

WWF-Pakistan

Terms of Reference for Conservation Officer

Reports to:	Field Coordinator (Serena Project)
Project	Forest Restoration Action: WWF-Pakistan and Serena Hotels (Serena Project)
Grade:	C-3
Location:	WWF-Pakistan, KP Regional Office – Peshawar
Contract:	Short Term (09 months with possibility of renewal)
Work Week:	5 days (Monday to Friday)
Work Hours:	08:30 AM to 05:15 PM (40 Hrs / Week)

Duties and Responsibilities:

1. Build and strengthen working relationships with relevant departments and communities for the smooth implementation of project activities
2. Mobilize project communities and strengthen the CBOs and other key stakeholders for conservation of natural resources in the project sites.
3. Organize meetings with communities in the field related to the project activities and ensure their participation in undertaking the activities, maintain the socioeconomic data /information, reports and beneficiary data in hard and soft form.
4. Manage the commodities distribution to CBOs and plantations at project sites
5. Develop term of partnerships (ToPs), agreements, meeting minutes and field visit for each activity of the project activity and ensure timely submission to the supervisor.
6. Prepare site specific mobilization and community engagement activities related work plans in accordance with the project outputs in consultation with project team.
7. Identify possible areas of collaboration and partnerships with local organizations, universities and research institutions for effective achievement of aims and objectives of WWF-Pakistan.
8. Organize awareness raising, capacity building and other project activities
9. Prepare official letters, research reports, briefing notes, presentations and other such related materials as required.
10. Carry out any other reasonable assignment associated with the aims and objectives of WWF-Pakistan that may be assigned to Conservation Officer by the supervisor and senior management.

Criteria for Selection:

Candidates for the position “*Conservation Officer*” should ideally have:

1. An established personal commitment to the conservation of nature and ecological processes;
2. An appropriate post-graduate qualification and working knowledge in one of the following disciplines; Forestry; Environmental Sciences; Conservation Biology and related disciplines with 1-2 years of related experience
3. Work experience with WWF-Pakistan would be a great asset

Necessary skills and abilities:

1. Demonstrated interpersonal communication, advocacy and leadership skills;
2. Computer skills preferably MS Office, Statistical software with data analytical skills;
3. Familiarity with social, cultural and geo graphical context.
4. Excellent in English and local languages, writing and communication skills.

5. Sensitivity to gender and other current social issues in Pakistan;
6. Problem-solving skills and results orientation;
7. Ability to travel frequently in remote field areas.

HR department: Signature / Date -----

Hiring Manager: Signature / Date -----

Acknowledged by Employee: Signature / Date -----

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.