



**GOVERNMENT OF GILGIT-BALTISTAN
SECRETARIAT OF EDUCATION
GILGIT-BALTISTAN**

(SITUATION VACANT)

Applications are invited from eligible candidates for the post of Project Director against the development project titled "Establishment of Polytechnic Institute for Boys at Skardu, Baltistan region". Details of the position are as:

S#	Name of Position	BPS	No of Post	Age Limit	Salary per Month	Qualification & Experience
1	Project Director	20	01	Maximum 55 years	200,000 (PKRS)	1. B.Sc. Civil Engineering Minimum 10 years experience of construction work 2. At least work in two similar projects as Project Director

Job Description

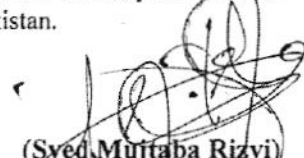
1. Ensure hiring of PMU staff in due time and operationalize the site office at the earliest possible time.
2. Prepare the project work plan and cash plan
3. Coordinate with consultant in finalization of drawings/designs and ensures its strict implementation
4. Preparation of construction schedule to meet the completion time
5. Assessment of cost estimates submitted by consultant as per the approved scope of PC-I
6. Approval of all preliminary drawing from the competent authority its implementation
7. Monitor project construction schedule on weekly basis and submit progress report
8. Resolve issues if any arises at construction site in consultation with the consultant
9. Ensure quality of work at site as per the specifications
10. Ensure procurement strictly in line with the procurement rules
11. Ensures payment in transparent manner on work done basis after meeting the standard specifications
12. Prepare the project plans, schedules and specifications and comment on the building design, scheduling, possible cost savings measures and potential construction problems.
13. Assist in assembling the jobs site office and equipment requirements.
14. Have confidence in own ability to intelligently communicate with design team/client as well as effectively lead the trades.
15. Raise and discuss relevant issues at the job site meetings, Prepare and issue minutes of all site meetings.
16. Ensure Completion and track all independent testing and inspections as required by Government authorities and to ensure all required civic bodies inspections are performed.
17. Maintain Control and responsibility for the security and operation of the equipments on the job site in conjunction with site staff.
18. Prepare and expedite project deficient lists.
19. Verify the measurement book for the whole project.

20. Ensure coordination with relevant departments as and when required.
21. Ensure that the project is completed in due time.
22. Submits completion report of the project to the administrative Secretary of the Ministry of Kashmir Affairs and the Department of Education GB.
23. Shall make the record available for internal and external audit and for third party validation

Interested candidates are required to submit their applications along-with attested copies of qualification, experience, CV and 2 latest photographs in the office of the undersigned up to 08 June, 2020 during office hours (9 am to 4 pm). Application/s received after the deadline shall not be entertained. Only shortlisted candidates shall be called for test/interview. No TA/DA is admissible for test/interview.

Note:

The position of Project Director is purely a project post and shall exist till the completion of the project. Final selection shall be made by the recruitment committee to be notified by the Ministry of Kashmir Affairs and Gilgit-Baltistan as per the guidelines of Planning Commission of Pakistan.


(Syed Muftaba Rizvi)
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