

Job Descriptions of PCU And City Implementation Team Staff

Section A: Project Coordination Unit

Sr. No.	Position Title	No. of posts	Job Description
Incremental Staff			
1	Project Coordination Specialist (HUD & PHED)	1	<p><u>Qualifications and Skills:</u></p> <p>A graduate or postgraduate degree in engineering (civil, electrical, mechanical, environmental) preferably, or social sciences. In general, 8 years of experience with minimum 2-3 years of experience in project management and coordination, preferably minimum 2-3 years' experience in a government organization or development sector project. Strong project management skills, including planning, budgeting, development, and reporting. Knowledge of infrastructure development relevant related to Urban Municipal services. Excellent communication and interpersonal skills, with the ability to work effectively with diverse groups of stakeholders. Strong analytical and problem-solving skills, with the ability to identify and address issues in a timely manner.</p> <p><u>Job Description:</u></p> <p>The role and responsibilities of the position entail the following: (i) Develop and implement project plans, timelines, and budgets in collaboration with relevant stakeholders, including local government officials, engineers, and contractors; (ii) Ensure compliance with project specifications and quality standards through regular site visits, inspections, and monitoring, (iii) Facilitate the procurement of materials and services required for the projects and ensure that all procurement processes adhere to the relevant policies and regulations; (iv) Manage project risks and provide timely reporting on project status and progress to the relevant stakeholders; (v) Provide technical support and guidance to project teams, contractors, and consultants, as required; (vi) Develop and maintain effective working relationships with key stakeholders, including local communities, government officials, and other relevant organizations.</p>

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2	Project Coordination Specialist (LG&CDD)	1	<p><u>Qualifications and Skills:</u></p> <p>A graduate or postgraduate degree in engineering (civil, electrical, mechanical, environmental) preferably, or social sciences. In general, 8 years of experience with minimum 2-3 years of experience in project management and coordination, preferably minimum 2-3 years' experience in a government organization or development sector project. Strong project management skills, including planning, budgeting, development, and reporting. Knowledge of infrastructure development relevant related to Urban Municipal services. Excellent communication and interpersonal skills, with the ability to work effectively with diverse groups of stakeholders. Strong analytical and problem-solving skills, with the ability to identify and address issues in a timely manner.</p> <p><u>Job Description:</u></p> <p>The role and responsibilities of the position entail the following: (i) Develop and implement project plans, timelines, and budgets in collaboration with relevant stakeholders, including local government officials, engineers, and contractors; (ii) Ensure compliance with project specifications and quality standards through regular site visits, inspections, and monitoring; (iii) Facilitate the procurement of materials and services required for the projects and ensure that all procurement processes adhere to the relevant policies and regulations; (iv) Manage project risks and provide timely reporting on project status and progress to the relevant stakeholders; (v) Provide technical support and guidance to project teams, contractors, and consultants, as required; (vi) Develop and maintain effective working relationships with key stakeholders, including local communities, government officials, and other relevant organizations.</p>
03	Admin, Finance & HR Specialist	1	<p><u>Qualifications and Skills:</u></p> <p>A graduate or preferably postgraduate degree in finance, accounting, business administration, HR management or related field. In general, minimum 10 years of relevant work experience in administration, finance, and procurement, preferably minimum 3 year experience in an ADB-funded project or similar environment. Knowledge of ADB procurement guidelines, financial</p>

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			<p>management policies, and reporting requirements. Strong analytical and problem-solving skills, with the ability to work independently and as part of a team. Excellent communication and interpersonal skills, with the ability to work effectively with stakeholders from diverse backgrounds. Strong computer skills, including proficiency in Microsoft Office and accounting software.</p> <p><u>Job Description:</u></p> <p>The role and responsibilities of the position entail the following: (i) Manage the financial resources of the PCU and DREAMS projects and ensure compliance with all relevant rules and regulations; (ii) Monitor budgets, prepare financial reports, and provide guidance and advice to project staff on financial management issues; (iii) Work closely with the Project Coordination and Project Compliance Specialists to ensure compliance with procurement rules and procedures; (iv) Oversee the administrative functions of the PCU and DREAMS projects, including human resources, logistics, and general office management; (v) Manage the PCU's filing system and ensure that all records are properly maintained and accessible; (vi) Ensure compliance with all administrative policies and procedures; (vii) Prepare regular financial and administrative reports for the Project Director and other stakeholders as required; (viii) Prepare financial and administrative sections of project progress reports and other deliverables; (ix) Ensure compliance with all relevant laws, regulations, and ADB guidelines related to financial and administrative management; (x) Work closely with the Project Compliance Specialist to ensure compliance with covenants and other requirements related to financial and administrative management; and (xi) Other duties as assigned by the Project Director to meet the objectives of the DREAMS implementation.</p>
04	Project Development Specialist		<p><u>Qualifications and Skills:</u></p> <p>A graduate or preferably postgraduate degree in Civil Engineering, Environmental Engineering, City & Regional Planning, Urban Development Engineering, Transportation Engineering, Architectural Engineering or an equivalent qualification in a relevant field. Preference will be given to the candidate having master's degree or relevant trainings in the above fields or a</p>

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			<p>bachelor's in above mentioned relevant disciplines supplemented with master's in project management, business management or a relevant field etc. Specialized technical or project management certifications will also be considered favorably. Preferably 10 years of overall work experience in project management of infrastructure projects related to Water & Sanitation in Urban Sector.</p> <p><u>Job Description:</u></p> <p>i- Ensure efficient PRF implementation including but not limited to the technical due diligence, sector assessment, cost estimates and financing plans to ensure that the ensuing project documentation / preparation is completed timely and as per the required national and ADB standards and quality.</p> <p>ii- Develop a Monitoring and Evaluation Framework / Project Performance Monitoring System that includes the relevant indicators and activities for maintaining the required national and ADB standards for PRF and ensuing projects.</p> <p>iii- Conduct regular scheduled technical audits, as well as unannounced and unscheduled audits. These audits shall be designed to evaluate the effectiveness of PRF implementation through (i) Readiness Audits: Before specific activities commence to ensure that procedures, personnel, equipment, materials, and facilities are appropriate and in accordance with the Project QA Plan; and (ii) System Audits: Auditing the degree to which the agreed processes in the Project Administration Manual are being implemented; and they are in accordance with the technical specifications and contract documents.</p> <p>iv- Ensure sound management of PRF in collaboration with the team including processing, integration of work processes across functions (e.g., engineering, environmental and social safeguards, gender aspects, economic and financial analysis, other due diligence), project implementation, monitoring and evaluation, recording and preparing ADB compliant progress reports (quarterly, annual and project completion reports) in accordance with PRF legal requirements.</p> <p>v- Assist the PMU with Contract Management, including but not limited to review deliverables and share advice regarding any shortcoming / approval, review invoices and</p>

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			<p>recommend payment approvals; review / advice on variation orders so that planned mission/project outputs are achieved; etc.</p> <p>vi- Oversee / provide technical support in urban planning, surveys and site investigations, development of feasibility studies, concept plans, detailed engineering designs, bid documents, etc. of proposed / ensuing projects.</p> <p>vii- Review the Urban Planning work, including research conducted and the developed population projections and forecast growth management scenarios;</p> <p>viii- Provide assistance / advice in resolving any legal issues related to the land use.</p> <p>ix- Facilitate in resolving issues associated with urban growth management and service provision in order to shift the city management to develop a more resilient, livable and inclusive city.</p> <p>x- Coordinate with the PMU and respective city coordinators for the development of spatial plans along with the collection of the data and information as well as review of the processes adapted for urban regeneration and/or revitalization activities proposed for the ensuing projects,</p> <p>xi- Review the master plans being prepared to enhance the economic development in cities, including their concept plans incorporating site planning, landscape design, transportation and infrastructure systems and share findings / recommended improvements and modifications wherever required.</p> <p>xii- Review of the response from the respective city to determine if the advice, comments, and issues raised have been adequately addressed by the service provider.</p> <p>xiii- Review the developed design selection criteria for candidate subprojects, ensure mainstreaming climate change (climate resilient urban plans and designs), pro-poor and gender equality elements for the design of ensuing projects and liaise with the relevant provincial and district administration officers for managing and prioritizing subprojects.</p> <p>xiv- Provide strategic advice to the PMU and the PSC on policy development for the asset management, delivery and expansion of municipal services infrastructure and operations in the relevant cities in close proximity of city boundaries.</p>

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			<p>xv- Advise PMU and cities' management / service providers on current and impending technical issues in the services delivery associated with proposed / ensuing projects and propose technically and financially appropriate options for the consideration of management;</p> <p>xvi- To assist in devising a mechanism for city utilities to consider medium- and long-term issues and ensure sustainable management of urban services in order to drive transformations change through better asset utilization, redevelopment, rejuvenation, and restructuring;</p> <p>xvii- Assist the team in planning, scheduling and monitoring of annual budgets of PRF PUDP as well as the ensuing project(s) annual work plans and help identify financial and personnel resources and systems, as needed to improve efficiency, effectiveness, accountability, transparency and value for money in the expenditures.</p> <p>Other Tasks:</p> <p>i- Participate proactively in the capacity building of the PMU and partake in training and the public participation process, as needed.</p> <p>ii- Participate in the ADB missions and provide the necessary inputs and information as and when requested.</p> <p>iii- Any other relevant task assigned and mutually agreed by the Consultant and the PMU.</p> <p>Output/ Reporting Requirements:</p> <p>In addition to any other deliverables required as per above listed TORs, the consultant will be required to submit the below mentioned deliverables as per given schedule, or as agreed mutually between parties of the contract;</p>
05	Project Coordination Expert	2	<p><u>Qualifications and Skills:</u></p> <p>A graduate or preferably postgraduate degree in a relevant field such as engineering (civil, electrical, mechanical, environmental), project management, social sciences. In general, minimum 5 years of experience in project coordination and management, preferably in the public sector or public sector development project with international development organizations. Experience in coordinating with multiple stakeholders and managing complex projects. Strong interpersonal and communication skills to effectively engage with government</p>

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			<p>officials, project partners, and other stakeholders. Experience in monitoring and reporting on project progress, risks, and issues.</p> <p>Knowledge of ADB and Government of Punjab policies and procedures related to project implementation, environmental and social safeguards, and procurement. Excellent analytical and problem-solving skills. Familiarity with computer applications such as MS Office, project management software, and data analysis tools.</p> <p><u>Job Description:</u></p> <p>The role and responsibilities of the position entail the following: (i) Supporting the Project Coordination Specialist in overall project coordination and implementation of DREAMS-I projects; (ii) Coordinating with the city-level implementation teams and other relevant stakeholders to ensure effective execution of project activities; (iii) Monitoring the progress of project implementation, identifying issues and risks, and proposing solutions to address them; (iv) Developing and maintaining strong relationships with government officials, project partners, and other relevant stakeholders; (v) Assisting in the preparation of project reports, work plans, and budgets; (vi) Supporting the development of future project pipelines and proposals; (vii) Ensuring compliance with ADB and Government of Punjab policies and procedures, including environmental and social safeguards; (viii) Facilitating communication and collaboration between the different departments and units involved in the project implementation; (ix) Conducting field visits to project sites and providing technical support to the implementation teams; and (x) Supporting the Project Coordination Specialist in organizing and conducting regular meetings of the Project Steering Committee.</p>
06	Project Development Expert	1	<p><u>Qualifications and Skills:</u></p> <p>A graduate or preferably postgraduate degree in a relevant field such as engineering (civil, electrical, mechanical, environmental), architecture, urban planning, or development studies. At least 5 years of relevant experience in project development, preferably in the development sector or with a government agency. Experience in conducting research and analysis to identify potential projects and prepare project proposals. Familiarity with the project cycle, including</p>

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			<p>project design, implementation, monitoring, and evaluation. Excellent analytical and problem-solving skills, with the ability to identify and mitigate project risks. Strong written and verbal communication skills, with the ability to prepare clear and concise reports and project documentation. Knowledge of government regulations and standards related to project implementation. Ability to work independently and as part of a team, with strong interpersonal skills and the ability to work effectively with people from diverse backgrounds. Proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint.</p> <p><u>Job Description:</u></p> <p>The role and responsibilities of the position entail the following: (i) Conduct research and analysis to identify potential projects under the DREAMS portfolio in Punjab; (ii) Prepare project proposals, including project concept notes, feasibility studies, and project design documents; (iii) Work with the Project Development Specialist to ensure that all project proposals are aligned with the overall DREAMS program objectives; (iv) Participate in project appraisal missions and provide technical inputs to ensure that proposed projects are feasible and meet the required standards; (v) Provide technical assistance to the implementation teams to ensure that project activities are aligned with the project design and objectives; (vi) Liaise with relevant government departments and agencies to ensure that projects are implemented in accordance with all relevant regulations and standards; (vii) Contribute to the development of the DREAMS overall strategic plan, and provide technical inputs into the planning and development of new projects; (viii) Monitor and report on the progress of projects under development, and identify any risks or issues that may affect the successful implementation of projects; and (ix) Ensure that all project documentation is complete and accurate, and that project files are kept up-to-date.</p>
07	Human resources Expert	1	<p><u>Qualifications and Skills:</u></p> <p>A graduate or preferably postgraduate degree in HR, Business Administration or a related field. Minimum of 5 years of experience in HR and administration, preferably in development projects funded by international financial institutions. Familiarity with ADB's financial management</p>

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			<p>policies, procedures, and guidelines Excellent organizational and management skills, with the ability to manage multiple tasks and priorities simultaneously. Strong interpersonal and communication skills, with the ability to work effectively with people from different backgrounds and cultures. Strong analytical and problem-solving skills. Proficiency in MS Office applications, particularly Excel and Word.</p> <p><u>Job Description:</u></p> <p>The role and responsibilities of the position entail the following: (i) Monitor human resource talent and ensure that they are in line with the ADB guidelines and standards; (ii) Ensure compliance with all HR covenants and requirements in the loan agreement and other project documents; (iii) Liaise with ADB and other stakeholders on HR matters related to the project; (iv) Develop and implement HR policies and procedures in compliance with ADB guidelines and standards; (v) Manage the day-to-day operations of the PCU, including human resources, and general administration; (vi) Ensure compliance with ADB's HR policies and procedures, and manage the HR services required by the PCU for DREAMS-I implementation.</p>
Technical Experts			
08	Solid Waste Management Expert	1	<p><u>Qualifications and Skills:</u></p> <p>Graduate or preferably postgraduate degree in Civil engineering or Environmental Engineering, or a related field. The candidate should have a general experience of 5 years with at least 2-3 years of relevant work experience in Urban Sector Solid Waste Management, with a proven track record of successful project implementation. Experience working in a similar role in the public sector, with a focus on Integrated Solid Waste Management Design and Operations.</p> <p><u>Job Description:</u></p> <p>Provide input in research tools for technology selection for waste transfer, transportation, treatment and ultimate disposal. To identify and mitigate missing information and devise mechanism and methodology to gather it for selection of design components.</p>

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			<p>Undertake field visits, assist in execution and implementation of the project where design changes are to be made of existing equipment and infrastructure, and support in gap analysis. Contribute and provide input in the preparation of site surveys and stakeholders consultations, analyze the data from field surveys, systematize the information, and assess the potential of various resource recovery components of waste management including recyclables, Refuse Derived Fuel (RDF), and anaerobic digestion, leveraging their synergy for long-term sustainability.</p> <p>To re-formulate and evaluate procedures of waste management and propose technically and financially appropriate options for the consideration of the service provider entities.</p> <p>Monitor and adjust plans and actions as necessary for timely completion of the finalization of priority projects for integrating solid waste management.</p>

Section B: R-WASA City Implementation Team (R-CIT)

Sr. No.	Position Title	No. of posts	Job Description
01	Civil Infrastructure Expert	4	<p><u>Qualifications and Skills:</u></p> <p>Graduate or preferably postgraduate degree Civil Engineering or a relevant discipline; in general, 5 years of relevant work experience in matters related to civil engineering, infrastructure development etc; preferably 3 years of experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions.</p> <p><u>Job Description:</u></p> <p>The role and responsibilities of the position entail the following: (i) provide leadership to administer all ongoing civil works in DREAMS I including technical support to the consultants, contractors etc. in the smooth functioning of infrastructural activities; (ii) provide operational and technical support to engineering team in planning and monitoring of civil works projects including evaluation and recommendation of necessary changes in infrastructural design; (iii) oversee the construction of water supply components under DREAMS-I including water treatment plant, pipelines, and pumping station facilities (iv) work closely with consultants/contractors to prepare the project plans, schedules, design and specifications, possible cost savings measures and potential construction problems; manage and monitor the progress of engineering consultants and other related consultants/contractors in terms of time lines, forecasting, cost, and quality; (v) review the progress of all the civil work projects in the city to ensure that they stay on budget and complete within the projected time schedule; (vi) conduct site investigations and surveys to determine project feasibility and identify any potential risks or obstacles (vii) collaborate with other professionals, such as hydrologists, environmental scientists, and project managers, to ensure that our systems in DREAMS-I are efficient, reliable, and safe; (viii) verify the work plans of the contractors; verify the payment claims of contractors in coordination with engineering consultant; and verify the contract variations, if any, after detailed due diligence of project on site activity in coordination with engineering consultant; and (ix) supervise construction crews and contractors</p>

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			to ensure that projects are completed on time, within budget, and to the required standards of quality.
02	Electrical Infrastructure Expert	2	<p><u>Qualifications and Skills:</u></p> <p>Graduate or preferably postgraduate in a relevant technical subject such as electrical engineering. The candidate must have subject specific technical knowledge and expertise and an eye for detail and a methodical work process. 5 years of relevant work experience in matters related to electrical engineering, infrastructure development etc; preferably 3 years of experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions.</p> <p><u>Job Description:</u></p> <p>The role and responsibilities of the position entail the following: (i) Investigate and undertake analysis on how to improve existing assets and undertake complex calculations in the field; (ii) Summaries scientific and engineering principles in an easy-to-understand manner and write technical reports to summaries findings; (iii) Use of CAD systems to design and specify projects; (iv) Identify new systems and processes to drive quality, efficiency and save costs; (v) Communicate effectively with the clients, colleagues and contractors involved in a project; (vi) Manage and supervise electrical engineering components of water supply under DREAMS-I; (vi) Plan, design and execute electrical engineering projects in coordination with other departments, consultants, and contractors; (vii) Develop technical specifications and standards for electrical works; (viii) Conduct site visits and inspections to ensure compliance with electrical engineering standards and regulations; (ix) Supervise and provide technical support to subordinate staff, including electrical engineers and technicians; and (x) Review and evaluate electrical engineering project proposals, and make recommendations to management.</p>

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03	Mechanical Infrastructure Expert	2	<p><u>Qualifications and Skills:</u></p> <p>Graduate or preferably postgraduate degree in mechanical engineering. A minimum of 5 years of experience in mechanical engineering or a related field with focus strong focus on water supply and sanitation infrastructure is desirable.</p> <p><u>Job Description:</u></p> <p>The roles and responsibilities will entail: (i) plan, design, and supervise the installation of mechanical systems for water supply and sanitation infrastructure, including pumps, valves, and pipelines (ii) develop project plans, budgets, and timelines to ensure timely and efficient completion of projects (iii) collaborate with other professionals, such as electrical engineers, civil engineers, and project managers, to ensure that mechanical systems are integrated seamlessly into the overall infrastructure. (v) regularly visit project sites to assess performance and identify opportunities for improvement and implement corrective actions to optimize system performance (vi) develop and implement preventive maintenance plans to ensure reliable system performance and minimize downtime.</p>
04	Climate Change & Environmental Safeguard Expert	1	<p><u>Qualifications and Skills:</u></p> <p>A postgraduate degree in environmental engineering or post-graduate degree in environmental science or a related discipline; will have at least 4 years of experience in environmental management and monitoring of projects, environmental assessment and/or design and implementation of environmental mitigation measures.</p> <p><u>Job Description:</u></p> <p>The role and responsibilities of the Environmental Safeguards & Climate Change Specialist entail the following: (i) responsible for quality control of third-party environmental compliance reports</p>

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			<p>submitted by CIT and overall project level reporting on environmental compliance that is submitted to ADB on quarterly or yearly basis and disclosure at EA's website; (ii) assist/guide Consultants, PCU and R-WASA experts in any revisions in the EMPs/EIA/IEE that may be required during project implementation; (iii) identify challenges, opportunities, priorities and needs for the development and implementation of the Project's Social Safeguard Plan at all levels; (iv) prepare guidelines, handbooks, and staff instructions on the social safeguard policies and its electronic and web-based materials; (v) assist in the review and development process of the current Environmental and Social Safeguards guidelines in consultation with the Asian Development Bank and PCU and provide support and technical assistance to develop environment and social safeguard responsive strategies and plans; (vi) supervise and support, as and when required, the preparation and finalization of Land Acquisition and Resettlement Plans (LARPs) to confirm compliance with key procedural requirements of the Safeguard Policy Statement (SPS) and the Land Acquisition Act (LAA). In case of any gaps in land acquisition process and ADB SPS, coordinate with the District Revenue Department to address these gaps and seek support from District Land Acquisition Collector office (Deputy Commissioner) as and when required; (vii) conduct safeguard implementation review missions to support the implementation of social safeguards, particularly for the review of Project quality and compliance with the social safeguards; and (viii) Organize and facilitate training programs for PCU, CIT, MCR, contractors and consultants involved in the preparation and implementation of LARFs. Document training reports, share with participants, and report capacity building activities in periodic reports.</p>
05	Internal Auditor	1	<p><u>Skills and Qualifications:</u></p> <p>A graduate or preferably postgraduate degree in finance, accounting, or a related field. A professional certification (e.g., CIA, CMA, CPA) is preferred. Proven minimum 8 year experience in conducting financial audits, preferably within the water supply or infrastructure sector. In-depth knowledge of financial and accounting principles, practices, and regulations. Familiarity with project management principles and methodologies. Strong analytical and problem-solving skills, with the ability to identify and address financial and operational risks. Excellent attention to detail</p>

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			<p>and accuracy in financial analysis and reporting. Effective written and verbal communication skills, including the ability to present complex information in a clear and concise manner. Proficiency in using financial management software and MS Office applications. Ability to work independently and as part of a team, with strong time management and organizational skills.</p> <p><u>Job Description:</u></p> <p>The job description entails the following: (i) Conduct regular and thorough financial audits of water supply projects under DREAMS I to ensure compliance with relevant policies, procedures, and regulations; (ii) Review financial records, transactions, and documentation to assess accuracy, completeness, and integrity; (iii) Identify and investigate any discrepancies, irregularities, or potential financial risks, and recommend appropriate corrective actions; (iv) Verify the proper allocation of project funds and adherence to budgetary constraints; (v) Assess the adequacy and effectiveness of internal controls related to financial management within the water supply projects; (vi) Identify weaknesses or gaps in internal control systems and provide recommendations for improvement; (vii) Monitor the implementation of recommended control measures and ensure compliance; (viii) Identify potential risks and vulnerabilities in financial processes, procedures, and project implementation; (ix) Conduct risk assessments and develop risk mitigation strategies to minimize the likelihood and impact of risks; (x) Monitor and evaluate the effectiveness of risk mitigation measures and recommend adjustments as necessary; (xi) Ensure compliance with relevant laws, regulations, and donor requirements applicable to the water supply projects; (xii) Review project activities and expenditures to ensure adherence to approved guidelines and budgets; (xiii) Collaborate with project teams to address any compliance issues and facilitate corrective actions and Prepare comprehensive and accurate audit reports detailing findings, recommendations, and action plans.</p>

Section C: B-WMC City Implementation Team (B-CIT)

Sr. No.	Position Title	No. of posts	Job Description
01	General Manager Projects	1	<p><u>Qualifications and Skills:</u></p> <p>A graduate or preferably postgraduate degree in Management/Civil Engineering/Public Administration/Public Policy or a relevant discipline. In general, minimum 10 years of relevant work experience in project management, public administration etc. Preferably minimum 7 years of experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions. Knowledge of best practices, laws and policies related to local government and municipal services is essential for this position. Experience of working in the development sector and with international donor organizations would be preferred.</p> <p><u>Job Description:</u></p> <p>The role and responsibilities of the position entail the following: (i) Provide leadership support and oversight of project interventions/investments in the city including supervision of CIT staff, coordination with the district authorities, MC, and the community, and liaison with individual consultants and consultancy firms on related tasks; (ii) Act as an interface between PCU head office in Lahore and key stakeholders in the city including MC, district administration, utility companies (if any), Construction Supervision consultant, contractors, community etc. for activities related with the implementation of the project; (iii) Ensure compliance with ADB guidelines, Govt. of Punjab regulations, procurement plan, Project Administration Manual (PAM), and loan agreement in the execution of civil works projects in the city; (iv) Manage all the resources deployed at CIT for effective and efficient working of the project including periodic performance evaluation and reporting; (v) Implement project's legislative framework in the city in compliance with ADB guidelines, Loan Agreement, Government of Punjab's regulations and arrange for legal support in case of disputes, legal notice, writ petition etc; (vi) Act as an operational lead in the implementation of internal policies and procedures, communication and coordination protocols etc. to monitor the implementation of project activities more efficiently; (v) Implement systems for generating and disseminating regular reports on project activities and timeframes for review and advise on improving project performance in the city; (vi) Hold progress review meetings with the</p>

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			<p>relevant stakeholders especially Construction Supervision consultant, contractors and MC officials and report to B-WMC accordingly; (vii) advise on all matters relating to the efficient and successful execution of the civil works contracts, and will act at all times to protect the interests of the ADB and will take all reasonable steps to keep the construction costs to a minimum, consistent with sound economic and engineering practices; and will prepare a “Contract Administration and Construction Supervision Manual” outlining routines and standard operating procedures to be applied in contract administration and construction supervision, based on sound internationally recognized practice; (viii) advise the B-WMC in evaluating/resolving contractor’s claims and contractual disputes; (ix) proactively recommend and advice on how to avoid any additional cost and on measures to minimize the costs of legitimate claims; (x) ensure successful execution of civil work contracts according to agreed commercial obligations, financial and qualitative targets.</p>
02	Manager SWM	1	<p><u>Qualifications and Skills:</u></p> <p>A graduate or preferably postgraduate degree in civil engineering, environmental sciences, or waste Management or related subject or equivalent with a minimum experience of 8 years, preferably minimum 4 years of experience in landfill site/ solid waste management planning and designing. Preferably having designed landfills sites, secondary and primary transfer equipment, vehicles design & specification and transfer stations expertise.</p> <p><u>Job Description:</u></p> <p>The role and responsibilities of the Manager Solid Waste Management entail the following: (i) Develop and implement solid waste management plans and strategies in accordance with ADB guidelines and local regulations; (ii) Provide technical guidance and support to the project team and stakeholders on solid waste management issues; (iii) Monitor and evaluate the implementation of solid waste management activities, including waste collection, transportation, and disposal, and identify areas for improvement; (iv) Ensure compliance with environmental and social safeguards requirements related to solid waste management; (v) Coordinate with other technical specialists in the CIT and the</p>

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			<p>infrastructure engineers to ensure the seamless integration of solid waste management activities with other project components; (vi) Prepare and submit reports on the progress of solid waste management activities to the Chief Engineer and other stakeholders; (viii) Develop and deliver training programs on solid waste management to relevant stakeholders, including B-WMC staff and the general public; (ix) Design and review of structural elements of all the design components and solid waste management on cost effective design basis; (ii) Assisting in designing, management and implementation of landfill sites and solid waste management components of the subprojects on cost effective basis including detailed structural drawings; (iii) Assist in the detailed engineering design, drawings and engineers' estimates including all civil, mechanical and electrical work of landfill sites and other treatment options, if any, and garbage transfer station or any other treatment option proposed; and (iv) Support in preparing tendering and bidding documents for landfill sites and other similar components for landfill sites, waste storage, transportation and treatment options, including garbage lifting vehicles and priority equipment in all the SWM component.</p>
03	Manager Finance & Accounts	1	<p><u>Qualifications and Skills:</u></p> <p>A graduate or preferably postgraduate degree in the fields of Business Administration, Finance, Commerce or equivalent from HEC recognized university. Minimum 8 years of post-qualification relevant experience in renowned public/private sector. Excellent administrative, negotiation, and analytical skills. Advanced knowledge of local government laws and policies</p> <p><u>Job Description:</u></p> <p>The role and responsibilities of Manager Accounts & Finance entail the following: (i) Manage the day-to-day accounting and financial operations of the company including cash and bank payment vouchers; (ii) Oversee the preparation of the annual budget, financial forecasts, and cash flow projections; (iii) Ensure compliance with relevant accounting and tax regulations; (iv) Oversee the preparation of financial statements, management reports, and analysis for the senior management team; (v) Develop and implement financial policies, procedures, and internal controls to safeguard company assets and</p>

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			<p>ensure financial integrity; (vi) Manage the company's cash flow, including the preparation of weekly and monthly cash flow forecasts; (vii) Provide financial analysis and support for business development activities, including investment appraisals and due diligence reviews; (viii) Manage the company's payroll, including the preparation and submission of tax and social security returns; (ix) Prepare and submit grant and donor financial reports; (x) preparation of all bills from external parties, suppliers and service providers; (xi) Drawing and paying the contributions to GP fund, pension fund and others for the staff on deputation to the respective offices for credit to their accounts; (xii) Provide support of CFO in conducting internal and external audit; and (xiii) other duties assigned by the CFO from time to time.</p>
04	AM Finance & Accounts	1	<p><u>Qualifications and Skills:</u></p> <p>Minimum 16 years of education in the field of Business Administration/Finance/ Commerce or equivalent from HEC recognized university. Minimum 4 years of post-qualification relevant experience in renowned public/private sector. Excellent administrative, negotiation, and analytical skills. Advanced knowledge of local government laws and policies</p> <p><u>Job Description:</u></p> <p>The role and responsibilities of Assistant Manager Accounts & Finance will be similar to Manager Accounts & Finance and will provide support in the following aspects: (i) Manage the day-to-day accounting and financial operations of the company including cash and bank payment vouchers; (ii) Oversee the preparation of the annual budget, financial forecasts, and cash flow projections; (iii) Ensure compliance with relevant accounting and tax regulations; (iv) Oversee the preparation of financial statements, management reports, and analysis for the senior management team; (v) Develop and implement financial policies, procedures, and internal controls to safeguard company assets and ensure financial integrity; (vi) manage the company's cash flow, including the preparation of weekly and monthly cash flow forecasts; (vii) provide financial analysis and support for business development activities, including investment appraisals and due diligence reviews; (viii) manage the company's payroll, including the preparation and submission of tax and social security returns; (ix) prepare and</p>

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			submit grant and donor financial reports; (x) preparation of all bills from external parties, suppliers and service providers; (xi) drawing and paying the contributions to GP fund, pension fund and others for the staff on deputation to the respective offices for credit to their accounts; and (xii) other duties assigned by the Manager Accounts & Finance from time to time.