



**USAID**  
FROM THE AMERICAN PEOPLE



**Municipal Services  
Delivery Program**



## Sindh Municipal Services Delivery Program (MSDP)

**Document No:**  
MSDP-JD-DDD-06

**Issue No:**  
02

### Job Description of Deputy Director - Design

**Issue Date:**  
Feb, 2017

<b>Job Title</b>	Deputy Director - Design	<b>Department / Division</b>	Works
<b>Location</b>	PMU, Head Office, Karachi	<b>Grade</b>	Equivalent to 18
<b>Reporting to</b>	Director General (Works)	<b>Reporting Position</b>	Assistant Director (Design)
<b>Terms of Service</b>	Contract		

### 1.0. Statement of Position

Under the general direction of the Director General (Works), Deputy Director - Design, directs and supervises the activities of the Works Division of the Sindh MSDP as assigned, including preparation of technical design documents, engineering drawings and contract documents for municipal infrastructure projects. Provide technical expertise with regard to the design estimates all civil works of the program.

### 2.0. Duties and Responsibilities

#### 2.1. Program Implementation and Infrastructure

- Apply proven experience on municipal infrastructure projects to complete preliminary and detailed design of storm and sanitary sewer collection system, water distribution systems and pumping stations.
- Prepare engineering design calculations, design briefs and technical reports for municipal infrastructure.
- Produce base plan from topographic and survey plans; site and grading / drainage plans.
- Design sketches, plan, profile and design drawings following municipal design standards for Sindh MSDP.
- Prepare designs and detailed drawings of program.
- Ensure program activities are accordingly planned and directed to achieve affirmed targets and standards for MSDP.
- Assist staff with survey and field inspections in the selected municipalities to identify preliminary set of potential infrastructure upgrade schemes.
- Ensure accomplishment of goals and objectives within prescribed time frame and funding parameters, give input for budget.
- Complete functional and detailed design of municipal infrastructure
- Produce municipal infrastructure masters plan and studies.
- Communicate program status with PSC on regular basis.

- Handle and advise DG-Works on all technical matters of the program related to planning, design, technical specification, project report and quality control etc

## **2.2. Coordination and Relation**

- Coordinate with relevant clients, Government agencies, Non-Governmental Organizations and contractors for their input as and when required.
- Coordinate drafting and design requirements with staff from other units or offices, as required.
- Assure the program and its mission and services are consistently presented in effective manner for positive image to relevant stakeholders.

## **2.3. Administration and Human Resource**

- Effectively manages the administration and human resources of the program according to approved policies and procedures that fully conform to current rules and regulations
- Assist the technical wing of the program at all levels and provide technical/design guidelines as given by DG with regard to the design estimates and physical execution of all civil works of the program.
- Prepare technical reports and assist with preparation of proposals.
- Prepare contract quantities and cost estimates.
- Prioritize overall project management and ensure successful project delivery.
- Design technical guidelines and mentoring of project team members including other engineering and technical support staff.
- Schedule of staff and contractors to ensure safe and efficient delivery of services.
- Attend client meetings and prepare meeting minutes / notes as requires.
- Provide training and supervision of employees.
- Ensure appropriate employees training where needed.

## **3.0. Additional Job Functions**

The DD-Design shall exercise such other powers and perform such other duties as may be assigned to him, from time to time, by Director General -Works, and shall be responsible for prompt and proper implementation of his instructions.

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

- MSc in Engineering or BE/ BSc from a reputed foreign/ local University recognized by the HEC with additional training and compensatory experience.
- Minimum of 7 years experience in municipal engineering, designing and building basic infrastructure projects.
- Proven experience in municipal planning, design, contract administration and project management.

- The candidate should ideally be under 45 years of age; however age may be relaxed in exceptional/ experienced cases.

### 5.0. Knowledge and Skills

- **Complex Problem Solving** - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Coordination** - Adjusting actions in relation to others' actions.
- **Time Management** - Managing one's own time and the time of others.
- **Management of Personnel Resources** - Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Reporting** – excellent report writing skills; oral and written English fluency in English essential.
- **Computer Proficiency** – Capacity to effectively use computer software such as MS word, Power point and excel.

### 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.

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