Terms of Reference
Project Officer Large Farms GIF Sindh
WWF-Pakistan

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

Job Summary

The Project Officer will be responsible for performance of day to day implementation of Better cotton System at Large Farms in WWF-Pakistan’s Project GIF Sindh.

Duties and Responsibilities

- To plan, implement, manage and monitor all activities as per project work plan.
- Assist in field implementation of project activities through planning & provision of technical support to the Large Farms as well as stakeholders
- Identify strengths and weaknesses in implementation of BCSS activities at large farms and devise strategy/plan for improvement.
- To manage collection, compilation and tabulation of all training and field data in the standard formats as per BCSS requirements
- Developing active liaison with other partner organizations /institutions/ departments.
- Assist the large farmers in development and dissemination of technical information materials
- Develop technical progress reports as per requirements.
- Plan & facilitate technical support system as per requirement of the project (Capacity Building Workshops, seminars etc).
- Work in close coordination with Large Farmers and Farm Managers in accordance with agreed-on procedures and standards.
- Undertake measures to ensure quality execution of project activities at Large Farms
- Make available the records and information and present to the donors and partners in respect of the services performed by WWF-Pakistan.
- Prepare technical reports related to project activities on prescribed formats, as & when required.
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Selection Criteria
Education, Experience & Working Knowledge

- At least Master in Agriculture
- 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

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