



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR CIVIL WORKS
DEVELOPMENT MAINTANCE (CASE NO. 27H-2021)

MAIN RESPONSIBILITIES AND TASKS

1. Prepare Contract/Bidding documents, plans, packages and Request for Proposals (RFPs)/Terms of Reference (TORs) for Civil Works, Development Works and Maintenance in accordance with PPRA Rules
2. Coordination and overview of bidding process & RFPs by reviewing specifications, scheduling, opening dates.
3. Overview the compile data for internal reports regarding Civil Works, Development and Maintenance.
4. Review and follow-through to ensure that services of contractors procured are in conformity with specifications/ Terms of Reference in coordination with relevant section.
5. Overview the development of specific contract agreements.
6. Overview and work with concerned stakeholders to obtain requirements, included in Development and Maintenance plans for, works and services and deliver in accordance with pre-negotiated timescales.
7. Review price analyses, evaluation matrices and negotiate terms and conditions with contractors to ensure maximum benefit.
8. Process invoices of the vendors/contractors for payment.
9. Design and implement procurement/bidding and monitoring plans to ensure timelines.
10. Liaise and coordinate with the contracts/bidders.
11. Design and conduct specific and focused training programs on procurement procedures, packages and various procurement methods.
12. Ensure the performance measurement & critical success factors in Civil Works, Development and Maintenance.

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