Terms of Reference
Woman Field Trainer GIF Project Sindh
WWF-Pakistan

Reporting to : Project Coordinator
Grade / Title : Woman Field Trainer/C-3
Duty Station : GIF Project Sindh (Sukkur-Ghotki-Khairpur)
Employment Contract : Short Term Contract
Work Week : 5 (Monday to Saturday) Days - 40 hrs / week
Work Hours : 0830 hrs to 1715 hrs

Duties and Responsibilities

• Develop and train a team of women facilitators in the relevant working area
• Act as team leader for outreach Decent Work advisory services to women of cotton farming families and worker families
• Ensure DW criteria awareness by rural women with special focus on elimination of hazardous child labour from cotton farming and gender
• Arrange feedback sessions according to the plan
• Attend the workshops
• Technical backstopping of WFFs and rural women
• To conduct need base training workshop for field staff
• Ensure data collection and recordkeeping
• DW widespread dissemination
• To ensure the implementation of decent work
• Supervision of survey for new area and women
• Reporting to the supervisors whenever needed
• Facilitate and organize donor’s visit, workshops, meetings, field days and other communication events.
• Submit data and reports in time

Selection Criteria

Education, Experience & Working Knowledge
• At least Master in Agriculture/ Natural Sciences
• One year of working experience in the rural area will be preferred

Skills & Attributes

• Demonstrated ability to plan, implementation & Manage filed activities;
• Data Management, Computer & Report Writing;
• Personnel management skills and experience;
• Good problem-solving skills and results orientation;
• Good local languages reading, writing and speaking skills;
• Demonstrated interpersonal communication and leadership skills;
• Excellent written / spoken English and Urdu; other languages will be an advantage;
• Adheres to WWF’s values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results

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