton Standard Practices at FFSs and ICSs level.
- Ensure quality implementation of project activities through provision of technical support.
- Develop a healthy collaboration and interaction with the Department of Agriculture Extension for smooth implementation of project activities.
- Identify issues and weaknesses from the field and devise strategy for improvement.
- Develop and compile required field data at FFS/ICS level as per format.
- Develop presentations and reports with respect to the project activities
- Prepare weekly, monthly and quarterly progress reports as per requirements of the F&M and the donors.
- Facilitate in organizing communication/awareness events and ensure quality outcomes.
- Make available all the records and information, regarding field activities and outcomes, in a presentable format.
- Facilitate in internal and external audits and inspections visits
- Verify the field data periodically and conduct FFS sessions to guide/train project farmers.
- Collect success stories from the field and share with the supervisor
- Support in linkage development among the relevant stakeholders.
- Develop linkage among the project farmers, local in-puts’ dealers, and bio-inputs suppliers
- Guide farmers and field staff and ensure maximum compliance to standard practices leading to organic certification
- Keep quality and updated record of field data to satisfy requirement of audits and certification.
- Observe the timelines of activities and report submission to the donor and F&M
- Any other duty assigned by the supervisor/senior management.

Selection Criteria

Education, Experience & Working Knowledge

- BSc (Hon) Agriculture/BS Agriculture in any relevant discipline
- Work experience of one year in a similar capacity
- A comprehensive knowledge on organic farming
- An established personal commitment to the conservation of nature and ecological processes
Skills & Attributes

- Demonstrated ability to plan, implement & manage filed activities
- Data Entry & Report Writing
- Good interpersonal and communication skills
- Speaking Urdu, English and local languages, and adheres to local culture and norms
- Adheres to WWF’s values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results

WWF-Pakistan is an equal opportunity employer and reserves the right to amend this document from time to time, as may be required in the interests of the organization.