



Terms of Reference
Civil Site Officer
WWF-Pakistan

Reporting to:	Coordinator Civil/ Environmental Engineer
Grade/Title:	C-3
Duty Station:	Gilgit-Hunza-Skardu (Mostly Field Work in GB Region)
Employment Contract:	Long Term
Work Week:	5 days (Monday through Friday) - 40 hrs /week
Work Hours:	0830 hrs to 1715 hrs (with 45 minutes lunch & prayer break)

Working Relationships

Programme Team and Technical Engineering team.

Job Summary

The incumbent will support the Programme team in developing the Designs, BoQs and layouts of the interventions and also supervise the field execution of activities in the WRAP Project.

Duties and Responsibilities

- Candidate must have strong knowledge about Engineering Design which included irrigation channels, water supply, gabion walls and other hydraulic structures .
- Prepare and review technical documents, including specifications, reports, and construction drawings .
- Conduct site inspections to assess project feasibility and identify potential challenges.
- Strong ability to Perform surveys to gather relevant data for project planning and design.
- Supervise construction activities and it should be adherent to design specifications, safety standards, and regulatory requirements.
- Address and resolve any technical issues or challenges that may arise during construction and timely report to the higher authorities.
- Monitor project budgets and expenses, ensuring that the project stays within financial constraints.
- Collaborate with various stakeholders and community to address concerns and ensure project success.
- Monitor project allocated budgets and expenses, ensuring that the project cost will not escalate /Deviat at any stage during the construction phase .
- Approvals of Materials upon procurement as per Purchase Requisition form.
- Tracking the physical progress of activities as per the work plan.
- Ensuring quality of work as per standard methodology.
- Ensuring health and safety at the site in mutual consultation with the community and other stakeholders.
- Preparation of Weekly and monthly progress reports.
- Handover all the project-related data to the office management after the expiry of the contract

Selection Criteria

Education, Experience & Working Knowledge

- A minimum Bachelor’s degree in Civil Engineering/ Environmental Engineering/ Agricultural Engineering/ DAE or Equivalent.
- At least four years of experience in engineering and construction projects
- Candidate having experience in the irrigation channel, pipe networking and hydraulic structures will be given preference
- Good understanding of MS Office and AutoCad.

Skills and Attributes:

- Excellent English reading, writing, and communication skills
- Physically fit for traveling in rugged mountain areas
- Familiarity with social, cultural, and geographical contexts
- Demonstrated ability to plan and implementation of project intervention
- Work experience with WWF-Pakistan would be a great asset
- Strong team-player with ability to work in virtual teams;
- High level of good organisational and administrative skills with an ability to work well under pressure;
- Must be committed to equal opportunity employment policies;
- Identifies with the values of the WWF organization, Courage, Integrity, Respect & Collaboration
- Demonstrates WWF behavior in way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly;
- Adheres to WWF’s brand characteristics, which are: Knowledgeable, Optimistic, Determined and Engaging.

HR department : Signature / Date-----

Hiring Manager/Supervisor : Signature / Date-----

Acknowledged by Employee : Signature / Date-----

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