

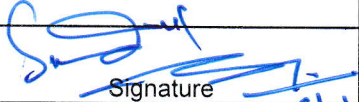


Zulfikarabad Development Authority

(Directorate of Human Resources)

Job Description Form

Job Title / Designation	Deputy Director (Planning)
Location / Work Station	Head Office, ZDA
Reports to	Managing Director
Reportee(s)	Mr. Sajjad Ali
Job Purpose	City and Regional Planning for Zulfikarabad City /SEZs/Projects

Sr	Core Responsibilities:	
1	Review the prepared documentation so far in Planning Department (ZDA) and validates its authenticity so that an updated reviewed record is available for official use in professional manner.	
2	Arrange to conduct studies and collect data specifically required for master planning of Zulfikarabad City/ ZDA projects.	
3	Prepare presentations in collaboration with other Directors of ZDA for the MD, ZDA or different purposes.	
4	Review the submitted relevant reports/evaluate studies/documents /proposals submitted by the consultants / contractors etc.	
5	Prepare planning documents related to development of Zulfikarabad City / different projects of ZDA.	
6	Prepare and update the record of earmarked/ acquired / available land and document the land inventory with the coordination of Directorate Estate, ZDA.	
7	Represent ZDA (to make presentations and participate in the discussions)at various forums as and when desired by the MD, ZDA.	
8	Assist to MD, ZDA on all planning matters for planning and development of Zulfikarabad city on modern scientific guidelines / practices.	
9	Assist to ZDA Technical Team for effectively undertake comprehensive infrastructure planning by directing the planning Consultant Firms /Contractors etc.	
10	Provide specialized technical & managerial support to the planning directorate team for planning the metropolis as per the technical measures.	
11	Prepare a legal framework for the development of Zulfikarabad City Master Plan.	
12	Prepare budget estimates, payments to the contractors, budget progress reports and PC-I relevant TOR's, etc with coordination of ZDA's directorates.	
13	Arrange explorative field visits in order to visualize the problems/issues /potentials etc of the area regarding the development of Master Plan/Special Economic Zone / any other ZDA Projects etc.	
14	Assist in capacity building to planning directorate team.	
15	Any other task may assigned by the Director Planning or Managing Director, ZDA.	
	Name and signature of employee	Name and signature of Supervisor/Director
	 Signature	Signature
		Signature

Managing Director
Signature



ZULFIKARABAD DEVELOPMENT AUTHORITY



(Human Resources Directorate)

Job Description Form

Job Title / Designation	Associate Engineer (Civil)
Location / Work Station	Head Office
Reports to	Project Director
Reportee(s)	Shams-ul-Haque
Job Purpose	Supervision of construction as per drawing and specification.

Sr.	Core Responsibilities / Job Description
1	Perform /Supervise engineering works for the construction of bridges, highways, streets, sidewalk, drainage structures and other civil works.
2	Perform checks and design review for Bridge and Expressway / Highways.
3	Work with developers and private engineering firms to coordinate the construction of Bridges and Expressways.
4	Create maps and plot plans for using variety of civil engineering and mapping software programs.
5	Conduct field inspection of construction and repair works, provide assistance, prepare changes order verify and recommend payments of contractors and ensure that all phases of construction meet contract specifications.
6	Assist on Civil Engineering works and coordinate between headquarter ZDA, Consultants, and contractors during execution of the projects. a. Review engineering studies and reports b. Assist in engineering activities and civil engineering projects with Government of Sindh Departments, consultants and with local Government bodies. c. Represent ZDA in the field as and when required. d. Willing to work in the field. e. Other duties as assigned from time to time.
7	Quantity Surveying and preparing Bill of Quantity , Prepare MBs.
8	To maintain the Technical Document Register.
9	Preparing Project Estimate.

Name and signature of employee	Name and signature of Director	Name and signature of Deputy Director(HR)
<i>Shams-ul-Haque</i>	<i>Engr. Hussain Bux Sheikh, P.E.</i>	
Signature	Signature 12/08/16	Signature

Signature of Managing Director