

DEPUTY DIRECTOR PROJECTS

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 Projects will report to the Director Policy, Planning and Project. He/she will be responsible for implementation and compliance of programs for nominated 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 Projects include but are not limited to the following.

- Prepare project/investment proposal for review and subsequent funding for implementation;
- Social safeguard, environment economic plans based on demand estimates and subsequently fleet requirements and outline specifications
- Prepare overall infrastructure project budgets and supporting Gantt charts as required by the Director Policy, Planning and Project from time to time;
- Prepare and recommend any updating or amendment in legislation and liaise with legal team; and

iii) Key Tasks

The major tasks of the Deputy Director Projects include but are not limited to the following:

- 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.
- Lead proposed project cost estimates, economic and financial analysis, social and environment assessment
- 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 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 and knowledge in the procurement of infrastructure works, preferably in the passenger transport sector;
- Knowledge and experience of work in transport sector projects financed by International Financial Institutions will be considered an advantage;
- Proven experience of conducting socio, economic and environment assessment of an infrastructure project;
- 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).