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

Reporting to : Coordinator Quality Assurance Sustainable Agriculture and Food Programme
Project/Programme : GIF Sindh/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 Sindh 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 spread sheet;

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