



Terms of Reference

Officer – Environmental Education WWF-Pakistan

Department	:	Corporate Engagement
Reporting to	:	Coordinator, Corporate Engagement
Grade / Title	:	C3/ Officer Corporate Engagement
Duty Station	:	Regional Office [Islamabad]
Employment Contract	:	Short-term/ six months
Work Week	:	5 (Monday to Friday) Days - 40 hrs / week
Work Hours	:	0830 hrs to 1715 hrs

Duties & Responsibilities:

1. Design interactive environment-oriented activities for students of grade one through 12;
2. Execute environment education campaigns/ sponsored activities within schools.
3. Ensure timely delivery of campaign's activities;
4. Give presentations to students of grade one to 12;
5. Identify and develop new partnerships with educational institutes for environment education campaigns;
6. Motivate students in order to increase students' registrations for environment education campaigns;
7. Collect payments and maintain proper financial records;
8. Travel to various cities in the region, in order to maximize outreach and achieve financial.
9. Explore potential sites for exposure trips; costing, feasibility, plan, etc.
10. Get regular feedback from the respective stakeholders;
11. Provide both technical and administrative support to respective WWF-Pakistan's office to ensure that activity is successfully completed;
12. Increase the outreach for Individual Membership Programme;
13. Process payment verification and individual membership cards;
14. Maintain a data of all the activities including the references used;
15. Fulfill any other tasks assigned by the supervisor during the course of the appointment.

Selection Criteria:

Education, Experience & Working Knowledge

1. A Bachelor's degree preferably in social science, education or environment studies;
2. At least one year of experience;
3. Basic knowledge of environmental challenges and issues;
4. Aware of knowledge levels of students grade one through 12.

Skills, Abilities & Attributes

1. Results Orientation
2. Strong multitasking abilities
3. Should be able to travel nationally with cities
4. Good Communication skills;

5. Computer skills including Microsoft office;
6. Ability to design interactive activities;
7. Customer Services Skills;
8. Adheres to WWF's values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results

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