

DEPUTY DIRECTOR POLICY AND PLANNING

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

A. Job Description

i) Overall Role

The Deputy Director Policy and Planning will report to the Director Policy, Planning and Project. He/she will lead the development of sustainable Urban Mobility Policies, preparation of sustainable Urban Mobility Master Plans (UMMP) for urban centres of Khyber Pakhtunkhwa in accordance with the Khyber Pakhtunkhwa Urban Mass Transit Act, 2016 (the Act).

ii) Key Responsibilities

The major responsibilities of the Deputy Director Policy and Planning include but are not limited to the following:

- Preparation of evidence based urban mobility policies, the supporting master plans and implementation programs;
- Lead technical team in the process of developing policies, master plans, and implementation programs.
- Prepare and recommend any updating or amendment in legislation and liaise with legal team.

iii) Key Tasks

The major tasks of the Deputy Director Policy and Planning include but are not limited to the following:

- Preparation of urban transport policies, master plans, strategies, road map, documentation of investment projects and annual sustainable sector targets;
- Development and upkeep of the transport demand forecasting model as is required for the development of the urban mobility master plan and implementation program;
- 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;
- Supervise the preparation of service plans based on demand estimates and subsequently fleet requirements and outline specifications;
- 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 Director Policy, Planning and Project as required;

- Assessing the performance of the Directorate and conducting meetings with staff to determine key problems and formulate solutions to address any problems identified;
- In conjunction with the Authority's HR policy, perform various HR function such as performance management including agreeing on performance indicators and targets, and performance evaluation; probation review; take disciplinary actions, staff training and development etc.;
- Maintaining professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies; and
- 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 from a HEC recognized university. Preference will be given to specialization in transportation.

b) Experience

At least 5 years of post-qualification relevant experience. Experience in a similar role/ mass transit system will be preferred. 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;
- 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 not exceeding 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).