

## DIRECTOR POLICY, PLANNING AND PROJECTS

<b>Duty Station:</b>	Peshawar
<b>No of Positions:</b>	01
<b>Report To:</b>	Managing Director
<b>Salary Package:</b>	Equivalent to BPS 19 of KP Project Pay Policy

### A. Job Description

#### i) Overall Role

The Director Policy, Planning and Project Preparation will report to the Managing Director. He/she will be responsible for the development of sustainable Urban Mobility Policies, preparation of sustainable Urban Mobility Master Plans (UMMP) and supporting implementation programs for nominated urban centres of Khyber Pakhtunkhwa in accordance with the Khyber Pakhtunkhwa Urban Mass Transit Act, 2016 (the Act) which is to ensure the planning, establishment, regulation and management of modern and sustainable mass transit and complementary urban mobility systems in the Province of the Khyber Pakhtunkhwa.

#### ii) Key Responsibilities

The position of Director Policy, Planning and Project Preparation has as its primary responsibility to ensure the activities and deliverables of the Directorate team comply with the conditions of the Khyber Pakhtunkhwa Urban Mass Transit Act (the Act) and relevant transport sector policies of Khyber Pakhtunkhwa and Federal Government in both substance and spirit.

- Ensure efficient and effective management (both time and resources) of the preparation of evidence based urban mobility policies, the supporting Master Plans and Implementation Programs.
- Provide inclusive leadership and guidance to the Directorate technical team in the process of developing these Policies, Master Plans, and Implementation Programs.
- Manage the preparation these deliverables on a realistic time schedule basis.
- Where supporting legislation updating or amendment is deemed to be required, work with the senior management of KPUMA to (i) secure the resources required and (ii) provide the necessary support and oversight required and (iii) provide the necessary liaison support with the Legal Department.
- Oversight of the preparation project investments to pre-feasibility level for submission by KPUMA Board to Government for review and subsequent funding for implementation.
- Provide recommendations to the Managing Director on the matter of whether the implementation and ongoing management of (i) an implementation program (whole or in part), (ii) a specific project or (iii) any other intervention emanating from any Master Plan prepared by KPUMA or Government transport sector policy is to be assigned to a third party in accordance with the provisions of the Act.
- For project implementation where KPUMA remains responsible for implementation, management and monitoring of the project, provide the necessary oversight for (i) realisation of the necessary technical development of all the project infrastructure components, including (i) appointment of consultants, (ii) conceptual, preliminary and detailed engineering design, (iii) Environmental Impact Assessments (EIA), (iv) public

participation, (iv) monitoring of the construction progress, (v) other activities as may be requested by the Managing Director.

- Prepare overall infrastructure project budgets and supporting Gantt charts as required by the Managing Director or Board of Directors from time to time,
- Conduct regular (at least quarterly) quality-control evaluations of the progress
- Provide inclusive communications with other Directors as required to ensure the efficient, professional and effective operation of the Authority,
- Chair management and technical working group meetings when required,
- Prepare necessary reports for the Managing Director or Board of Directors as requested.

### **iii) Key Tasks**

- Provide leadership and strategic direction to the directorate to ensure all operations are appropriate, coordinated, monitored and of the highest quality;
- Preparation of urban transport policies, master plans, strategies, road map, documentation of investment projects and annual sustainable sector targets;
- Oversight of the development and upkeep of the transport demand forecasting model as is required for the development of the urban mobility Master Plan and Implementation Program;
- Preparation of specifications and tender documents for the development of Urban Mobility Master Plan investments including non-motorised, public transport, mass transport modes and the necessary complementary measures required.
- Examination of all land use master plans, schemes and projects primarily related to infrastructure to ensure their compatibility, suitability and sustainability with present and future mass transit systems, schemes and projects, and issue no objection certificates for the master plans in accordance with long term plans, strategies, roadmaps and projects pertaining to mass transit systems;
- Develop strategies and business plans of the Directorate and report on progress in implementation of these strategies and plans;
- Develop and implement Directorate's policies, procedures, practices, standards and tools that are consistent with the Act and relevant rules, regulations, policies and practices;
- Conduct surveys, studies and research work;
- Maintain a cooperative, inclusive, professional and outcome focused (CIPOF) team approach;
- Provide Operational Reports to Managing Director, Board of Directors as required;
- Planning, directing, and coordinating the internal administration of the division;
- Assessing the performance of the Directorate and conducting meetings with staff to determine key problems and formulate solutions to address any problems identified;
- In accordance with KPUMA procedures, lead the annual team review of the activities of the Directorate for the purposes of benchmarking the achievements to-date, future KPIs to be targeted as part of the review of the KPUMA Business plan and relevant Operating Manuals. Document the relevant processes to be followed to achieve these KPI targets while ensuring harmonisation of these activities with other KPUMA Directorate;
- Identify employee training needs of the Directorate and coordinate with HR department for imparting trainings;
- Maintaining professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies; and

- Other tasks as may be requested by the Managing Director from time to time.

## **B. Position Requirements**

### **i) Attainments**

#### **a) Qualification**

Master in transport policy / transport planning / transport engineering/ transport economics / transport / transportation planning and engineering / civil engineering (core modules and research in transportation) or related discipline with Bachelor in civil engineering /urban and regional planning/ city and regional planning from a HEC recognized university.

Specialized Training – management, public /urban transport, land use planning, leadership, strategic management, professional team building, procurement or any other training considered relevant for the position.

Active affiliations – membership of relevant recognized Industry or Professional Organisations.

#### **b) Experience**

At least 10 years of post-qualification relevant experience including 5 years at a mid-level management position. Proficiency in IT, Microsoft Office and relevant software(s) is essential.

### **ii) Core Competencies**

- Proven experience in leading a multidisciplinary team of transport specialists covering policy preparation, transport demand modelling, Urban Mobility Master Plan preparation and Implementation Program preparation;
- Proven experience and knowledge in the procurement of infrastructure works, preferably in the passenger transport sector;
- Understanding of the role of new technologies in the mass transit operations and management;
- Demonstrated knowledge of the urban transport sector in Pakistan, its challenges and opportunities;
- Above average skills in consultative team building and organizational management,
- Excellent skills in negotiations and contractual matters;
- Demonstrated ability to lead corporate entities to achieve successful outcomes in an inclusive and timely manner and within budget;
- Demonstrated ability to take responsibility and to delegate responsibility in organisations in accordance with sound management principles;
- Mature, credible, and comfortable in dealing with senior management, line agencies, general public and other stakeholders;
- Empathic communicator, able to see things from the other person's point of view; and
- Proficiency in IT, Microsoft Office and relevant software (s) is essential.

### **iii) Circumstances**

- Age 35-50 years.
- Fluency in English and Urdu. Pashto will be considered an added advantage.
- Good health, allow to work long and irregular hours (when required).