Terms of Reference
Officer, School Outreach Programme
WWF-PAKISTAN

Department : Corporate Partnerships & Fundraising
Reporting to : Coordinator, School Outreach Programme
WWF- Pakistan Salary Grade : C3
Duty Station / Positions : Islamabad /One
Duration / Type of Contract : Four months/ Short-term Contract
Work Week : 5 days [Monday to Friday] 40 hrs / week
Work Hours : 0830 hrs to 1715 hrs

Duties & Responsibilities

1. The candidate will motivate students in Green Schools and Spellathon to increase student registrations
2. The candidate will research interactive games/activities and modify them for target students
3. Enhance the outreach to schools across the region;
4. Maintain database of the Green School Programme (GSP) members
5. Successful implementation of the School Outreach programme activities and events and give orientations to schools for the upcoming campaigns
6. The candidate will maintain a folder of all the activities including the references used
7. The candidate will seek support both technical and administrative from respective WWF office to ensure that the activity is successfully completed
8. Maintaining proper Stock of Spellathon Booklets and Gifts
9. To fulfill any other tasks assigned by the manager during the course of the appointment

Selection Criteria

Education, Experience & Working Knowledge

- A Bachelors or Masters degree preferably in social science, education or environment studies
- 2-3 years experience in the education sector

Skills and Abilities

- Should be able to travel
- Excellent English communication skills
- Good computer skills including Microsoft office
- Able to design interactive activities
- Understands distinct education levels
- Ability to motivate and influence others;
- The candidate should have environmental knowledge
- The candidate should be aware of knowledge levels of students grade one through 13

HR department : Signature / Date-------------------------------
Senior Director Operations : Signature / Date-------------------------------
Acknowledged by Employee : Signature / Date-------------------------------

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