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**Municipal Services  
Delivery Program**



## Sindh Municipal Services Delivery Program (MSDP)

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02

### Job Description of Assistant Director - Execution

**Issue Date:**  
Feb, 2017

<b>Job Title</b>	Assistant Director - Execution	<b>Department / Division</b>	Works
<b>Location</b>	PMU, Head Office, Karachi	<b>Grade</b>	Equivalent to 17
<b>Reporting to</b>	Deputy Director (Execution)	<b>Reporting Positions</b>	Clerical Staff
<b>Terms of Service</b>	Contract		

### 1.0. Statement of Position

The position of Assistant Director (Execution) was established for the purpose of assisting Deputy Director (Execution) in the execution of overall infrastructure works within the program and to provide technical expertise with regard the physical execution of all civil works of the program.

### 2.0. Duties and Responsibilities

He will assist Deputy Director (Execution) to carry-out the following tasks effectively:

- 2.1. Apply proven experience on municipal infrastructure projects to complete preliminary and detailed execution of overall infrastructure under the program.
- 2.2. Prepares and follow up the plans and detailed programs for the projects execution within the contractual periods.
- 2.3. Implements assigned activities and/or projects work adhering to contract norms.
- 2.4. Monitoring the pace and quality of work executed and assure that the work is done according to the technical specifications and schedules.
- 2.5. Prioritize overall project management and ensure successful execution of tasks with effective utilization of resources.
- 2.6. Provide technical guidance and mentoring of project team members including other engineers and technical support staff.
- 2.7. Oversee the program infrastructure, visit periodically to sites to assess performance and ensure delivery of program implementation and instruction materials.

- 2.8. Make recommendations for efficiencies to streamline or improve program processes.
- 2.9. To ensure the timely development of progress report and forwards the comments/ suggestions to Deputy Director (Execution).
- 2.10. Monitor the actual expenses in comparison with the budget and take necessary action where ever required under the supervision of Deputy Director (Execution).
- 2.11. Maintain close liaison with field officers to identify deviations (if any) for the project execution as compared to original schedule.
- 2.12. Collect and update information about project sites under execution and report to Deputy Director (Execution) about project's situation.
- 2.13. Promotes public interest and understanding of the program for the purpose of improving relations with stakeholders.
- 2.14. Coordinate with different projects sites in respect to distribution of resources effectively.
- 2.15. Liaison with citizens, government, civil organization, regulatory authorities and contractors.

### **3.0. Additional Job Functions**

The Assistant Director Design shall exercise such other powers and perform such other duties as may be assigned to him, from time to time, by Deputy Director (Execution), and shall be responsible for prompt and proper implementation of his instructions.

### **4.0. Preferred Qualification and Experience**

- BE/ BSc in Engineering from a reputed foreign/ local University recognized by the HEC.
- Proven experience in municipal planning, execution and project management.
- Ability to ensure that construction project documentation, establishment of records, and preparations of required reports are in compliance with the law, government regulations, and policies & rules.
- Minimum of 5 years experience in municipal engineering, executing basic infrastructure projects.
- Maximum 40 years, however age may be relaxed in exceptional/ experienced cases.

### **5.0. Knowledge and Skills**

- Ability to convey complex concepts through simplified approaches, tools and transfer knowledge to local project staff and counterparts.
- Should be a team player.
- Excellent report writing skills: oral and written fluency in English essential.
- Working knowledge of design software's would be an asset.
- Capacity to efficiently use computer software such MS Word, Excel and Power point. Also command on AutoCAD and Adobe.

## 6.0. Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities of employees to this job.

	<b>Name</b>	<b>Designation</b>	<b>Signature with date</b>
<b>Issued By</b>			
<b>Reviewed by</b>			
<b>Approved By</b>			