

DEPUTY DIRECTOR MONITORING AND EVALUATION (M&E) AND COMPLIANCE

Duty Station:	Peshawar
No of Positions:	01
Report To:	Director Compliance, Monitoring and Accreditation
Salary Package:	Equivalent to BPS 18 of KP Project Pay Policy

A. Job Description

i) Overall Role

The Deputy Director M&E and Compliance will report to the Director Compliance, Monitoring and Accreditation. He/she will be responsible for on-going monitoring of the assigned declared project (e.g. Peshawar BRT to TransPeshawar), mass transit licenses to ensure compliance, compliance with the conditions of licenses, vehicle standards, environmental conditions, safety, accessibility and other urban mobility related matters as may be requested.

ii) Key Responsibilities

The position of Deputy Director M&E and Compliance has as its primary responsibilities:

- Project implementation where KPUMA remains responsible for implementation, management and monitoring of the project;
- Ongoing oversight of the projects contracted to transport companies against terms and conditions;
- Conduct regular quality-control evaluations of the progress;
- Provide support and guidance to the Director Compliance, Monitoring and Accreditation on matters pertaining to the issue and monitoring of Mass Transit vehicle licenses and route permits.
- Ensure the service providers and their operations are provided in accord with the approved Urban Mobility Master Plan, KPUMA's specifications and standards and any relevant transport sector policies of Khyber Pakhtunkhwa and Federal Government in both substance and spirit.
- Work with the senior management of KPUMA where licencing legislation needs to be updated or amended to improve of public transport fleet and service delivery.
- Where licencing issues impact on public transport operating standards and other matters, work with Deputy Director Accreditation on reviews of standards of the service providers.
- The line management of Licencing Officers, Data Entry Operators at the licencing centre.
- Management of the computer based recording of all Mass Transit licencing records, statistics and other relevant information on a timely basis.

iii) Key Tasks

- Establish and maintain effective third-party oversight of declared project;
- Oversight of declared projects on delivery and on-going maintenance;
- For non-assigned Declared Projects or implementation programs (as per Section 2 sub section L of the Act)- technical supervision for the implementation and relevant ongoing maintenance, operation and selected monitoring of the project;

- Provide management, support and guidance for the regulated activities of the Licencing Branch.
- Maintain a cooperative, inclusive, professional and outcome focused (CIPOF) team approach.
- Provide reports to the Director Compliance, Monitoring and Accreditation as required.
- Plan, direct and coordinate the internal administration and functioning of the Licencing Branch.
- Review annually the activities of the Mass Transit Licencing Branch against future KPIs to be targeted as part of the review of the KPUMA Business Plan and relevant Operating Manuals.
- Assess the performance of the Mass Transit Licencing Branch, conducting meetings with staff including regular individual staff performance reviews and formulate solutions to address any problems identified
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, expanding professional networks, and participating in professional societies
- Perform other related duties as required.

B. Position Requirements

i) Attainments

a) Qualification

BS or (16 years of Education) in civil engineering /urban and regional planning/ city and regional planning / mechanical engineering, Preference will be given to specialization in transportation. / Business Administration / Project Management from a HEC recognized university.

b) Experience

At least 5 years of post-qualification relevant experience. Experience in a similar role or as a licensing supervisor will be preferred. Proficiency in IT, Microsoft Office and relevant software(s) is essential.

ii) Core Competencies

- Experience and knowledge in the licencing of vehicles and routes, preferably in the public transport sector.
- Experience in effectively implementing government regulations and standards.
- Experience in the dealing with public transport service providers.
- Excellent oral and written communication skills.
- Demonstrated ability to manage a team of licencing and administrative personnel.
- Demonstrated ability to achieve successful and timely outcomes within a defined budget.

- Demonstrated ability to take responsibility and to delegate responsibility.
- Demonstrated knowledge of the urban transport sector in Pakistan, its challenges and opportunities; and
- Proficiency in IT, Microsoft Office and relevant software (s) is essential

iii) Circumstances

- Age not exceed 45 years.
- Fluency in English and Urdu. Pashto will be considered an added advantage.
- Good health, allow to work long and irregular hours (when required).