



Terms of Reference
Watchman
WWF - Pakistan

Reporting to	:	Sr. Officer Administration
Grade/Title	:	A2 / Watchman
Duty Station	:	Islamabad
Duration / Type of Contract	:	Long-term
Work Week	:	5 days [Monday to Friday] 40 hrs/week
Work Hours	:	0830 hrs to 1715 hrs

Duties and Responsibilities

This position will be responsible to take care and ensure security of the office premises according to the requirements of the Organization.

Selection Criteria

Education, Experience & Working Knowledge

1. At least 6 Months experience in a similar capacity
2. Responsible for day duty as watchman of the office.
3. Ensure that no unauthorized personnel trespass on the premises.
4. Remain on the assigned site to maintain constant vigilance.
5. Maintain a detailed visitor log register. Take care of office assets, Bikes, and Vehicles.

Skills and Abilities

1. Regular & Punctual
2. Well mannered
3. Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
4. Demonstrates WWF behaviors in way of working: Strive for Impact, Listen Deeply, Collaborate Openly.
5. 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](#)