

# **PC-1 SUB PROJECT POSITIONS (16) – JD’s**

## **PROJECT IMPLEMENTATION UNIT, PDMA**

### **1. SENIOR PROCUREMENT SPECIALIST**

#### **Job Description:**

- To Assist Project Director for Procurement of goods and services as per rules of Donor’s and Government for successful completion of the sub-projects within time schedule and approved budget.
- Overseeing the procurement of services and goods, contractual matters regarding mega projects according to FIDIC conditions of contracts and the Donor’s guideline, ICB & NCB contracts.
- Inter-act with Donors, contractors, consultants and other stake holders on monthly review progress of the project or any such area requiring immediate attention.
- Making payment of bills of the contractor / consultants / suppliers and ensuring that contractual obligations on the part of the concerned party have been fully complied.
- Assist the Project Director in preparation and managing procurement plan in accordance with the World Bank Procurement Guidelines;
- Manage and coordinate Project procurement activities including but not limited to: supporting the user department in preparation of terms of references, procurement notices; customization of bidding documents act as central coordinator to respond to queries during currency of bidding; facilitate bid opening process; support bid evaluation, award and managing contracts; coordinate with the relevant line departments implementing Project activities;
- Develop and implement a documentation filing system which provides transparency; proper record control; security of documentation, particularly sealed bids, which adheres to the standards and procedures outlined in the World Bank Procurement Guidelines;
- Oversee and provide assistance to the Project Director and line department’s personnel in preparing scope of work and specifications of goods and services, propose product substitutions consistent with requirements to achieve cost savings and determine the availability of funds;
- Research the market and analyze the timelines and estimated cost for each activity before preparing Procurement Plan.
- Employs appropriate methodologies for handling simple and complex procurement tasks and/or issues
- Oversee the verification of invoices received against goods receipts and contracted prices prior to approving the processing of such invoices for payment;
- Review, revise, and clear purchase orders and contracts prior to forwarding them for approval by the Project Director / appropriate official / forum;
- Supervise the maintenance of relevant internal databases and files, monitor contractual agreements, direct provisioning contracts and inform users affected of contractual rights and obligations;
- Recommend a comprehensive procurement training curriculum; conduct and coordinate courses, demonstrations and workshops, plan further advanced training as evidenced by course feedback.
- Maintain regular liaison with World Bank’s project team in consultation with Project Director;
- Provide inputs and materials to Communication Specialist and IT officials for devising communication strategy, knowledge products and wider dissemination of procurement;
- Support the project in maintaining efficient and transparent complaint redressal system
- Other duties to be performed as per requirement of Project process.

### **2. PROCUREMENT SPECIALIST**

#### **Job Description:**

- Carry out procurement activities in line with Punjab Procurement Rules, 2014, ADB and World Bank Procurement Guidelines;
- Activities generation on STEP – Systematic Tracking of Exchanges in Procurement (World Bank’s official website) and upload required documents / information on the website - procurement plan till contract administration, termination, amendment and completion;

- Hiring of Consultants through CMS - Consultant Management System (ADB's official website) and upload required information in time;
- Assists Department Heads for development of annual procurement plan, advertisement (IFB), bidding documents, Technical Evaluation Criteria;
- Publication of tender advertisement (IFB) in newspapers, PPRA, Company, ADB and World Bank websites;
- Manage and execute the pre-bid meetings, bids opening and assist Departmental Heads for technical evaluation of Technical & Financial Proposals;
- Manage procurement proceedings through shopping method, NCB, ICB as per approved thresholds;
- Solicitation preparation and contract negotiation with vendors;
- Prepare contract agreements in line with approved specs / TOR, timelines and deliverables;
- Monitor contract performance and compliance in accordance with the contract agreement, contract management plan, contract administration;
- Establish and maintain strong business relationships with stakeholders and Consultants / Contractors/ Suppliers including effectively managing contract enquiries, issues, disputes, variations as required;
- Discuss defective or unacceptable goods or services with users, inspection committee members and vendors to determine cause of the problem and take corrective and preventive actions after discussions with the Departmental Heads;
- Assist Departmental Heads for preparation of budgets in line with the yearly objectives and ensure cost effective utilization keeping in view the principles of procurement;
- Liaison with the finance and accounts department to ensure accurate and timely payments of invoices;
- Provide advice and support to Senior Management for identifying opportunities to improve procurement outcomes, efficiency and value for money;
- Handle all the activities, related with the pre and post audit including arrangement and presentation of procurement record to World Bank, ADB and External & Internal Auditors;
- Provide support to grievance redressal committee for all disputed matters;
- Keep close liaison with ADB and World Bank teams for prior & post review of the procurements as per approved thresholds for procurement approaches and methods;

### **3. DISASTER RISK MANAGEMENT SPECIALIST**

#### **Job Description:**

- Overall in-charge of disaster risk management section for successful completion within time schedule and approved budget.
- Oversee the works of PDMA.
- Develop and standardized the MHVRA methodology and follow its implementation, Compilation of MHVRA Report
- To implement and ensure concluding of MHVRA as per the work-plan and provide periodic progress reporting to PDMA and ADB.
- Mainstream DRR in planning process
- Provide technical guidance to his / her staff in planning, progressive review, monitoring and approvals of sub projects to attain optimum efficiency and success in the management.
- Perform duties assigned to him by program coordinator
- Provide to the Asian Development Bank (ADB) in a timely manner quarterly and annual reports including annual financial statements duly audited as per the Loan Agreement.
- Carry out monitoring and evaluation regularly and on time.

### **4. GIS (TEAM LEAD)**

#### **Job Description:**

- Guide team development efforts towards successful project delivery.
- Provide technical leadership to teammates through coaching and mentorship.

- Maintain high standards of software quality within the team by establishing good practices and habits.
- Identify and encourage areas for growth and improvement within the team.
- Collaborate with other software developers, business analysts and software architects to plan, design, develop, test, and maintain web- and desktop-based business applications.
- Assist in the collection and documentation of user's requirements, development of user stories, estimates and work plans. Prepare reports, manuals and other documentation on the status, operation and maintenance of software.
- Design, develop, and unit test applications in accordance with established standards. Participate in peer-reviews of solution designs and related code.
- Package and support deployment of releases. Work with teammates in the migration of legacy applications to current Microsoft technologies.
- Develop, refine, and tune integrations between applications.
- Analyse and resolve technical and application problems. Assess opportunities for application and process improvement and prepare documentation of rationale to share with team members and other affected parties.
- Adhere to high-quality development principles while delivering solutions on-time and on-budget.
- Provide third-level support to business users. Research and evaluate a variety of software products.
- Develop GIS Web services
- Enable Authorization and security on service level activities.

## **5. SENIOR GIS/ IT DEVELOPER**

### **Job Description:**

- Work with team in building web services and web based applications.
- Day to day maintenance and support of all existing applications in use at Sentinel.
- Build new reports and enhance existing ones as requested by internal business groups.
- Further enhance other reporting technologies to improve performance and scalability of user demand.
- Fill in where needed on the development side to ensure daily operations at Sentinel run smooth without any interruption.
- Work with Silverlight, AJAX (similar technology) developing an centralized business dashboard

## **6. DATABASE ADMINISTRATOR (DBA)**

### **Job Description:**

- Ensure that the database server provides ongoing and continuous service to the various applications. The DBA must therefore ensure the recoverability of data and its integrity. The DBA will also ensure the security and maximum availability of the data as well as its proper performance and efficient storage facilities.
- Review, develop and design data model using standards diagrams in conjunction with system designers and developers
- Install, configure and test database management system (DBMS)
- Deploy/ release /test of updates, patches, new modules and applications.
- Monitor and tuning performance and managing parameters to provide fast query responses to front-end users.
- Manage Database server builds, standard images, and software installations.
- Manage Spatial database and ensure availability of data
- Creates and maintains all spatial databases required for development, testing, education and production usage.
- Performs ongoing tuning of the database instances.
- Install new versions of the RDBMS and its tools and any other tools that access the database.
- Plans and implements backup and recovery of the Oracle database.
- Controls migrations of programs, database changes, reference data changes and menu changes through the development life cycle.
- Monitor and administer Database and user level security for all of the Oracle Databases.

## **7. IT MANAGER**

### **Job Description:**

- Plan, organize, direct, control and evaluate the operations of information systems and electronic data processing (EDP)
- Develop and implement policies and procedures for electronic data processing and computer systems operations and development
- Meet with managers to discuss system requirements, specifications, costs and timelines
- Design, develop, implement, operate and administer computer and telecommunications software, networks and information systems
- Control the computer systems budgets and expenditures
- Troubleshoot hardware, software and network operating system
- Be familiar with all hardware and software
- Be familiar with network operating system
- Provide orientation to new users of existing technology
- Train staff about potential uses of existing technology
- Train staff about new and potential use
- Provide individual training and support on request
- Provide recommendations about accessing information and support
- Maintain current and accurate inventory of technology hardware, software and resources

## **8. ASSISTANT NETWORK ADMINISTRATOR**

### **Job Description:**

- Review, develop and design network model using standards diagrams in conjunction with system designers and developers
- Install, configure and test different servers.
- Deploy/ release /test of updates, patches, new modules and applications.
- Monitor and tuning performance and managing parameters to provide fast query responses to front-end users.
- Manage server builds, standard images, and software installations.
- Monitor and administer server and user level security.
- Responsible connectivity plan and implementation of VPN with district offices
- Administrate the network security and network services
- Ensure online availability of PDMA application and website

## **9. ASSITANT PROCUREMENT SPECIALIST**

### **Job Description:**

- To assist Procurement Specialist to carry out procurement activities in line with Punjab Procurement Rules, 2014, ADB and World Bank Procurement Guidelines
- To Assist in activities generation on STEP – Systematic Tracking of Exchanges in Procurement (World Bank’s official website) and upload required documents / information on the website - procurement plan till contract administration, termination, amendment and completion
- To assist in hiring of Consultants through CMS - Consultant Management System (ADB’s official website) and upload required information in time
- To assists PS for development of annual procurement plan, advertisement (IFB), bidding documents, Technical Evaluation Criteria
- To assist in publication of tender advertisement (IFB) in newspapers, PPRA, Company, ADB and World Bank websites;
- To manage and execute the pre-bid meetings, bids opening and assist Departmental Heads for technical evaluation of Technical & Financial Proposals
- To manage procurement proceedings through shopping method, NCB, ICB as per approved thresholds

- To assist in solicitation preparation and contract negotiation with vendors
- To Prepare contract agreements in line with approved specs / TOR, timelines and deliverables
- To Monitor contract performance and compliance in accordance with the contract agreement, contract management plan, contract administration
- To liaison with the finance and accounts department to ensure accurate and timely payments of invoices
- To handle all the activities related with the pre and post audit including arrangement and presentation of procurement record to World Bank, ADB and External & Internal Auditors
- To provide support to grievance redressal committee on all disputed matters

## **10. OFFICE ASSOCIATE (5 posts)**

### **Finance (01), HR (01), Procurement (01), Graphic Designing (01), Contract Management (01)**

#### **Job Description (Finance):**

- Assist the Director Finance in managing all project's financial activities (e.g Bank reconciliation, General Ledger accounts reconciliation, monthly and yearly financial end closure)
- Maintains financial activities of accounts (e.g cash books, ledgers, trial balance & financial statements)
- Prepare the monthly payroll and salaries of all staff members
- Ensure the payment of office & districts offices expenses (e.g Office rent, Utility Bills, Travelling Allowances ,POL & others Charges)
- Ensure sufficient availability of funds in the office bank accounts
- Performs all other duties occur within the responsibilities of position

#### **Job Description (HR):**

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources
- Compile and update employee records (hard and soft copies)executives
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Deal with employee requests regarding human resources issues, rules, and regulations
- Processing incoming mail and calls
- Creating and distributing documents
- HR record keeping and Management
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Assist in payroll preparation by providing relevant data
- Coordination with internal departments on HR matters
- Any other task assign by HR Manager

#### **Job Description (Procurement):**

- Assist with PS to Carry out procurement activities in line with Punjab Procurement Rules, 2014, ADB and World Bank Procurement Guidelines;
- Assist with PS to Activities generation on STEP – Systematic Tracking of Exchanges in Procurement (World Bank's official website) and upload required documents / information on the website - procurement plan till contract administration, termination, amendment and completion;
- Assist with PS to Hiring of Consultants through CMS - Consultant Management System (ADB's official website) and upload required information in time;
- Assists with PS for development of annual procurement plan, advertisement (IFB), bidding documents, Technical Evaluation Criteria;
- Assist with PS to Publication of tender advertisement (IFB) in newspapers, PPRA, Company, ADB and World Bank websites;
- Assist with PS to Manage and execute the pre-bid meetings, bids opening and assist Departmental Heads for technical evaluation of Technical & Financial Proposals;
- Assist with PS to Manage procurement proceedings through shopping method, NCB, ICB as per approved thresholds;
- Assist with PS to Solicitation preparation and contract negotiation with vendors;

- Assist with PS to Prepare contract agreements in line with approved specs / TOR, timelines and deliverables;
- Assist with PS to Monitor contract performance and compliance in accordance with the contract agreement, contract management plan, contract administration;
- Assist with PS to Liaison with the finance and accounts department to ensure accurate and timely payments of invoices;
- Assist with PS to Handle all the activities, related with the pre and post audit including arrangement and presentation of procurement record to World Bank, ADB and External & Internal Auditors;
- Assist with PS to Provide support to grievance redressal committee for all disputed matters;
- Provide advice and support to Senior Management for identifying opportunities to improve procurement outcomes, efficiency and value for money;
- Handle all the activities, related with the pre and post audit including arrangement and presentation of procurement record to World Bank, ADB and External & Internal Auditors;
- Provide support to grievance redressal committee for all disputed matters;
- Keep close liaison with ADB and World Bank teams for prior & post review of the procurements as per approved thresholds for procurement approaches and methods;

### **Job Description (Graphic Designing):**

- Design, layout of Master version of Atlas as per format of publications, and other printed and web-based publishing materials taking into PDMA / PIU branding, and visuals requirements for other donors/partners, as needed;
- Design and create illustration, art-work, map assets, infographics, Front-end user interfaces and other graphic elements for Atlases and Multi Hazard Vulnerability publications and promotional materials;
- Determine size and arrangement of illustrative Atlases for copy, and select style and size or typography and designs for Publisher version;
- Develop infographics using supplied data to present core messages and organize complex information into visual representations;
- Advise PDMA / PIU Management on best design options (for the given content), and propose multiple versions for their consideration;
- Where necessary, locate photos from online sources and ensure proper photo credit is given;
- Incorporate comments and changes from PDMA / PIU Mapping and Analysis team;
- Infographics, Designing and creation of Atlas and Profiles of printing/Publishing and interactive flip views publishing through Adobe creative cloud and core JavaScript / Bootstrap (Css3), Html core coding for both front end and backend development, support of developers for front end UIs.
- Ensure that the final output(s) for each communication product will be the final web-ready and/or print-ready version;
- Deliver creative graphic and technical solutions (including infographics if required) for print, electronic, web-based and animated presentations

### **Job Description (Contract Management):**

- Solicitation preparation and contract negotiation with vendors;
- Prepare contract agreements in line with approved specs / TOR, timelines and deliverables;
- Activities generation on STEP – Systematic Tracking of Exchanges in Procurement (World Bank's official website) and upload required documents / information on the website - procurement plan till contract administration, termination, amendment and completion;
- Monitor contract performance and compliance in accordance with the contract agreement, contract management plan, contract administration;
- Liaison with the finance and accounts department to ensure accurate and timely payments of invoices;
- Provide support to Senior Management in procurement in pre and post audit including arrangement and presentation of procurement record to World Bank, ADB and External & Internal Auditors;
- Provide support to grievance redressal committee for all disputed matters;

## **11. ANDROID DEVELOPER (BS-17)**

### **Job Description:**

- Must have strong object oriented programming concepts and skills.

- Knowledge about latest UI Practices.
- Experienced with Android development tools.
- Experienced with Versioning tools.
- Must have Knowledge about Rest APIs and how to use them.
- Translate designs and wireframes into high quality code.
- Design, build, and maintain high performance, reusable, and reliable Java code.
- Ensure the best possible performance, quality, and responsiveness of the application.
- Identify and fix bugs
- Help maintain code quality, organization, and automatization

## **12. FRONT END / GRAPHIC DESIGNER**

### **Job Description:**

- Design, layout of Master version of Atlas as per format of publications, and other printed and web-based publishing materials taking into PDMA / PIU branding, and visuals requirements for other donors/partners, as needed;
- Design and create illustration, art-work, map assets, infographics, Front-end user interfaces and other graphic elements for Atlases and Multi Hazard Vulnerability publications and promotional materials;
- Determine size and arrangement of illustrative Atlases for copy, and select style and size or typography and designs for Publisher version;
- Develop infographics using supplied data to present core messages and organize complex information into visual representations;
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- Ensure that the final output(s) for each communication product will be the final web-ready and/or print-ready version;
- Deliver creative graphic and technical solutions (including infographics if required) for print, electronic, web-based and animated presentations

## **13. IT ASSISTANT**

### **Job Description:**

- QA/QC and normalization of socio-demographic survey data to be used for MHVRA
- Assessment for damage and losses from Natural Hazards.
- Survey data upload and review on PDMA Dashboard.
- Coordination with district offices regarding spatial data issues and quality assurance
- To provide technical assistance/support to district offices
- Design and implementation of spatial database in ESRI environment
- Geo-referencing and digitization of Satellite Images and scanned maps for data preparation.
- Dealing with Surveyors regarding survey data issues
- Preparation of Historic Maps for Multi Hazard Identification
- River basins, watershed delineation and assisting flood modeling.
- Automating workflows in MS Excel and ArcMap using VBA & ArcPy
- Coordination with district offices regarding spatial data issues and quality assurance
- To provide technical assistance/support to district offices
- Data uploading on the request of district staff.
- QA of MHVRA Web Application and Android Application
- Performance Check of all Applications

- Presentation Handling regarding all Web/Android Applications
- QA of Android Mobile Devices and Laptops
- Coordination with PITB to update data in flood relief dashboard.
- Coordination with all Districts in Punjab During the flood season.
- Look after the PDMA WhatsApp Group and upload the data regard rain, weather and flood prediction.

#### **14. DRIVER**

##### **Job Description:**

- Maintenance of Log Book of assigned Vehicle on daily basis
- Ensure that the assigned vehicle is properly cleaned and maintained and that any need for repairs is outlined and reported.
- Book car wash and detailing services to maintain interior and exterior cleanliness of the car
- Ensure sound running of the vehicles assigned and arrange minor repairs where necessary
- Checking of oil and tyres condition on daily basis
- Assistance in Occasional handyman jobs in the Office

#### **15. SECURITY GUARD**

##### **Job Description:**

- Protecting company's property and staff by maintaining a safe and secure environment
- Acting lawfully in direct defense of life or property
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises
- Protect property and tenants from theft, damage, trespassing or accidents
- Monitor and prevent movement of prohibited items into and out of property
- Report daily surveillance and suspicious incidents
- Inspect and test fire and security systems
- Respond to alarms and react in a timely manner and operate emergency equipment
- Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons