Terms of Reference

Sr. Project Officer, WWF-Pakistan

Reporting to: Coordinator - Freshwater Programme
Grade/Tile: C2 / Sr. Project Officer – Technical
Duty Station: Karachi, Regional Office
Employment Contract: 18 Months
Work Week: 5 Days (Monday to Friday)- 40 hrs/week
Work Hours: 0830 hrs. to 1715 hrs.

Working Relationships

External Donors, Stakeholders, Vendors
Internal Freshwater Team, Department & Project Heads of WWF-Pakistan

Project Context:

WWF-Pakistan, in partnership with Artistic Milliners, is implementing a Community-Based Project in Karachi. The project will be executed in close coordination with the communities to demonstrate water stewardship practices in the designated areas of Karachi.

Job Summary:

Position of Sr. Project Officer will be responsible for the feasibility assessments of the communities and technical aspects of the interventions including designing, treatment and sustainability.

- Able to carry out feasibility assessment of project sites for the specific intervention and ensure its sustainability
- Able to design and procure the material related to the construction of ablation water reuse systems and floating wetlands
- Able to design and suggest water treatment plants/solutions as per the site specification and water quality.
- Calculate the estimated water replenishment potential through different aspects including plant operating hours, size of the communities, area of the tanks for ablation water reuse systems its adequate utilization.
- Carryout the assessment and selection of the location for floating treatment wetlands including its designing and estimated water replenishment potential
- Development of ToRs, BoQ, and drawings for the contract hiring for the construction purpose.
- Record and maintain water replenishment targets and monthly reporting of the targets achieved
- Project procurements for field materials and ensure that organization’s procurement guidelines are met within the timelines of required procurements to avoid delays in field interventions.
- Supervise the construction of Ablution Water Reuse Systems and ensure its delivery as per the ToRs and drawings
- Supervise the installation of drinking water filtration plants and ensure their delivery as per the ToRs and drawings
- Ensure that all the contracts, expenses and invoices associated with procurements, logistics and commitments with stakeholders are documented in a presentable form for internal verification of the project management team.
- Responsible to arrange consultation meeting(s) with relevant stakeholders for the identification of relevant
- Carry out regular site visits, when and where required.
- Facilitate project team in developing feasibility report and project progress report(s).
- Ensure that projects performance and due diligence are compliant with WWF-Pakistan’s Internal Audit policies.

Any other task assigned by the supervisor related to the project

**Selection Criteria**
- Bachelor’s or Masters/MPhil in Environmental Engineering / Hydrogeology / Hydrology.
- 3-5 years of experience in development-related work, particularly in the water sector.
- Designing of interventions is a plus point
- Expertise in data collection, environmental engineering and water-related calculations

**Other Skills and Abilities:**
- Aptitude for team work and field work
- Excellent English and Urdu Language Skills (reading, writing and speaking skills).
- Knowledge and understanding of recording meeting minutes;
- Be able to communicate ideas and thoughts in a clear manner;
- Sensitivity to gender and other current social issues in Pakistan;
- Demonstrated advocacy skills