



## TERMS OF REFERENCE

### Liaison Officer – Organic Cotton Projects

#### WWF-Pakistan

Reports to:	Manager - Food & Agriculture Programme
Grade:	C3
Positions / Location:	01 / Multan
Employment Status:	Short - term
Work Week:	05 Days / week (Monday to Friday)
Work Hours:	40 hours per week

#### Position Brief

The Liaison Officer (LO) will provide direct and daily support to the Manager F&A Program. This role is primarily responsible for facilitating smooth communication and coordination among various project teams and stakeholders, gathering and organizing information and ensuring timely follow-up on project activities. The Liaison Officer will play a key role in managing, tasks/data related to OCA requirement, internal communications, assisting in administrative tasks and supporting the preparation of project reports, presentations and documentation. This position demands strong organizational and interpersonal skills along with the ability to manage multiple priorities in a dynamic work environment.

#### Major Duties and Responsibilities

- LO will manage daily tasks related to implementation, planning, scheduling, follow-ups and documentation.
- Act as the central communication point between various project teams (field, procurement, SGS, CU, training, M&E, etc.) to ensure seamless information flow.
- Manage day-to-day OCA and certification body related field level tasks, gather and upload farmers data on portal and coordinate third party for validation visits.
- Collect relevant updates, reports and data from different team leads and field teams to support planning, reporting and decision-making.
- Organize internal meetings, prepare agendas and minutes and ensure timely follow-up on action items.
- Maintain and organize project documents, reports and correspondence in both physical and digital formats.



- Provide logistical assistance for field visits, training programs and team activities as guided by the management.
- Assist in compiling weekly, monthly and quarterly reports by gathering data and narrative inputs from the relevant departments.
- Support in programme visibility material development, and social media posts
- Coordinate and assist supply chain and audit related events/visits and supporting documentation.
- Perform any other tasks assigned by the Manager F&A to ensure the smooth running of the organic cotton projects.

### **Selection Criteria**

#### **Education, Experience & Working Knowledge**

- MSc Agriculture/ Social Sciences/ Environmental Sciences
- 1 year of work experience in similar capacity
- A comprehensive knowledge of sustainable farming
- Good grip and skills in report writing and presentations
- An established personal commitment to the conservation of nature and ecological processes

- Hiring Manager/Supervisor: Signature / Date-----
- HR department: Signature / Date----- *Lida \**
- Approved by Director 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