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**Municipal Services
Delivery Program**



Sindh Municipal Services Delivery Program (MSDP)

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Job Description of Director General

Job Title	Director General	Department / Division	Works
Location	PMU, Head Office, Karachi	Grade	Equivalent to 20
Reporting to	Program Director (PD)	Reporting Positions	Directors (PSU) Deputy Director (Design) Deputy Director (Execution)
Terms of Service	Contract/ By Transfer		

1.0. Statement of Position

The Director General (Works) will be responsible for execution of overall infrastructure works under the program. The Director General (Works) shall be responsible for the management of all functional areas under the Sindh MSDP. He shall, in all his actions, be responsible and accountable to the general laws and legal provisions of the country. DG would lead the technical wing of the program and provide technical guidelines with regard to the design estimates and physical execution of all civil works of the program. DG will work directly under the supervision of Program Director.

2.0. Duties and Responsibilities

2.1. Program Implementation and Infrastructure

- Responsible for the design and implementation of infrastructure upgrade schemes under overall guidelines of the Program Steering Committee (PSC).
- Ensure program activities are accordingly planned and directed to achieve affirmed targets and standards for Sindh MSDP.
- Decisions of the Program Steering Committee are communicated to all levels of the program and are implemented.
- Conduct survey jointly with Director Reforms 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.
- Hold consultative meetings to identify future sub project.
- Utilize USAID-Financed engineering firm in the design and implementation of infrastructure upgrade schemes.

- Utilize the services of USAID-financed engineering contractor in the preparation of master plan, engineering design, development of specifications and GoS tenders for the procurement of construction services as per Sindh PPRA rules and supervision of construction contractors hired by the PMU to implement infrastructure upgrade schemes, as well as the development of operations and maintenance (O&M) systems for use by the municipalities.
- Strive for Capacity Building of Program staff and coordination with institutions and departments working on project management for improve municipal services.
- Liaise with local authorities and ensuring that Sindh MSDP complies with environmental and provincial law, regulation and norms of practices.
- Ensure the proper compliance of procurement, Financial Management and M&E Frameworks as prepared for the program under Capacity Building Plan.
- Handle and advise PD on all technical matters of the program related to planning, design, technical specification, project report and quality control etc.
- He is also responsible for interaction in technical matters with person/ organization/ institution outside the Sindh MSDP and to build public awareness programme on technical activity of the project.
- Evaluate programs and provide feedback as needed.
- Communicate program status with PSC on regular basis.

2.2. Coordination and Relations

- Ensure that program culture is maintained and developed, including its values, the reputation among stakeholders especially Government of Sindh.
- Coordinate with relevant Government and Non-Governmental Organizations for their input as and when required.
- Assure the program and its mission and services are consistently presented in effective manner for positive image to relevant stakeholders.
- Discuss and communicate technical decision to counterpart or authority on behalf of the program.
- Maintain open communication lines among staff, management, contractors and consultants and participants.
- Schedule of staff and contractors to ensure safe and competent delivery of services.

2.3. Administration and Human Resource

- Supervises the technical wing of the program at all levels and provide technical guidelines with regard to the design estimates and physical execution of all civil works of the program.
- Effectively manages the human resources of the program according to approved policies and procedures that fully conform to current laws and regulations

- Interface with, and cultivate relations with, professional and community partners.
- Ensure timely procurement of construction materials and release of payments to the contractors/vendors.
- Procure services and machinery through reputed contractors/vendors for the execution infrastructure schemes of Water Supply, Solid Waste Management and Street Lighting, safe drinking water.
- Lead and supervise the preparation of Master Plans including GIS Mapping, surveys and related technical studies suggesting feasible proposals.
- Ensure appropriate employees training where needed.

3.0. Preferred Qualification and Experience

- Master's degree in Environmental Engineering and/or related field preferably with majors in Public Health Engineering.
- Degree in Project Management will be given preference. Understanding of democracy and governance program goals and familiarity with best practices in project design, development, implementation and/or evaluation is a must.
- The incumbent should be familiar with applicable Pakistani laws and regulations that shape, constrain, or otherwise impact efforts to improve governance in the country.
- Professional level experience in governance related management in the public or private sector, preferably related to municipal service delivery.
- The candidate should ideally be under 50 years of age; however age may be relaxed in exceptional/ experienced cases.

4.0. Additional Job Functions

The DG shall exercise such other powers and perform such other duties as may be assigned to him, from time to time, by Program Director and/or PSC, and shall be responsible for prompt and proper implementation of his instructions.

5.0. Knowledge and Skills

- **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Management of Personnel Resources** - Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Speaking/Active Listening** - Talking to others to convey information effectively and giving attention to what other people are conveying, taking time to understand the points being made.
- **Coordination** - Adjusting actions in relation to others' actions.
- **Time Management** - Managing one's own time and the time of others.
- **Management of Material Resources** - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

- **Computer Proficiency** - because of the continually increasing use of computers in our daily communications and work, the knowledge of computer systems and the ability to work with at least MS Office

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			