



Terms of Reference

Water Resource Accountability in Pakistan (WRAP) Project

Position Title:	Conservation Officer
Salary Grade:	C-3
Direct Reporting:	Project Site Incharge, Khabeki
Duty Station:	Khabeki (Soon Valley), Punjab
Contract Type:	Long Term
Work Week:	5 Days (Monday to Friday) - 40 hrs / week
Work Hours:	0830 hrs to 1715 hrs

Project Context

World Wide Fund for Nature- Pakistan (WWF-Pakistan) is Pakistan's largest organization for environmental conservation. Its Freshwater programme strives to protect and revive rivers and wetlands that sustain people and nature and ensure there's enough water for all of us. To call for an action, WWF-Pakistan with the financial support of FCDO, implementing a project titled, "Scaling up nature-based solutions for improving integrated water resources management and enhanced water security in Pakistan". The project aims to pilot Nature-based Solutions (NBS) at selected locations in Punjab, Gilgit-Baltistan and Khyber Pakhtunkhwa in partnership with relevant stakeholders. Water management for improving the health of natural ecosystems, better water resource management and livelihood improvement will be outcomes of the project interventions.

Duties and Responsibilities

Under the overall guidance and supervision of the Project Site Incharge, the Conservation officer will be responsible for the smooth implementation of the project on the following responsibilities:

- Abilities to conduct feasibility studies for the site-based activities ensuring Nature-Based Solutions (NBS);
- Having or to ensure significant knowledge about the IUCN criteria and indicators for NbS;
- Facilitate site teams in conservation-related technical activities and reporting;
- Implement community-based natural resource management (NRM) plans for improving the health and integrity of ecosystems and supporting sustainable livelihoods;
- Provide technical assistance to field teams in planning, implementing, reporting and monitoring activities (sanitation, drinking water, solid waste management, hygiene promotion, gender mainstreaming, bioengineering structures, forest and watershed activities, etc.);
- Ensure compliance of the field staff to their proposed roles, functions, activities and quality of the interventions undertaken at the lowest level as per the technical & other requirements;
- Assist the supervisor on the preparation and evaluation of Sustainability plans and developing feasibility reports and project progress report(s);
- Inform and coordinate with relevant stakeholders and programme partners and involve them in the project interventions;
- Ensure that organization's procurement guidelines are met within the timelines of required procurements to avoid delays in field interventions;
- Participate in community mobilization meetings with project staff and develop meeting minutes, Terms of Partnership (ToPs) at the community level;
- Liaison with project communities for timely delivery and active participation in field-based interventions;
- Prepare presentation/s and assist to reporting officer in delivering presentations to

stakeholders;

- Support to organize events and capacity-building workshops in the respective site in coordination with social mobilization team;
- Provide technical assistance to the other site offices according to their requirements;
- Develop success stories, concept notes at least once in each year, and impact studies for each activity of the project and serve as a focal person for developing of brief news for Panda Post and WWF-Pakistan's Annual Report" from the site-specific interventions;
- Prepare the field reports and ensure timely submission of technical reports to the supervisor;
- Maintain all the project-related data in hard and soft form;
- Assist the supervisor in developing details TORs to carry out consultancy activities.
- Responsible to provide any document/information to PPL-Punjab during the absence of site Incharge;
- Accomplish any task assigned by the supervisor apart from the project activities.

Selection Criteria (Education and Experience)

- Bachelor and/or Master's degree from any recognized institute in Natural Sciences, Environmental Engineering/Science, Agriculture, Forestry, Wildlife, or other related field;
- At least 2-3 years of similar working experience with a government or non-government organization of high standard and repute;
- Experience working in a multicultural environment preferred.

Skills and Attributes

- Excellent writing and communication skills in English and Urdu;
- Proficiency in MS Office applications (experience using Smartsheet, Google applications, and data analysis software preferred);
- Excellent research and analysis skills, along with initiative for keeping up to date on environment and development issues, priorities, and trends;
- Ability to work both independently and in coordination with teams to effectively meet deadlines;
- Proven problem-solving skills and results orientated;
- Aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Demonstrates WWF behaviors in the way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly;
- Adheres to WWF's brand characteristics: Knowledgeable, Optimistic, Determined, and Engaging.

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.

WWF-Pakistan provides a challenging work environment with competitive compensation and is an equal- opportunity employer. Only online applications through the WWF-Pakistan website www.wfpak.org will be accepted.

WWF-Pakistan reserves the right to amend and upgrade these TORs from time to time as may be required in the interest of the programme.

HR Department: Signature / Date-----

Senior Director Operations: Signature / Date-----

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

