



Terms of Reference

Senior Officer – Green Infrastructure

Recharge Pakistan

WWF-Pakistan

Department	:	Recharge Pakistan
Reporting to	:	Site Manager – Usta Muhammad
Grade / Title	:	C2/Senior Officer Green Infrastructure
Duty Station	:	Usta Muhammad/Jhal Magsi
Employment Contract	:	Long Term
Work Week	:	5 (Monday to Friday) Days - 40 hrs / week
Work Hours	:	0830 to 1715 hrs

Working Relationships:

External: WWF Network, Project Management Unit (PMU), Recharge Pakistan site/field offices.

Internal: Relevant government departments, Project Steering Committee (PSC), Project Oversight Committees (POCs), civil society organizations, academic institutions, print and electronic media, corporate sector, and government line agencies (GLAs).

Job Summary

1. Technical Design & Feasibility

- Oversee technical feasibility studies and the design of flood risk management civil works.
- Conduct site visits and field surveys to finalize intervention sites.
- Supervise topographic and other technical field surveys.

2. Costing, Planning & Procurement Support

- Prepare Bills of Quantities (BoQs) and detailed engineering cost estimates.
- Develop Terms of Reference (ToRs) for engaging contractors, consultants, and service providers as required.
- Develop periodic work plans and budget forecasts and obtain prior approval from the competent authority before field implementation.

3. Construction Supervision & Quality Assurance

- Supervise civil works and ensure compliance with quality standards.
- Ensure implementation of activities in accordance with approved engineering designs.

- Review and verify interim payment certificates and contractor claims.
- Certify completion of civil works as per approved designs.

4. Project Implementation & Technical Oversight

- Plan, implement, and monitor infrastructure-based project activities on a day-to-day basis.
- Ensure effective implementation of nature-based solutions, particularly their technical components.

5. Coordination & Stakeholder Engagement

- Coordinate with relevant organizations to ensure timely completion of infrastructure activities.
- Liaise with partners and stakeholders to ensure collaboration, co-implementation, and synergies.

6. Monitoring, Reporting & Documentation

- Prepare and present consolidated technical, physical, and financial progress reports.
- Document and share lessons learned, achievements, and best practices with the Project Team.

7. Capacity Building & Knowledge Sharing

- Design and deliver infrastructure-related training for partners, communities, and stakeholders.

8. Technical Advisory & Project Development

- Prepare technical reports, concept notes, and proposals for scaling up or replication of project activities.

Selection Criteria:

- At least bachelor's degree in civil engineering (*preference will be given to candidates holding a master's degree in water resources engineering or a related field*).
- Minimum 2 years (*preferably 2-3 years*) of professional experience in flood risk management, including construction and supervision of flood protection infrastructure (e.g., embankments, gabion structures, small dams, etc.).

Other Skills & Competencies

Technical Competencies

- Proficiency in AutoCAD, Primavera, MS Project, and related engineering software.
- Proficiency in MS Office (especially Excel for reporting) and learning management systems.
- Strong coordination, planning, and project management skills.
- Ability to manage design consultants and civil works contractors.

Behavioral Competencies

- Excellent communication and interpersonal skills.
- High level of professionalism, integrity, and confidentiality.
- Strong analytical thinking and attention to detail.
- Collaborative, team-oriented approach with the ability to work across departments.
- Proactive, organized, and solution-oriented mindset
- Adhere to WWF's Values: Courage, Integrity, Respect and Collaboration

Hiring Manager/Supervisor:

Signature / Date-----

HR department:

Signature / Date-----

Approved by Director

Signature / Date-----

Acknowledged by Employee:

Signature / Date-----

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as may be required in the interests of the organization*