



Terms of Reference

Manager Operations/ Finance, Recharge Pakistan

WWF Pakistan

Technical reporting	:	Sr. Director Operations
Administrative Reporting	:	National Project Manager
Salary Grade	:	D-2 / Manager
Duty Station	:	Islamabad / PMU
Contract Type	:	Long-term / Full Time
Work Week	:	5 Days (Monday to Friday) - 40 hrs / week
Work Hours	:	0830 hrs to 1715 hrs

Working Relationships

External Relevant government departments / Project Steering Committee (PSC), Project Oversight Committees (POCs), Civil Society Organizations, Academic Institutions, Print & Electronic Media, Corporate Sector and GAAs;

Internal WWF Network

Project Summary

Recharge Pakistan is a cornerstone of the Government of Pakistan's vision — as highlighted in its updated 2021 Nationally Determined Contributions (NDCs) — to leverage natural systems to enhance Pakistan's resilience to climate change with the goal of reducing flood and drought risk across the Indus Basin.

The project will catalyze transformational change in Pakistan by investing in Ecosystem based Adaptation (EbA) and green infrastructure (GI) interventions at the four project sites in the Indus Basin to reduce the impacts of increasingly severe floods and droughts on vulnerable communities and ecosystems. As the largest investment at the national level to date in an ecosystems-based approach to flood and water resources management, this project will accelerate climate innovation in Pakistan by establishing proofs of concept for EbA and green infrastructure interventions that provide evidence of their cost-effectiveness and efficiency, flood and drought risk reduction benefits, and sustainability. EbA interventions will include the restoration of 14,215 ha of degraded watersheds in DI Khan, restoring 34 km of flow paths, as well as desilting and restoring channels in Ramak Watershed and Manchar Lake. An additional 127 green infrastructure interventions (including flood protection embankments, dispersal embankments, gabion bunds, retention areas and recharge basins) will be implemented at specific locations in DI Khan, Ramak, Manchar, and Chakar Lehri to maximize the flood reduction benefits to vulnerable communities from these interventions.

The implementation of these tangible adaptation interventions will be used as evidence to create an enabling environment for climate action in Pakistan that removes barriers to novel climate solutions

through the promotion of integrated strategies, planning and policymaking. Economic evaluations of the project's EbA and green infrastructure interventions will demonstrate their cost-effectiveness and efficiency in reducing the impacts of climate change-induced floods and droughts on vulnerable communities and ecosystems in Pakistan.

Together, project interventions will directly benefit a total of 687,336 people, including 357,414 men (52% of the total population) and 329,922 women (48% of the total population), and will indirectly benefit a total of 7,024,361 people, including 3,652,668 men (52% of total population) and 3,371,693 women (48% of total population) in Pakistan's Indus Basin.

Duties and Responsibilities

1. This position will be responsible for Leading/Supervising the operations of Recharge Pakistan project Offices.
2. Will be responsible for review and editing of financial data.
3. Will be responsible for preparation of new projects and Annual Budget of Abbottabad & project offices.
4. Will Coordinate for internal and external audits.
5. Submission of projects financial reports and linked other deliverables to donors.
6. Correspondence with project donor(s).
7. Will prepare, review and coordinate for project agreements.
8. Review and supervise admin agreements, Rent, Insurance, Vehicles etc.
9. Supervision and review of Biometric attendance data and leave records.
10. Monitor/Assist project staff for Procurements, logistics and Event arrangements.
11. Coordinate for new hiring/replacements of project offices.
12. Review and supervise the staff final settlements.
13. Prepare, Review and present monthly financial reports to management and in monthly, quarterly, annual and PSU meetings etc.
14. Supervise yearly fixed asset verification of the region, their movements and disposals.
15. Supervise staff for Logistics and vehicles pool management.
16. Support to all project offices staff in IT matters.
17. Training and capacity Building of operations staff.
18. Supervise Health & Safety Matters.
19. Ensure compliance of Finance SOP's.
20. Ensure Compliance of Admin & IT SOP's.
21. Coordination with technical staff for planning and implementation of Projects.
22. Responsible for cost recovery.
23. Responsible for bank accounts operations.
24. Responsible for Operations team management and staff planning.
25. Liaising with the technical team and Programme Director for operational management of the programme.
26. Close coordination with Manager Finance HO and Director Operations for programme updates and management.
27. Support to other regions where required in operations and project management.

28. Coordination with Finance, HR & IT Managers for SOP's, Guidelines and rules compliance, review or revisions.
29. Closely review and update the operations team on tax updates and their compliance.

Selection Criteria

Education, Experience & Working Knowledge

- ACCA/ACMA/CA Finalist/Master's degree in Commerce, Business Administration or any other related discipline.
- At least three years of relevant/similar experience in the operations and large programme Management.
- Able to lead teams in a diverse environment and have knowledge of business operations, taxation, procurement, HR and IT.

Skills & Attributes

- Personnel management skills and experience;
- Good problem-solving skills and results orientation;
- Good English language reading, writing and speaking skills;
- Demonstrated interpersonal communication and leadership skills;
- Proficiency in the use of computer applications including MS Office;
- Identifies and aligns with the core values of the WWF organisation: Courage, Collaboration, Respect & Integrity;
- Demonstrates WWF behaviours in the way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly;
- Adheres to WWF's brand characteristics, which are: Knowledgeable, Optimistic, Determined and Engaging.

[WWF- Pakistan is an equal opportunity employer](#)
[Women are encouraged to apply](#)