

JOB DESCRIPTION

Assistant Director (Business Investment)

- i. Should be able to review and necessary amendments in Business of Governments sector Buildings.
- ii. Should participate in project planning and coordination with government departments, consultants and contractors.
- iii. Provide help to Director monitoring in developing Work Break down Structures (WBS) along with resource loaded project activities.
- iv. Should provide insight of monitoring and control of development project activities with triple constraints.
- v. Must be able to measure project progress in terms of project Earned Value Analysis to gauge and control the project financial and physical status.
- vi. Capable of handling potential delays and suggest preventive actions.
- vii. Will facilitate competent authority in procurement of project consultants and equipment/ machinery in line with PPRA 2014.
- viii. Should be able to write project performance report.
- ix. Managing Monthly Progress Reports (ADP/PSDP), Analysis and Finalization