



## Terms of Reference

### Senior Officer – NbS & Ecosystem Restoration Recharge Pakistan WWF-Pakistan

<b>Department</b>	:	Recharge Pakistan
<b>Reporting to</b>	:	Site Manager – DI Khan
<b>Grade / Title</b>	:	C2/Senior Officer NbS & Ecosystem restoration
<b>Duty Station</b>	:	DI Khan
<b>Employment Contract</b>	:	Long Term
<b>Work Week</b>	:	5 (Monday to Friday) Days - 40 hrs / week
<b>Work Hours</b>	:	0830 to 1715 hrs

### Working Relationships:

**External:** WWF Network, Project Management Unit (PMU), Recharge Pakistan site/field offices.

**Internal:** Relevant government departments, Project Steering Committee (PSC), Project Oversight Committees (POCs), civil society organizations, academic institutions, print and electronic media, corporate sector, and government line agencies (GLAs).

### Job Summary

#### **1. Technical Design & Feasibility**

- Oversee technical feasibility studies and the design of flood risk management civil works.
- Conduct site visits and field surveys to finalize intervention sites.
- Supervise topographic and other technical field surveys.

#### **2. Costing, Planning & Procurement Support**

- Prepare Bills of Quantities (BoQs) and detailed engineering cost estimates.
- Develop Terms of Reference (ToRs) for engaging contractors, consultants, and service providers as required.
- Develop periodic work plans and budget forecasts and obtain prior approval from the competent authority before field implementation.

#### **3. Construction Supervision & Quality Assurance**

- Supervise civil works and ensure compliance with quality standards.
- Ensure implementation of activities in accordance with approved engineering designs.

- Review and verify interim payment certificates and contractor claims.
- Certify completion of civil works as per approved designs.

#### **4. Project Implementation & Technical Oversight**

- Plan, implement, and monitor infrastructure-based project activities on a day-to-day basis.
- Ensure effective implementation of nature-based solutions, particularly their technical components.

#### **5. Coordination & Stakeholder Engagement**

- Coordinate with relevant organizations to ensure timely completion of infrastructure activities.
- Liaise with partners and stakeholders to ensure collaboration, co-implementation, and synergies.

#### **6. Monitoring, Reporting & Documentation**

- Prepare and present consolidated technical, physical, and financial progress reports.
- Document and share lessons learned, achievements, and best practices with the Project Team.

#### **7. Capacity Building & Knowledge Sharing**

- Design and deliver infrastructure-related training for partners, communities, and stakeholders.

#### **8. Technical Advisory & Project Development**

- Prepare technical reports, concept notes, and proposals for scaling up or replication of project activities.

#### **Selection Criteria:**

- At least bachelor's degree in civil engineering (*preference will be given to candidates holding a master's degree in water resources engineering or a related field*).
- Minimum 2 years (*preferably 2-3 years*) of professional experience in flood risk management, including construction and supervision of flood protection infrastructure (e.g., embankments, gabion structures, small dams, etc.).

#### **Other Skills & Competencies**

##### **Technical Competencies**

- Proficiency in AutoCAD, Primavera, MS Project, and related engineering software.
- Proficiency in MS Office (especially Excel for reporting) and learning management systems.
- Strong coordination, planning, and project management skills.
- Ability to manage design consultants and civil works contractors.

##### **Behavioral Competencies**

- Excellent communication and interpersonal skills.

- High level of professionalism, integrity, and confidentiality.
- Strong analytical thinking and attention to detail.
- Collaborative, team-oriented approach with the ability to work across departments.
- Proactive, organized, and solution-oriented mindset
- Adhere to WWF's Values: Courage, Integrity, Respect and Collaboration

*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*