

S.No.	Name of the Post	Qualification and Experience
1	<b>Project Coordinator, (PPS-9) (Contract basis)</b>	<p><b>Academic Qualification:</b>First-Class B.Sc. Civil Engineering (registered engineer with PEC)from HEC recognized University/DAI. Higher qualification shall be considered as plus point.</p> <p><b>Professional Experience:</b> Minimum 12 years' verifiable professional experience in areas of public sector project management (planning and development, design, execution, project documentation, commodity and materials procurement, hiring and supervision of contractors and consultant firms, preparation of monthly, quarterly M&amp;E and progress reports and PC-IVs etc. in a University/DAI or in a Government Department or an Autonomous Organization/University in BPS-17 or its equivalent and above. Candidates having experience with Public Sector Universities/ DAI(s) will be preferred.</p> <p>Candidate(s) shall be well versed with the project management guidelines/manuals of Planning Commission, Govt. of Pakistan and P&amp;D Department, Govt. of Khyber Pakhtunkhwa and strong familiarity with the rules/guidelines of PRRA, KPPRA and PEC prescribed for the successful implementation of development projects.</p> <p>Candidates having experience with Public Sector Universities/DAI(s) will be preferred. Have received relevant trainings from Govt. recognized institutions e.g., PIDE, PEC, Pakistan Institute of Management, Pakistan Planning and Management Institute, Islamabad etc.</p> <p><b>Trainings:</b>Have received relevant trainings from Govt. recognized institutions e.g., PIDE, PEC, Pakistan Institute of Management, Pakistan Planning and Management Institute, Islamabad etc.</p> <p>Exceptional verbal, written, and presentation skills. Ability to work effectively both independently and as part of a team. Competency in Microsoft applications</p>

		including Word, Excel, and Outlook. Knowledge of file management, transcription, and other administrative procedures. Ability to work on tight deadlines. Ability to lead project teams of various sizes and see them through to completion.  Maximum Age limit; 63 years
2	<b>Civil Engineer, (PPS-7)  (Contract basis)</b>	First division B.Sc. Civil Engineering having at least 03 years of professional experience of constructing buildings and roads in a University or Government Department or an Autonomous Organization in pay scale 17 or its equivalent, or Second-Class B.Sc. Civil Engineering having at least 06 years professional experience of constructing buildings and roads in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent. Professional registration with PEC is required.  Age Limit: 45 years
3	<b>Accountant, (PPS-6)  (Contract basis)</b>	First division M.Com/BBA(4Years)/M.B.A. (with specialization in Finance/Accounts); with at least 03 years' experience in accounts preferably in project accounting system in a University or a Government Department or an Autonomous Organization.  Age Limit: 40 years

### **Project Coordinator(TORs/Responsibilities):**

As the Head and Incharge of the Project Management Unit, the Project Coordinator shall have following responsibilities:

- 1) Project management cycle (other phases like execution, monitoring and evaluation (PC-III), completion, successful handing taking over process of all project components to the University).
- 2) Preparation and submission of Project Profile and Annual Cash/Work Plans in Excel and PMES software, annual PSDP demands etc. to HEC, Projects Wings, Planning Commission in consultant with P&D Section of the University.
- 3) Contract administration (Contract with Consultant, Contractors and Suppliers etc.).
- 4) During planning and execution of the project, supervise and oversee the processing of complete project cycle of civil works components (technical

sanction and variation orders, Bidding documents (NIT and Volume I to Volume - IV documentation and implementation etc.) as per applicable PPRA, PEC and FIDIC rules.

- 5) Planning and executing Contractors' and suppliers' contracts award process (technical and financial evaluation), commencement, execution and speed of works within time, schedule and cost, billing procedure, completion stage etc.
- 6) Caring out the complete procurement process (initiating, monitoring, follow up of Express line, Firegragde, Furniture & Fixtures) with Purchase Committee as per SOPs and rules of PPRA & PEC etc.
- 7) Responsibilities include preparing and submitting project plans, execution and deliverables, preparing project status reports, and establishing effective project communication plans as well as the proper execution of said plans in coordination with the executing agency and sponsoring ministry.
- 8) Organizing, attending, and participating in stakeholders' meetings and documenting of minutes and following up on important actions and decisions from meetings.
- 9) Coordination and communication with internal stakeholders (P&D, Works, Finance, Audit, Registrar, VC Office etc. of the University) and external stakeholders (Higher Education Commission, Planning Commission, DG Audit, GIT, Governor Secretariate, PM Secretariate, National and Provincial Assemblies, Anti-Corruption agencies like FIA, Anti-corruption, NAB, etc.) where required to make sure that all stakeholders of the University are on track with project requirements, deadlines, and schedules.
- 10) Meeting with project team members to identify and resolve project related issues.
- 11) Submitting project deliverables (soft and hard form) and ensuring that they adhere to quality standards as per specifications and contract documents.
- 12) Preparing and submission project progress status reports (Monthly, Quarterly, biannually and annually) in PC-III proforma and Planning Commission, PMES system/formats and by gathering, analysing, and summarizing relevant information on timely manner.
- 13) Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget.
- 14) Assess project risks and issues and provide solutions where applicable.
- 15) Any other task assigned by the Vice Chancellor, SBBU, Sheringal Dir Upper for successful execution of the project.
- 16) Summing up the Project Coordinator will be held accountable for any lapses in the exercise of his/her administrative, functional, and financial powers. As a team leader, he/she will be obligated to account for all actions, steps and decisions taken during his/her tenure. He/she will be responsible for the

supervision of project activities, including troubleshooting and best efforts to resolve day-to-day implementation problems independently within the administrative and financial powers delegated to him/her. If necessary, he/she may seek help from the federal ministry, division or provincial government concerned for resolving the issue or problem.

**Note:**

- a) Job Responsibilities/TORs of Civil Engineer (PPS - 07) and Accountant (PPS - 06) shall be incorporated in appointment orders thereof.
- b) Errors and omissions, if any, shall be subject to rectification by the University.

**REGISTRAR,**

Shaheed Benazir Bhutto University, Sheringal, Dir Upper.

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