Terms of Reference

Woman Field Trainer GIF Project Punjab

WWF-Pakistan

Reporting to: Manager SAFP

Grade / Title: Woman Field Trainer/C-3

Duty Station: Sahiwal-Jhang

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/Sociology/Social Work/Gender Studies
- 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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