TERMS OF REFERENCE

Senior Project Officer

Reports to : Coordinator

Project / Programme : More Crop per Drop
Grade : C-2
Location : SAP Management Office, WWF-Pak. Bahawalpur
Contract : (Four Months short term contract)
Work Week : 05 Days/week
Work Hours : 40 hours

Duties and Responsibilities

General Responsibilities.

1. Work in close coordination with Project Coordinator & Senior Project Officer, & field project implementation team to carry out survey assignments, in accordance with agreed-on procedures and standards.
2. To collect, compile and tabulate all training and field data in the standard formats as advised/suggested by SAP management /donors
3. Facilitate in development and dissemination of technical information materials (brochures, manuals, video film, documentary, and other communication activities and events.
4. Provide support in developing technical progress reports as per donors’ requirements.
5. Implement agreed technical support system as per requirement of the project (Capacity Building Workshops, seminars etc).
6. Develop and implement Corrective Actions based on identified strengths and weaknesses in project activities and devise strategy.
7. Develop innovative ideas and assist respective Coordinator/SPO in designing new projects.
8. Make available the records and information and present to the donors and partners in respect of the services performed by WWF-Pakistan.
9. Any other tasks assigned by the Director/Senior Director.
Selection Criteria

Education, Experience & Working Knowledge

☐ A well-established personal commitment to nature conservation;
☐ Should have one of the following professional qualifications:
  Bachelor in Agriculture Engineering, Hydrology, Environmental Engineering
☐ Preferably should have at least 2 years of relevant work experience in irrigation in general and scheduling in particular, water courses modeling, etc.
☐ Good Computer Skills; knowledge of analytical software (preferably SPSS, Mini-tab)

Other Skills & Attributes

☐ Proven analytical and problem-solving skills and results orientation;
☐ Excellent interpersonal communication and presentation skills;
☐ Ability to handle complexity and multi-tasking.
☐ Sensitivity to gender and other current social issues in countries such as Pakistan;
☐ Adheres to WWF-Pakistan’s values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results.
☐ Proficiency in the use of computer office applications on word processing, spreadsheet and presentation;

HR department : Signature / Date------------------------------------------

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

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

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