

## **JOB DESCRIPTION**

### **Assistant Director (Energy)**

- i. Should be able to monitor and evaluate energy sector projects as per approved PC-I.
- ii. Should participate in project planning and coordination with government departments, consultants and contractors.
- iii. Provide help to Director Project Management 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 TPV consultants and prequalification in line with PPRA 2014.
- viii. Should be able to write project performance report.
- ix. To conduct survey as per the need of the projects
- x. Managing Monthly Progress Reports (ADP/PSDP), Analysis and Finalization.