Terms of Reference

Senior Officer Programme Development
Programme Development Department, WWF - Pakistan

Direct Supervisor: Coordinator Programme Development, WWF-Pakistan
Duty Station: Islamabad
Employment Grade: C2
Work Week / Hours: 5 days (Monday to Friday) / 40 hrs per week

RESPONSIBILITIES:
1. Developing concepts, proposals, and bids (including log frames, work plans, and budgets) for funding from the public and private sectors, bilateral and multilateral agencies, trusts & foundations, and the WWF Network
2. Coordinating project development with WWF-Pakistan’s various teams, colleagues from the global WWF Network, and other partners and stakeholders
3. Regularly keeping track of all local and international calls/requests for proposals/bids
4. Facilitating with strategies and planning for WWF-Pakistan, selection of conservation priorities, and their alignment with the WWF Network’s Practices
5. Support in researching and reviewing policy and position papers for WWF programme teams
6. Mainstreaming of WWF Project and Programme Management Standards and other policies (e.g. social and environmental safeguards) in WWF projects and programmes
7. Facilitate WWF-Pakistan’s project administration processes, database maintenance, and due diligence processes for partnerships
8. Assisting in poverty, environment, and socio-economic research and impact assessments (e.g. designing survey tools, analysis and report writing)
9. Other programme development and administration related tasks, such as reviewing progress reports of projects, etc.

SELECTION CRITERIA:
Education and Experience:
a. Between 3-5 years of relevant work experience in the development sector, including proposal development, M&E, program/project management and research (experience with nature conservation and sustainable development issues will be preferred)
b. Master’s degree in humanities/social sciences (international development and/or environment preferred) OR Bachelor’s degree + at least 3 years of relevant work experience
c. Experience working in a multicultural environment preferred

Skills and Attributes:
a. Excellent writing and communication skills in English
b. Proficiency in MS Office applications (experience using Smartsheet, Google applications, and data analysis software preferred)
c. Excellent research and analysis skills, along with initiative for keeping up to date on environment and development issues, priorities, and trends
d. Ability to work both independently and in coordination with teams to effectively meet deadlines
e. A personal commitment to nature conservation and sustainable development
f. Sensitivity to issues regarding gender, religious and ethnic minorities, and other marginalized groups in Pakistan

WWF - Pakistan is an equal opportunity employer.
WWF - Pakistan reserves the right to amend and upgrade these TORs, as may be required in the interests of the organization.
Applications are received through WWF - Pakistan’s website www.wwfpak.org