Senior Officer Circularity and Sustainability

Climate and Energy Program

Grade: C 2
Reports to: Sr. Manager Climate and Energy Program
Location: Lahore
Work Week: 5 Days (Monday to Friday)
Contract: long term
Work Hours: 8:30am To 5:15pm

Project Management:
1. Lead, plan, execute and monitor all projects on solid and plastic waste management including mobilization of resources.
2. Conduct field visits (where required) that include GIS mapping, interviews, survey (questionnaires, interview, visual estimation and quantification, GPS coordinates, photographic evidence, sampling) and contact details of each stakeholder during each visit for respective projects).
3. Consolidate the data acquired through the field visits, statistically and draft final reports for projects.
4. Develop a strategy for waste circularity under climate and energy program
5. Develop proposals and run pilot solutions for Plastic recovery and recycling, execution methodology, work plan and budget with the local corporates and international donors and lead the second phase of the Green Innovation Challenge.
6. Prepare monthly/quarterly Technical Progress reports for the projects and updates about the team performance.
7. Maintain liaison with external partners or donors
8. Maintain liaison and update contact and project database with external partners and donors for the waste sector
9. Actively look for funding and grants; RFPs (Request for proposals), TORs, international grants on plastic smart cities, plastics recovery & circularity etc..
10. Develop the capacity building content for the waste management sector
11. Coordinate activities under the Plastics platform, “CoRe”
12. Maintain a liaison with ACAIs (Areas of Collective Action & Innovation), Plastics Community, Cities team, Climate & Energy group.
13. Maintain liaison with the stakeholders while leading the biennial One Planet City Challenge (OPCC).
14. Any other input required by WWF-Pakistan and assigned by respective supervisors.

Selection Criteria
Candidates for this position should ideally have;
1. An appropriate graduate/post-graduate qualification in one of the following disciplines: Masters or MPhil in Environmental Sciences and Social Sciences.
2. At least 2 years of similar work experience in a Lead role.
3. Excellent presentation and interpersonal communication skills.
4. Experience in the development or social sector will be an advantage.
5. Other Skills and Abilities:
   - Aptitude for teamwork
   - 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;