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**Municipal Services
Delivery Program**



Sindh Municipal Services Delivery Program (MSDP)

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Job Description of Deputy Director - Execution

Issue Date:
Feb, 2017

Job Title	Deputy Director – Execution	Department / Division	Works
Location	PMU, Head Office, Karachi	Grade	18 or equivalent
Reporting to	Director General (Works)	Reporting Position	Assistant Director (Execution)
Terms of Service	Contract		

1.0. Statement of Position

Under the general direction of the Director General (Works), Deputy Director - Execution, directs and execute the overall infrastructure works as assigned. Provide technical expertise with regard to the design estimates all civil works of the program. The main responsibility of Deputy Director – Execution is to ensure execution of projects is completed in a timely and cost-effective manner.

2.0. Duties and Responsibilities

2.1. Program Implementation and Infrastructure

- Assess needs and issues that arise during execution and develop resolutions or recommend specific solutions such as alternate methods and procedures, changes in processing methods and practices, or redesign of processes.
- Prepare and follow up the plans and detailed programs for the projects execution within the contractual periods.
- Preparing and implementing work schedules adhering to contract norms.
- Ensure program activities are accordingly planned and directed to achieve affirmed targets and standards for MSDP.
- Ensure accomplishment of goals and objectives within prescribed time frame and available resources.
- Advises the Asst. Director to collect deviations (if any) for the project execution as compared to the original schedule and DG on all execution matters of the program related to planning, implementing, project report and quality control etc

2.2. Coordination and Relations

- Coordinate with relevant clients, Government agencies, Non-Governmental Organizations and contractors for their input as and when required.
- Coordinate execution plans 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.
- Coordinate between different projects sites with respect to re-distribution of resources.

2.3. Administration and Human Resource

- Responsible for project cost monitoring and control.
- Study technical problems that may occurs and arrange to solve them.
- Study the progress reports and forwarded with the comments / suggestion to DG.
- Monitors the actual expenses in comparison with the budget and propose necessary action where ever required.
- Collect and update information about projects under execution and report to DG about project situation.

3.0. Additional Job Functions

The DD-Execution 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.
- Ability to ensure that construction project documentation, establishment of records and preparations of required reports are in compliance with law, government regulations, policies and rules.
- 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
Issued By			
Reviewed by			
Approved By			