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**Municipal Services
Delivery Program**



Sindh Municipal Services Delivery Program (MSDP)

Document No:
MSDP-JD-DPSU-
25

Issue No:
02

Issue Date:
Feb, 2017

Job Description of Director- PSU

Job Title	Director - PSU	Department / Division	PSU Field Offices
Location	Larkana, Sukkur, Mirpur Khass	Grade	Equivalent to 19
Reporting to	Project Director and Director General (Works)	Reporting Positions	Assistant Executive Engineer Sub Engineer (E&M) Sub Engineer (Civil) Assistant Director Reform Assistant Director F&A
Terms of Service	Contract		

1.0. Statement of Position

The Director - PSU will work under the direct supervision of Program Director with consultation of Director General (Works), and responsible for the overall direction, coordination, implementation, execution, control and completion of projects strictly within deadlines ensuring consistency with Sindh MSDP strategy, commitments and goals. He will also be responsible for acquiring resources, coordinating the efforts of team members and arrangements of third party contractors/consultants in order to deliver projects according to plan.

2.0. Duties and Responsibilities

2.1. Program Implementation and Infrastructure

- Responsible for the overall direction, coordination, implementation, execution, control and completion of projects strictly within deadlines ensuring consistency with Sindh MSDP strategy, commitments and goals.
- Direct and manage project development from beginning to end.
- Prepare and implement plans and strategies for capacity development, revenue enhancement, communication, service delivery, development and cross cutting issues.
- Strengthen inter-governmental, intra-municipal and inter-municipal relations through strengthened coordination and partnership building for convergence and synergy development.
- Improve local stakeholders and beneficiaries (urban communities, universities, private sector, civil, society organizations, line departments, etc)

participation in municipal governance and development processes through participatory planning, budgeting, implementation and oversight.

- Prepare, coordinate, implement, supervise and follow up the annual, quarterly and monthly plans, budgets and detailed programs for the projects execution.
- Improve financial management and financial reporting practices including budgeting and accounting.
- Preparing and implementing work schedules adhering to contract norms.
- Ensure program activities are accordingly planned and directed to achieve affirmed targets and standards for Sindh MSDP.
- Ensure accomplishment of goals and objectives within prescribed time frame and available resources.
- Develop best practices and tools for project execution and management.
- Collect and prepare update information about project and reports submit to DG (Works) annually, quarterly, monthly and weekly.

2.2. Coordination and Relations

- Create and foster partnerships and fellowships with government institutions, NGO's, private sectors, universities and media for specific area-based service delivery, socio-economic development initiatives, researches, outreach and capacity development.
- Effectively coordinate and communicate project executions to team members and stakeholders in timely and clear manners.
- Liaise with project stakeholders on an on-going basis.
- Build, develop and grow any business relationships vital to the success of the project.
- 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.

2.3. Administration and Human Resource

- Determine personnel requirements of the component and carry out job analysis.
- Delegate tasks and responsibilities to appropriate personnel.
- Coaching, mentoring, motivating and supervises project team members and contractors and influence them to take positive action and accountability for their assigned work.
- Set and continually manage project executions with team and other stakeholders.
- Identify and resolve issues and conflicts within the project team.
- Define project success criteria and disseminate them to involved parties throughout project life cycle.
- Plan and schedule project timelines and milestones using appropriate tools.

- Track project milestones and deliverables.
- Productively manage changes in project scope, identify potential crises and devise contingency plans.
- Conduct project post mortems and create a recommendation reports in order to identify successful and unsuccessful project elements.

3.0. Additional Job Functions

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

4.0. Preferred Qualification and Experience

- Master's in Local/ Municipal Governance, Management, Public Administration, or related field from a reputed foreign/ local University recognized by the HEC.
- Experience in the execution of governance reform, capacity development, service delivery improvement and project management.
- Minimum 7 years experience of Project Management preferably (experience in the execution of government reforms will be asset).
- Maximum 50 years, however age may be relaxed in exceptional/ experienced cases.

5.0. Knowledge and Skills

- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- In-depth understanding of municipal governance and development; proven qualities in management and partnership building with the government.
- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Working knowledge of construction legal issues including contracts, liens, labor standards and other related topics.
- Excellent report writing skills; oral and written English fluency in English essential.
- 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.