Terms of Reference
Project Officer Quality Assurance GIF Punjab
WWF-Pakistan

Reporting to : Coordinator Quality Assurance Sustainable Agriculture and Food Programme
Project/Programme : GIF Punjab/SAFP
Grade / Title : C-3/ Project officer Quality Assurance
Duty Station : Multan
Employment Contract : Short Term Contract
Work Week : 5 (Monday to Friday) Days - 40 hrs / week
Work Hours : 0830 hrs to 1715 hrs
Number of Positions : 1

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 Punjab at WWF-Pakistan.

Duties and Responsibilities

- Monitor Field Implementation of Activities against the PU Implementation Plan
- Verify Farmers and cotton area
- Conduct Shadow verification of Internal Assessment
- Verify LG documentation and its updating
- Assist the Coordinator Quality Assurance Sustainable Agriculture and Food Programme in carrying out External Assessments by IP and prepare reports
- Keep record of follow up of corrective actions implementation
- Ensure Credibility of Field Data
- Conduct field visits of the project area to carry out monitoring of field activities
- Gather feedback from the beneficiary farmers about the implemented activities
- Carry out any other activity as proposed by supervisor

Selection Criteria

Education, Experience & Working Knowledge

- At least Masters Degree in Agriculture/Social Sciences
- 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;

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