



Terms of Reference

Project Officer- Integrated Water Resources Management in Indus Basin

Reporting to	: Project Coordinator
Grade/Tile	: C3/ Project Officer (Technical and Procurement)
Duty Station	: Lahore
Employment Contract	: Long Term
Work Week	: 5 Days (Monday to Friday)- 40 hrs/week
Work Hours	: 0830 hrs. to 1715 hrs.

Working Relationships

<u>External</u>	Govt., Community Stakeholders, Vendors, Consultants
<u>Internal</u>	Freshwater Team, Department & Project Heads of WWF-Pakistan

Project Context:

WWF-Pakistan is initiating a 'Community Water Stewardship' project in Lahore Punjab focusing on water replenishment and conservation through Installation of Rainwater Harvesting Systems (Stand Alone), Installation of Rainwater Harvesting System + Ablution Water Recycling Tanks, Installation of Recharge Well / Soaking Pits, Construction of Floating Wetlands, Land cover management (Riparian Buffers/Vegetation Improvements/Soil Degradation Management, Sediment and water flow control practices/Check Dam. The project intends to extensively engage communities through focused group meetings, capacity development and trainings and awareness raising and educational campaigns.

Job Summary:

This position will be required to implement the Water Stewardship activities, engagement with communities, fieldvisits, and meet with contracting partners and prepare monthly reports of his/her activity to ensure timely completion of tasks and to report any delays that may incur. Followings are the details of the job responsibilities but not limited to;

- Implementation of project workplan at the sites and reporting to supervisor.
- Design/evaluation of the design reports.
- Conduct technical Assessments and surveys of potential sites.
- Assist the Project Coordinator on preparation and evaluation of Sustainability plans
- Engagement with communities
- Ensure that organization's procurement guidelines are met within the timelines of required procurements to avoid delays in field interventions.

- Liaison and coordination with stakeholders and implementing partners and contract management of relevant firms as assigned by Supervisor.
- Conduct technical studies and analysis as well as to maintain quality of work to facilitate Project Team.
- Preparation of Project briefs, working papers, summaries, concept papers and proposals as and when assigned by the supervisor.
- Conduct policy analysis on water sector in Pakistan in line with the international best practices in similar territories and ability to synthesize project outputs and relevant findings for preparation of quality reports.
- Provide Planning and Technical support to direct supervisor in terms of research as and when required.
- Organize and participate in meetings, discussions, workshops as instructed by direct supervisor.
- Developing feasibility report and project progress report(s).
- Ensure that supply of material is met with scheduled activities as per feasibility reports
- Ensuring successful completion of the civil work, installation of interventions and procurement of the project gadgets in the field
- Develop and maintain contracts signed between stakeholders and project team related to permissions
- Ensure that projects performance and due diligence is compliant with WWF-Pakistan's Internal Audit policies.
- Any other task assigned by Project Manager/Immediate supervisor.

Selection Criteria

- Bachelors/Masters/MS in Hydrology/ Civil or Agricultural Engineering or any other relevant degree.
- 1 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), speaking skills in local language will be an additional value (but not required);
- Proficiency in basic computer software, particularly AutoCAD, 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.