



TransKarachi
Operator of the Karachi Breeze System

POSITION:	Manager Implementation
EMPLOYMENT TYPE:	Contract
DUTY STATION:	Karachi
NO OF POSITIONS:	01
REPORT TO:	GM Infrastructure and Planning and GM Operations
SALARY PACKAGE:	Market based competitive salary package and other benefits payable in accordance with the company policy.

OVERALL ROLE

The Manager Implementation will have overall responsibility for the construction of Karachi Bus Rapid Transit (BRT) Red Line. He/she will plan and coordinate all aspects of the construction process from hiring of contractors through final construction. He/she will oversee the performance of all contractors making sure that the project is completed within the prescribed timeframe, quality and funding parameters.

KEY RESPONSIBILITIES:

The major responsibilities of Manager Implementation include but are not limited to the following:

Corporate

- Participate in the development of corporate goals, objectives and business plan, Implementation Unit goals and objectives, policies and procedures and implement resulting policies and procedures;
- Lead the planning, implementation and supervision of work plans as well as monitor the quality of output and the achievement of goals and objectives for the Implementation Unit;
- Identify implementation arrangements and needed resources to implement the project and ensure proper management of funds; and
- Ensure the activities of the Implementation Unit assist the Company establish and maintain a reputation as a respected and professional organization.

Construction of Karachi Bus Rapid Transit (BRT) Red Line

- Overseeing the day-to-day activities of the Implementation Unit related to the management and implementation of the Project, including procurement, project monitoring and evaluation, financial management, progress and financial reporting;
- Ensure accuracy of work in accordance with project scope, design and PC-I;
- Prepare plans, construction schedule and specifications and comment on the design, scheduling, possible cost savings measures and potential construction problems;
- Lead the preparation of bidding documents, procurement of contractors for infrastructure work, system components and busses, and negotiation of all contracts, contract variations and revisions;
- Manage the construction work as per the project management plan in order to complete the work within the allocated budget and the project schedule;
- Maintain and enforce good construction standards and quality control;
- Inspection and review of project components to ensure compliance with building and safety codes, and other regulations as are relevant;
- Ensure regular inspections of equipment, structures, or materials to identify the cause of errors or other problems or defects which may impact on the operation of the BRT system;
- Where problems are likely to arise, analyse the relevant information to derive the best solution to address the problem;



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- Monitor site safety and ensure that the requirement of the occupational Health and Safety standards are enforced;
- Ensure traffic management plan is updated, enforced and well-coordinated with traffic police and other relevant authorities;
- Ensure monitoring of contractors for compliance with their contractual responsibilities, and progress of the works for compliance with schedule;
- Receive all project related correspondence and communication and provide direction and action to his team, consultants and contractors;
- Prepare, or as appropriate supervise the preparation of progress reports, quarterly reports, annual reports, project completion report and other reports that may be required;
- Reviewing, analysing and preparing recommended actions for disputes and claims;
- Coordinating claim mitigation, contract interpretation and cost analysis for submitted claims and maintaining all relevant documentation;
- In association with other TransKarachi management personnel, address complaints, settling relevant contractor disputes, and resolving contractual grievances; and
- Where required by law ensure all necessary permits and licenses have been acquired from appropriate authorities.

Compliance

- Ensure compliance with all applicable laws, regulations and statutory requirements for the time being in force;
- Ensure all legal requirements, building and safety codes, safety inspections, guidelines, and local provincial and federal regulations are met;
- **Human Resource Management**
 - In conjunction with the Company HR policy, perform various HR function such as performance management including agreeing and setting staff performance indicators and targets, and performance evaluation; succession planning, probation review etc.;
 - Select, train and motivate Unit's staff, provide or coordinate staff training, work with employee to correct deficiencies and implement discipline and termination procedures; and
 - Maintain a cooperative, inclusive, professional and outcome focused (CIPOF) team approach.
- Perform other related duties as required.

POSITION REQUIREMENTS

1. ATTAINMENTS

Qualification

Master degree in civil engineering / construction management / project management / management or related discipline with Bachelor in civil engineering from a HEC recognized university. Foreign qualification will be considered an added advantage.

Specialized Training – Certificate in construction management, project management, contract management, maintenance management, leadership or any other skills considered relevant for the position.

Active affiliations – membership of recognised Industry or Professional Organisations.

EXPERIENCE

At least 10 years of relevant experience including 5 years as a construction manager. A minimum of 3 years of experience in a similar role preferably in similar sector is highly desirable. Relevant International work experience will be considered an added advantage.

2. CORE COMPETENCIES

- Proven experience as construction project manager;



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- In-depth understanding of construction procedures and material and project management principles;
- Good understanding with quality and health and safety standards;
- Good understanding of BRT civil and structural design and construction practice;
- Excellent knowledge of ADB procurement system, Sindh Public Procurement Regulatory Authority (SPPRA) system, and Public Procurement Regulatory Authority (KPRA) system;
- Excellent knowledge of project management (Planning, Organizing, Budgeting, Execution etc.);
- Familiarity with quality and health and safety standards;
- Familiarity with construction/ project management software (s);
- Able to provide proactive guidance and direction to contactors, including the setting performance standards and monitoring performance;
- Relevant experience in compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data for ongoing program planning and monitoring purposes;
- Ability to build mutual trust, respect, and cooperation among team members;
- Good communication skills, including the ability to understand other people's points of view, and, where relevant, accommodate them for the good of the project;
- Well-presented and business-like.
- Fluency in English and Urdu.

3. METHOD OF RECRUITMENT

Direct Recruitment. Selection will be based on merit and competency.

Application Deadline: 5pm of 30th March 2020.

HOW TO APPLY: Interested candidates meeting the above criteria may apply by sending their CV with a cover letter stating their suitability for the post along with filled job application form and attested copies of educational and experience certificates, CNIC, photograph by email to: hr@transkarachi.pk.

Important note for email submission: Please mention post applied for in the subject line, along with candidate name. Further, we will not accept emails that are more than 3.5 MB in size. If required, segregate your emails to accommodate email data restrictions. For segregated emails please use sequence of emails like Email 1, Email 2 in the subject line. For attachment purposes, please only use MS Word, or PDF format.

Only short listed candidates will be invited for interview. No TA/DA will be admissible for interview

TransKarachi is committed to achieving workforce diversity in terms of gender and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.