Terms of Reference
PU Supervisor GIF Punjab

WWF-Pakistan

Reporting to: Project Coordinator

Project/Programme: GIF Punjab /SAFP

Grade / Title: C-3/ PU Supervisor

Duty Station: Bahawalpur, Sahiwal, Jhang

Employment Contract: Short Term Contract

Work Week: 5 (Monday to Friday) Days - 40 hrs / week

Work Hours: 0830 hrs to 1715 hrs

Working Relationships

Internal SAFP-WWF -Pakistan

Job Summary

The position will be responsible for performance of day to day monitoring of field activities under GIF Project Punjab of WWF-Pakistan.

Duties and Responsibilities

- Participate in training delivered by BCI accredited trainer and attend any subsequent refresher training
- Support to Agriculture Officers/Field Assistant in data management and arranging training to farmers on the requirement of the Better Cotton Standard System during the cotton growing season
- Ensure that farmers record keeping of the Pus where AED is LP is updated in time
- Support communication between Producer Unit and WWF-Pakistan
- Support communication between AED & WWF-Pakistan.
- Support Agriculture Officer in self-assessment process.
- Facilitate the 2nd and 3rd party verification process with smallholders
- Facilitate the collection of data from smallholders and medium farms.
- Manage RIR data and prepare RIR

Selection Criteria

Education, Experience & Working Knowledge
• At least Master Degree in Agriculture
• At least one year of Agriculture experience in a similar capacity

Skills & Attributes

• Demonstrated ability to plan, implementation & manage filed activities;
• Data Entry/Analysis and Report Writing;
• Personnel management skills and experience;
• Good problem-solving skills and results orientation;
• Good English language 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;
• Proficiency in the use of computer office applications on word processing and spreadsheet

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.