

**Zulfikarabad Development Authority**  
(Directorate of Human Resources)

**Job Description Form**

<b>Job Title / Designation</b>	Executive Engineer
<b>Location / Work Station</b>	Head Office
<b>Reports to</b>	Project Director
<b>Reportee(s)</b>	Engr.Zafar Ali Khan
<b>Job Purpose</b>	

<b>Core Responsibilities:</b>	
<b>Sr</b>	
1	Fully conversent with with the Government schedule of rates, market rates and preparartion of estimates ,evaluations and preparation of tender documents, supervision and execution of projects,bill verification and coordinate with consultants and contractors.
2	To plan, execute and finalize projects according to strict deadlines and within budget.
3	Identify and resolve issues and conflicts within the project team and other stakeholders.
4	Plan and schedule project timelines and milestones using appropriate tools.
5	Delegate tasks and responsibilities to appropriate personnel.
6	Develop and deliver progress reports, proposals, required documentations, and presentations.
7	Ensure that Architects, Consultants and Contractors have adequate presence at site and that timely decisions are provided to the Contractors.