



TransKarachi
Operator of the Karachi Breeze System

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

OVERALL ROLE

The Project Coordination Specialist will support the Project Implementation Unit in overall management and project implementation of Karachi BRT Redline project, involving coordination of activities, convene and/or attend project meetings including progress review meetings, field visits, arrange NOCs and government approvals, monitoring, maintenance of records, certification of works, and progress reporting.

KEY RESPONSIBILITIES

The major responsibilities of the Project Coordination Specialist include but are not limited to the following:

- Provide day-to-day support to the Project Implementation Unit (PIU) in overall management and project implementation, involving coordination of activities, monitoring, maintenance of records, certification of works, and progress reporting.
- Convene and/or attend all meetings required to carry out the services necessary for project activities, including steering group meeting, ADB and other development partner's progress review meetings, periodic meetings with consultants and contractors to review progress, and prepare and distribute copies of the agenda and the meeting records;
- Coordinate with ADB, other development partners, government officials and TransKarachi team to arrange project site visits and visits to other systems;
- Support PIU, TransKarachi, ADB and other development partners to obtain timely government approvals for the project documents (e.g., memo, letter, policy and legal documents).
- Secure NOCs and approvals from government departments, assist and coordinate land acquisition and resettlement activities;
- Assist Manager PIU in the preparation of regular monitoring reports;
- Prepare various reports, e.g., regular reports based on agreed format, monthly and quarterly progress reports, in a manner satisfactory to the PIU and ADB;
- Review all contractual documents and advise the Manager PIU for inconsistencies/deficiencies and recommend corrective actions; and
- Perform other related duties as required

POSITION REQUIREMENTS

1. ATTAINMENTS

Qualification

Master degree in engineering / engineering management / planning / transport planning and engineering / general management / urban development / social sciences or related discipline from a HEC recognized university.



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Specialized Training - management, public /urban transport, leadership, strategic management, professional team building, procurement or any other skills considered relevant for the position.

Active affiliations – membership of recognised Industry or Professional Organisations.

EXPERIENCE

At least 7 years of experience in project management/coordination/planning or general management. A minimum of 5 years of experience of urban transport sector projects in Pakistan is highly desirable. A minimum of 3 years of experience in a similar role is highly desirable. Relevant International work experience will be considered an added advantage.

2. CORE COMPETENCIES

- Demonstrated knowledge of the urban transport sector in Karachi and Pakistan, its challenges and opportunities;
- Demonstrated ability to work with client, consultant, contractors and development partners and ability to create a strong working relationship with the executing and implementing agencies;
- Knowledge and demonstrated experience of transport sector projects in Pakistan financed by International Financial Institutions preferably ADB and World Bank;
- Good understanding of government setup both provincial and city level, decision making system and demonstrated experience of working with public sector directly or indirectly;
- Mature, credible, and comfortable in dealing with senior management, line agencies, general public and other stakeholders; and
- Empathic communicator, able to see things from the other person's point of view.
- 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.