Terms of Reference
Site Coordinator
WWF-Pakistan

Reports to : Manager Compliance and Env. standards
Project / Program : ILES-Freshwater
Grade : Long Term
Location : Faisalabad
Work Week : 05 Days/week
Work Hours : 0830 Hrs to 1515 Hrs

Job Summary
WWF-Pakistan is working actively in the water security and stewardship in Pakistan and has started some projects with different donors. WWF-Pakistan, through the implementation of Environmental Standards in a project funded by ILO will continue to strengthen the implementation, monitoring, capacity building and supporting the policy work while supporting dissemination of information and awareness on these matters among stakeholders. This project aims at supporting compliance with international labour and environmental standards. The objective is to support the economic integration of Pakistan into the global and regional economy by increasing exports through improved compliance with labour and environmental standards and to support the enforcement, implementation and compliance with the International Labour and Environmental Standards by public and private sector in Pakistan. The Site Officer will be responsible for the activities of specific site with regards of ILES project.

Duties and Responsibilities
Following are the roles and responsibilities of Site officer
- Supervise and liaise the responsibilities regarding stakeholders in the relevant city.
- Develop communication strategies and plans to promote and highlight project activities and ensure visibility.
- Will be gathering data of SMEs and supervising the environmental audits of the selected SMEs.
- Will be in close liaison with site Chambers, industrial associations, Govt., SMEs, city-wide partnership members and stakeholders
- Giving technical inputs in the studies, Environmental audits, policy briefs, recommendations
- Supervise the development of a business case for SEMPs, training materials and other publications as directed.
- Responsible for supervising compliance and building interest among industries and other stakeholders that would ensure the due outcomes of the activities.
- Gathering and managing the data of each site regarding to industrial clusters, SMEs
Will be managing the technical data of specific sites of ILES project.
Will be responsible for providing the data for the integrated framework of MEAs and environmental standards, different studies and supply chain mapping.
Will be organizing the training workshops/awareness seminars at the site with the direction of head office.
Facilitate in mainstreaming of project management and execution.
Supervise the activities of environmental officer of the specific site.
Will be responsible for organizing the city-wide partnerships sessions, studies and researches in the project of that specific area.
Supervising the training workshops and presenting the concept of the project in different meetings.
Facilitate different sessions with FIs for the green investment.
Facilitating the activities of AWS standards implementation within the SMEs of that particular site.
Will be responsible for arranging the tours of the donor and entertaining the queries on the project activities.
Attend and represent the project and WWF-Pakistan’s work in the designated city and several forums.
Provide regular and thorough report/feedback to the reporting.
Carry out any other tasks assigned by the supervisor /Manager compliance and env. standards.

**Selection Criteria**

- MS or BS in Electrical/Mechanical/Environmental Engineering
- Minimum 5 years of experience in the relevant field

**Other Skills**

- Aptitude for team work;
- Capacity for maintain a productive liaison with the corporate partner ensuring a healthy partnership
- Good skills in report writing
- Excellent English and Urdu (reading, writing and speaking skills);
- Proficiency in computers particularly Microsoft Office;
- Familiarity with the community setups and mindsets of the city.
- Event management skills & experience;
- A dynamic, pleasant and communicative personality;
- Ability to motivate and influence others;
- 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.
- Proficiency in the use of computer office applications on word processing, spreadsheet and presentation;