TERMS OF REFERENCE

Environment Officer
Grade: C-3
Reports to: Senior Manager CEP
Project / Programme: KCEP/GREEN
OFFICE
Location: Lahore
Work Week: 5 Days (Monday to Friday)
Contract: Long Term
Work Hours: 8:30am To 5:15pm

Duties and Responsibilities

1. Conducting field surveys and data collection/analysis as per the project requirements.
2. Content development and capacity building sessions for the public and private sector.
3. Research for possible funding opportunities to support local environmental initiatives.
4. Organize stakeholder consultation meetings, training workshops, conferences and keep close liaison with stakeholder organizations.
5. Developing, updating and maintaining of database of public and private sector stakeholders.
6. Developing project concepts, proposals for funding from the public and private sectors, multilateral agencies, trusts & foundations, and the WWF Network
7. Organize seminars and workshops in close collaboration with GO technical team for promoting GOI among potential organizations / companies.
8. Draft training content, Eco tips and conduct training workshops on various environmental issues in the corporate sector
9. Development of content for social media, Eco Tips, training workshops.
10. Marketing and promotion of the WWF SolaPanda and Green Office Program.
11. Arranging events, campaigns, workshops and seminars.
12. Lead and/or assist in the implementation of the central HSE policy of the WWF-Pakistan network.
13. Conduct Green Office audits and develop reports.
14. Any other input required by WWF-Pakistan and assigned by respective supervisors.

Selection Criteria

Candidates for the position of Research Assistant should ideally have;
1. Bachelor’s degree (4 years) in Environmental sciences (or engineering)
2. Excellent presentation and interpersonal communication skills
3. Experience in the social sector will be an advantage;
4. Other Skills and Abilities:
   - Aptitude for team work;
   - Excellent English, Urdu, Punjabi Language (speaking skills);
   - Proficiency in computers particularly Microsoft Office and SPSS
   - Familiarity with the waste management issues in Pakistan
   - A dynamic, pleasant and communicative personality;
   - Ability to motivate and influence others;
   - Sensitivity to gender and other current social issues in Pakistan;

WWF-Pakistan is an equal opportunity employer. WWF-Pakistan reserves the right to amend and upgrade these ToRs from time to time, as may be required in the interests of the organization.

Only online applications through WWF-Pakistan website www.wwfpak.org will be considered.