



Terms of Reference

Manager Administration and Security, Recharge Pakistan

WWF - Pakistan

Reporting to	:	Sr. Director Operations & National Project Manager / Director
Grade/Title	:	D2 - Manager
Duty Station	:	Islamabad/Project Management Unit
Duration / Type of Contract	:	Long-term/Annually Renewable
Work Week	:	5 days [Monday to Friday] 40 hrs/week
Work Hours	:	0830 hrs to 1715 hrs

Working Relationships

External Govt. agencies, security companies,

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

SECURITY:

1. Ensure compliance with WWF-Pakistan security plan
2. To ensure consistent engagement with the relevant government departments (such as the District Commissioner's office), and security agencies (such as the police, levies, FC, and where necessary, the military) to gauge the security situation in each site.
3. S/he will be responsible for the proper implementation of Standard Operating Procedures (SoPs) related to all staff travel and security protocols. S/he will assist in assessing the security situation in the areas of programmatic interventions and establish a network for collection of relevant information and support in assessing the risks associated in the areas of intervention.
4. Ensure regular and need-based liaison with the government stakeholders and LEAs.
5. Support preparation and follow-up of NoC applications in coordination with other team members.
6. Inform relevant staff and stakeholders about new government circulars and policies relevant to project operations
7. Review, develop and implement security policies, protocols and procedures
8. Recruit, train and supervise security staff
9. Plan and coordinate security operations for specific events
10. Coordinate with relevant staff when responding to emergencies
11. Review reports on incidents and investigate where required to resolve any security issues.
12. Create reports for management on security status on all project locations
13. Ensure all security equipment, security lights, CCTV cameras and fire extinguishers are maintained in appropriate working condition.
14. Visit field on a regular basis to assess security measures and suggest improvements, if any
15. Ensure security orientation and essential safety and security training for all staff

ADMINISTRATION:

16. Supervise the provision of required transport and lodging facilities when needed by staff to carry out operational activities
17. Ensure the shortlisting and finalization of lodging arrangements like hotels, and guest houses as per operational requirements in liaison with the security protocols
18. Supervise management and maintenance of office vehicles
19. Ensure that drivers have valid driving licenses, are properly trained and have undergone regular medical checks
20. Supervise inspection, maintenance, and upkeep of office (PMU) and site offices
21. Review administrative SOPs and ensure compliance
22. Ensure inventory management and periodic survey of assets, stock taking and physical verification of all assets.
23. Ensures that all equipment, furniture, and restrooms are neat and hygienically cleaned by janitorial staff services through regular visits.
24. Ensures that records of travel approvals are being maintained.
25. Ensures that regular office supplies and pantry stock inventory are maintained.



26. Ensures that Office outlook and appearance are neat, and up to date, through regular personal and admin staff visits.
27. Ensures that all contracts and outsourced services are being performed as per contract, and renewal / fresh contracts are processed without any delay or gap in services.
28. Ensures Daycare center is being properly maintained and managed by the responsible staff.
29. Manages and presents complete and updated records for Internal/External audits and responds to the queries/observations.
30. Consolidate and present monthly/quarterly/bi-annually Admin progress reports.
31. Maintain biometric attendance data and weekly update.

Selection Criteria

Education, Experience & Working Knowledge

- Master's degree in Commerce, Business Administration or any other related discipline.
- At least 7 years of relevant/similar experience preferably in a multinational organization.
- Able to lead teams in a diverse environment

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 organization: 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](#)