

ESTABLISHMENT OF PROJECT MANAGEMENT UNIT (PMU) FOR THE PROJECT EXTENSION OF WATER RESOURCES FOR FAISALABAD CITY PHASE-II

Sr. #	Post	Job Description in Brief
1.	Project Director	<ul style="list-style-type: none"> • For the management, quality, design and construction supervision of project. His management role is to ensure that deliverables are produced with quality and on time by monitoring progress and providing advice and support. • He/ She must be proficient in the identification, analyses, and resolution of problems and effective planning, organizing, estimating, scheduling and monitoring of project activities. • Undertaking a technical review of the submitted designs by Consultant/Contractor to ensure consistency and a high standard of output. • Review progress reports submitted by the Consultant to assess project implementation and assist in communicating important decisions of the Employer to the Consultants to avoid potential delays. • Ensure that the works are implemented in accordance with the technical specifications specified in the contract. • Interact with the Consultants on a day-to-day basis concerning implementation and take corrective measures. • Will be accountable / reporting to Deputy Managing Director (Engineering) of Faisalabad WASA. • Will report to Deputy Managing Director (Engg.) WASA, Faisalabad on regular basis. • Ensuring that the Supervision Consultants perform in accordance with the contract. • Processing of various contractual matters including approval of variations, grant of extension of time etc. • Periodical visits to the site to assess implementation of the project and resolve any issue relating to the Contractors/Consultants. • Review the recommendations of the 'Engineer' on designs prepared by the civil works contractors, a method of implementation, final testing, commissioning of the project, etc. and accord Employer's approval. • Review the IPCs/invoices submitted by the Consultants/Contractors and recommends it for payment. Ensuring compliance with loan/grant covenants. • To deal with financial matters/ procurement / spare parts/ stores etc, where required. • To process/deal with policy matters, have direct liaison/ discussion with Deputy Director to dispose of important issues/ files and also evolve SOPs for smooth functioning of official business. • In coordination QA/QC Coordinator ensures the implementation of a quality assurance plan throughout the project/region; • Monitor and coordinate the activities of field Engineers to facilitate the achievement of sub-projects. This in viewing, and analyzing work plans, progress reports and other relevant documents. • Ensure the timely submission of reporting and input to the Construction Manager and Head and facilitate the collection of inputs for monitoring and evaluation systems. • Provide technical advice and assistance. • Will ensure the timely and complete administration of all works. • Establish and ensure adherence to regular communication protocols between project engineers, Consultant engineers and contractors

		<ul style="list-style-type: none"> • Ensure that all the components of the project are implemented in full compliance with the Environmental and social Management Framework. • Provide advice and direction good environmental practices and control during construction and mitigate environmental impacts of the works. • Timely and accurate submission of monthly quantitative and qualitative progress
2.	Deputy Director (Technical) Civil	<ul style="list-style-type: none"> • Will assist the project director in all the matters involved during procurement including hiring of consultant, contractor, preparation of tender documents, and evaluation of bids and award of contract. • Will review/recommend the design submitted by consultant/contractor. • Will deal all the matter related to Civil Structures. • Will check/review the IPCs before forwarding it to the project director submitted by Consultant and Contractor. • Will prepare and update project plan and status reports. • Report status, develop project related documentation and implement lessons learnt. • Will deal/solve all the inter-Department matters. • Plan, directs and coordinates with all the stakeholders (Consultant, Contractor, and Field Staff) for the timely completion of project activities. • Will arrange progress review meetings on regular basis. • Will establish the project schedule and determine each phase. • Will assign tasks to the project team (subordinate staff). • Responsible for other general office duties as may be assigned. • Will solve all the problems/ issues related to the Consultant/Contractor. • Will be accountable / reporting to Project Director..
3	Deputy Director (Technical) Mechanical	<ul style="list-style-type: none"> • Will assist the project director in all the matters involved during procurement including hiring of consultant, contractor, preparation of tender documents, and evaluation of bids and award of contract. • Will review/recommend the design submitted by consultant/contractor. • Will check/review the IPCs before forwarding it to the project director submitted by Consultant and Contractor. • Will prepare and update project plan and status reports. • Report status develop project related documentation and implement lessons learnt. • Will deal/solve all the inter-Department matters. • Plan, directs and coordinates with all the stakeholders (Consultant, Contractor, and Field Staff) for the timely completion of project activities. • Will arrange progress review meetings on regular basis. • Will establish the project schedule and determine each phase. • Will assign tasks to the project team (subordinate staff). • Responsible for other general office duties as may be assigned. • Will solve all the problems/ issues related to the Consultant/Contractor. • Will be accountable / reporting to Project Director.
4.	Assistant Director (Technical) Civil	<ul style="list-style-type: none"> • Technical monitoring /supervision of field activities. • Is responsible for the prompt disposal of the works assigned to his office. • To execute the Civil works as per approved scope, technical sanctions and specifications. • Checking of bills of contractor and supervision of execution of Civil Work.

		<ul style="list-style-type: none"> • Monitor site safety and ensure that the requirement of the occupational health and Safety standards are enforced. • Overseeing the works of consultants on design and construction supervision matters related to the project. • Planning, designing, project preparation and approvals/ sanctions, construction, rehabilitation, protection works to attain optimum efficiency and success in the management and operation of the project(s). • Active inter-action with donors, contractors, consultants and other stake holders on monthly review, progress of the project or any such area requiring immediate attention.
5.	Assistant Director (Technical) Mechanical	<ul style="list-style-type: none"> • Technical monitoring /supervision of field activities. • Is responsible for the prompt disposal of the works assigned to his office. • To execute the Mechanical works as per approved scope, technical sanctions and specifications. • Checking of bills of contractor and supervision of execution of Mechanical Work. • Monitor site safety and ensure that the requirement of the occupational health and Safety standards are enforced. • Overseeing the works of consultants on design and construction supervision matters related to the project. • Planning, designing, project preparation and approvals/ sanctions, construction, rehabilitation, protection works to attain optimum efficiency and success in the management and operation of the project(s). • Active inter-action with donors, contractors, consultants and other stake holders on monthly review, progress of the project or any such area requiring immediate attention.

6.	Assistant Director (Technical) Electrical	<ul style="list-style-type: none"> • Technical monitoring /supervision of field activities. • Is responsible for the prompt disposal of the works assigned to his office. • To execute the Electrical works as per approved scope, technical sanctions and specifications. • Checking of bills of contractor and supervision of execution of Electrical Work. • Monitor site safety and ensure that the requirement of the occupational health and Safety standards are enforced. • Overseeing the works of consultants on design and construction supervision matters related to the project. • Planning, designing, project reparation and approvals/ sanctions, construction, rehabilitation, protection works to attain optimum efficiency and success in the management and operation of the project(s). • Active inter-action with donors, contractors, consultants and other stake holders on monthly review, progress of the project or any such area requiring immediate attention.
7.	Sub Engineers Civil	<ul style="list-style-type: none"> • Proper execution of work and taking measurements thereof. • To put up measurement books regularly to his Sub Divisional Officer for orders of payment. • Preparation of Estimates. • To ensure the quality and quantity of work as per standards/specifications.
8.	Sub Engineers Mechanical	<ul style="list-style-type: none"> • Proper execution of work and taking measurements thereof. • To put up measurement books regularly to his Sub Divisional Officer for orders of payment. • Preparation of minor Estimates. • To ensure the quality and quantity of work as per standards/specifications.
9.	Sub-Engineers Electrical	<ul style="list-style-type: none"> • Proper execution of work and taking measurements thereof. • To put up measurement books regularly to his Sub Divisional Officer for orders of payment. • Preparation of minor Estimates. • To ensure the quality and quantity of work as per standards/specifications.
10.	Deputy Director (Finance)	<ul style="list-style-type: none"> • Capable of handling financial matters of mega project constructed under World Bank / FIDIC conditions. • Deal with the AG Punjab and Treasury on various matters related to foreign aided projects of this unit. • Maintain books of accounts as per Government's financial and PIFRA Rules. • Maintain financial records for the project in a manner that facilitates management reports. • Preparation of information for the annual audit • Preparation of monthly comparison of accounts, such as (Revenue, Expenditure, receipt and payment, etc.). • Keep up to date record of payments made to contractors. • Ability to work to tight deadlines and under pressure. • Will be responsible for auditing and financial management.
11.	Assistant Director (IT)	<ul style="list-style-type: none"> • To assist the wings/ sections of the office to generate reports/ outputs. • Prepare, organize, and file office documents & maintain record computerized

		<ul style="list-style-type: none"> • Monitoring database efficiency Sustaining the security and integrity of data. • Monitor the operation and security of all computer hardware and ensure that it is operating properly • Ensure that all software runs with no output errors, no response time problems and functioning according to specifications • Carry out the repairs and maintenance of all PCs, printers, telephones, interactive system, etc. • Maintain all users access request and authorizations (Windows, E-mails etc.) • Managing the overall network system & multimedia.
12.	Junior Clerk	<ul style="list-style-type: none"> • To assist in management of administrative matters of Project Management Unit. • To Maintain Record.
13.	Account Clerk	<ul style="list-style-type: none"> • To assist in management & financial matters of Project Management Unit • Will work as an assistant of Deputy Director (Finance) to deal the financial matters. • Assist in preparing record for annual audit
14.	AutoCAD Operator	<ul style="list-style-type: none"> • Performs duties consistently and accurately in accordance with required job standards. • Contributes to the efficient workings of Design Department • Assist department with tasks as required to support the project team in the design process, to create sketches and drawings that work • Creating and continually updating project drawings lists. • Printing various formats of drawing sets for project team.
15.	Drivers	Run Govt. Vehicle according to rules
16.	Office Boy	As per Govt. rules
17.	Dak Runner	As per Govt. rules
18.	Security Guar	As per Govt. rules