

Project Management Unit (PMU) - Terms of Reference (ToR)

1. Project Director (PPS-12)

The Project Director (PD) is primarily responsible for the construction of PUEET. The PD will provide integrated direction, management, and leadership in the administrative, financial planning and budgeting operations relating to construction of PUEET. The PD shall report to the ED, HEC and after appointment of the Vice Chancellor, he shall be directly reporting to office of the VC/rector for smooth execution of construction of facility.

Duties and Responsibilities

- 1.** Develop ToRs for engaging one or multiple consultancy firms for the development and carrying-out of feasibility study, comprising design & construction of civil works and academic aspects of the PUEET.
- 2.** Constituting committees for short listing of firms, and final award of consultancies to the selected Firms, make policies and plans for financial management of the fund allocated for feasibility study.
- 3.** Help the relevant authorities in preparing, submitting and following-up of the project PC-I till it's final approval by the respective forums.
- 4.** Develop ToRs for the rest of the appointments in PMU, advertise the positions, make panels for conducting interviews for their short listing, interviewing and final induction in the program.
- 5.** Assist in developing and establishing policies & plans, strategies, priorities and operating procedures consistent with the mission, goals and objectives of PUEET.
- 6.** Plan and oversees the development and implementation of objectives, short- and long range plans & targets; develop tracking and evaluation programs to assist in the accomplishment of established project goals and objectives relevant to his role in scheduled time frame.
- 7.** Manage, depute and administer a diverse team of professionals / technical and support staff, both directly and through lower level managers and supervisors of PUEET during its construction, establishment, and complete sustainable operations.
- 8.** Manage conducive working relationships between all stakeholders in M/o S&T, HEC, MOFEPT, PUEET administration, relevant Ministries, principal business and operational stakeholders, and high-level external constituencies and regulatory bodies.

9. Consult, coordinate, and serve as Principal liaison with senior Government officials on strategic matters of policy & plans, interaction, capital development, improvement and management.
10. Develop, administer and manage complex, multi-faceted budgets for the centers, as it relates to project development and deployment at the centers level; perform periodic cost and productivity analyses.
11. Recommend and participate in the development of University policies and plan and procedures.
12. Maintain currency of knowledge with respect to the University's strategic directions, policies and plans, and relevant state-of-the-art systems and technologies.
13. Perform miscellaneous job-related duties as assigned by the Rector, chartered bodies, COBs of the university.
14. Any additional responsibilities assigned by the Vice Chancellor and competent authority.
15. Custodian of all project records, submit PC-IV upon the successful completion of the project & handing-over the project assets to the concerned quarters.

Minimum Qualification

1. Master's degree (at least 2nd Division) from HEC recognize institution in the field of Information Technology/ Artificial Intelligence/ Robotics/ Bio-Engineering or any other relevant area.
2. Candidates having Ph.D degree in addition to above will be given preference.
3. Fifteen (15) years of leadership experience preferably in the designing and delivering of projects related to the emerging technology fields relating to academics.
4. Candidates with diverse experience in multiple fields of education related projects would also be preferred.

Knowledge, Skills and Abilities Required

- i. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- ii. Knowledge and understanding of the Project Management Body of Knowledge.
- iii. Knowledge of University business practices and procedures.

- iv. Ability to analyze complex problems, interprets operational needs, and develops integrated, creative solutions.
- v. Knowledge of current developments and trends in university best practices, project management, and related technology.
- vi. Skill in business and financial planning and management.
- vii. Should have good International exposure and experience in managing large projects and developing institutions.
- viii. Advanced verbal and written communication skills and the ability to present effectively to small and large groups.
- ix. Demonstrated ability to successfully direct, coordinate, and strategically integrate multiple developments, enhancement, and/or modification in project at an institutional level.
- x. Ability to effectively manage a large, diverse team of technical managerial/supervisory professional and support staff.
- xi. Knowledge and understanding of organization structure, workflow, and operating procedures.
- xii. Physically fit with sound health, strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- xiii. Demonstrated vision and ability to develop and implement short and long range plans, systems, capacity, technology, and operational plans.

Age Limit: Maximum 55 Years.

2. Advisor(s)/ Consultant - PMU (PPS-11)

Advisor is a senior and experienced professional providing consultancy/Support/Facilitation roles amid the diverse tasks pertinent to the project. S/he acts as specialist for applicable tasks and practical matters related to PUEET feasibility study as identified/ assigned (in whole or parts) by the Project Director. This may include university charter approvals/ SOPs, land transference matters, land acquisition procedures, parliamentary matters, research reports, procurement and supply chains issues, civil works and other engineering jobs, administrative issues, hiring or outsourcing functions, financial and audit matters, and other secretarial and advisory roles related to the project. S/he also provides support, facilitation, and advisory services amid compliance of PSDP, PEC, PPRA, HEC, MoFE&PT, MoST, Academia, Regulatory, other agencies/ bodies, and Inter-ministerial procedures etc.

Note: In case the consultant/ advisor is hired as civil engineering consultant for site and building construction works, s/he will be a certified and PEC registered senior/ chief level engineer in side PMU with design sanctioning powers.

Required Qualifications & Experience

- Master Degree (at least 2nd Division) from an HEC recognized university.
- Candidates having Ph.D degree in addition to above will be given preference.
- Twenty (20) years of experience related to the identified disciplines regarding PUEET, including but not limited to the educational projects, charter procedures, legal and regulatory matters, land transfer and acquisition matters, civil works, science and technology matters, national and international liaisons, research and development, financial and audit matters, engineering designs etc. Detailed knowledge of the standing and working practices in government organizations and relevant bodies is essential.
- Candidate must have strong professional networking in cross disciplinary and cross functional domains/ departments. Candidates having strong negotiation skills, relevant qualifications, and prior experience in identified domain(s)/ work experience in Government sector will be preferred.

Age Limit: Maximum 55 Years.

3. Director Finance - PMU (PPS-10)

The Director Accounts and Finance –PMU is a senior member of the PUEET project team; S/he is responsible for all aspects of financial management of the PMU tasks, working collaboratively to ensure compliance of PSDP and PUEET financial procedures. S/he works under the direction of the Project Director and is responsible for all financial functions, including, budgeting, financial reporting, and financial management and compliance. The Director Finance provides timely reports and assistance to the Project Director regarding financial position to ensure that financial resources are utilized legitimately, efficiently and effectively.

Required Qualifications

Master Degree (at least 2nd Division) from an HEC recognized university in Finance, Accounting, Auditing, Commerce, MBA (Finance) or CA, ICMA or equivalent.

Experience

At least 12 years of progressively advanced work experience (min.05 years in managerial position) in finance, advance financial management and financial techniques used in public sector development projects. The candidate must know the financial rules and regulation followed by Government of Pakistan (i-e Finance, AGPR, CGA, AGP, Planning). PSDP experience and work in construction relevant projects/ environment will be added advantage.

Responsibilities/ Attributes of Successful Candidate

1. Strong knowledge of PSDP, including budgeting, submission of BO/NIS, auditing, releases and knowledge of work with relevant stakeholders such as Finance Division, AGPR and Planning commission regarding PSDP projects.
2. Responsible for all financial inflows in accordance with rules follow by government of Pakistan.
3. Identification of required budget (quarterly, semiannually and annually), submission of budget order/new item statement and preparation of budget estimates for the project.
4. Preparing quarter-end close procedures.
5. Prepare and recommend operating and personnel budgets for approval.
6. Monitor spending for adherence to budget, recommend variances as necessary.
7. Knowledge of budget allocation as per requirement, sanctions, disbursement and re-appropriation

8. Generates and shares comprehensive and detailed reports about team financial performance, mission-related objectives, and deadlines
9. Must have excellent analytical skills with a thorough knowledge of accounting principles to analyze financial reports and forecasts
10. Preparing and evaluating detailed financial estimates, business plans, and project PC-I till final approval from respective forums.
11. Develop and establish financial policies & plans, priorities and SoPs consistent with the mission, goals and objectives of PUEET.
12. Develop and manage complex, multi-faceted budgets for the centers, as it relates to project development and deployment at the centers level.
13. Accountable for any lapses under the jurisdiction of his/ her administrative functional and financial control under obligation to successfully conduct project audit from DG Federal Audit.
14. Perform any other job-related duties as assigned by the management.

General requirements

- i. Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- ii. Knowledge of SAP, PMES and working on QuickBooks will be added plus
- iii. Excellent written and verbal communication.
- iv. Good analytical, multitasking, and strategic thinking skills.
- v. Tech Savvy with attention to detail and problem-solving skills
- vi. Strong organizational, team management, and professional networking skills
- vii. Strong character with honesty, integrity and decent moral values

Age Limit: Maximum 55 Years.

4. Director Planning - PMU (PPS-10)

The Director Planning - PMU is a senior member of the PUEET project team.; S/he is responsible for technical planning and administration of the PUEET, working timely and collaboratively to ensure compliance of PSDP, regulatory, and PUEET procedures. S/he works under the direction of the Project Director and is responsible for project planning, monitoring, and evaluation activities ensuring that the project cost, time and quality standards are met. S/he assists the Project Director in diverse planning initiatives involving cross functional stakeholders.

Required Qualifications

Master degree (at least 2nd Division) from an HEC recognized university in Engineering/ Project Management/ Constructions Management/ Engineering Management. Candidates having combination of engineering and project planning/ management qualifications/ experience and PMP will be preferred.

Experience

At least 12 years of progressively advanced work experience (min. 05 years in managerial position) in the field of Technical Planning in public or private sector; practicing experience in Project Planning and Management, Construction Planning and Monitoring, PM Body of Knowledge, PPRA rules, PEC guidelines, and bylaws and GoP procedures for public sector developments. Relevant PSDP experience and working in construction projects/ environment will be added advantage.

Responsibilities/ Attributes of Successful Candidate

1. Performs and manages technical and professional planning for project, doing research and analysis as and when required.
2. Evaluates technical plans and operational activities and provides timely and accurate input to management.
3. Utilizes project management tools eg. MS Project, Primavera etc. for planning, monitoring and evaluation of projects/ plans.
4. Monitors and ensures compliance with federal laws, bylaws, and PSDP procedures.
5. Specialized planning functions such as project proposals, construction development and management plans, campus master planning and environmental studies etc.
6. Manages the consultants and advises the contractors on diverse planning-related matters.
7. Assists various boards, teams, committees, and officials in planning-related issues.
8. Coordinates and monitors internal and external teams to achieve project objectives.
9. Prepares and coordinates the development of project plans as per Planning Commission guidelines.
10. Prepares manuals, SoPs, project reports, and other documents as needed to enable successful implementation of projects.
11. Monitors the teams to make sure that all parties are on track with project requirements, deadlines, and schedules.

12. Manage planning and research database and conduct statistical analysis and project/ cost estimations.
13. Prepare presentations and periodic project reports/ updates.
14. Track project and team's progress over time.
15. Accountable for any lapses under the jurisdiction of his/her administrative functional and financial control under obligation to successfully conduct project audit from DG Federal Audit.
16. Employs modern planning principles, good administrative and organizational skills of project management.
17. Perform any other job-related duties as assigned by the management.

General requirements

- a) Proficiency in Microsoft Office and other office applications/ software.
- b) Knowledge of SAP, PMES and MS Project be added plus
- c) Excellent written and verbal communication.
- d) Good analytical, multitasking, and strategic thinking skills.
- e) Tech Savvy with attention to detail and problem-solving skills
- f) Strong organizational, team management, and professional networking skills
- g) Strong character with honesty, integrity and decent moral values

Age Limit: Maximum 55 Years.

5. Director Engineering – PMU (PPS-10)

The Director Engineering - PMU is a senior member of the PUEET project team.; S/he is responsible for engineering and construction management related matters of the PUEET, working timely and collaboratively to ensure compliance of PSDP, PEC, Regulatory and PUEET procedures. S/he works under the direction of the Project Director and is responsible for engineering management, engineering designs, project planning, monitoring, and evaluation activities ensuring that project quality, cost, and time standards are met. The Director Engineering assists the Project Director in diverse engineering, designing, and construction related initiatives involving cross functional stakeholders.

Required Qualifications

Master Degree (at least 2nd Division) from an HEC recognized university in Civil Engineering/ Infrastructure/ Construction Design Engineering, or related disciplines.

Candidates having combination of civil engineering and project management qualifications/ experience will be preferred.

Experience

At least 12 years of progressively advanced work experience (Min. 05 years in managerial position) in Engineering and Building Constructions in public sector. Must have working experience of development projects and practicing knowledge in Construction Engineering and Monitoring, PM Body of Knowledge, PPRA rules, PEC guidelines, bylaws and GoP procedures for public sector developments. Prior PSDP and resident engineering experience will be preferred

Responsibilities/ Attributes of Successful Candidate

- a. Prepare the engineering plans, project budgets, cost estimates, schedules and specifications.
- b. Apprise and vet the building design, engineering diagrams, and address potential construction problems.
- c. Review and evaluate consultants design and drawings for any errors/ discrepancies and possible improvements.
- d. Oversee, monitor and measure day-to-day construction progress on site and ensure its within cost, quality and time bounds.
- e. Supervise, control, and ensure that work is generally in accordance with the drawings, design and specifications.
- f. Ensure that as-built drawings are prepared on an ongoing basis during the construction period.
- g. Prepare and verify the measurement books for the project and issue job completion

certificates.

- h. Provide scope of work and technical inputs for tender documents, RFPs, and other technical procurements.
- i. Perform technical evaluations, and draft evaluation reports and recommendations for projects/project components.
- j. Provide timely and accurate project progress and input on engineering issues to management.
- k. Utilize project management tools eg. MS Project, Primavera etc. for planning, monitoring and evaluating the project.
- l. Observe and implement PSDP processes, PEC guidelines, construction development processes, campus master planning and environmental studies etc.
- m. Manage the consultants and advise the contractors and the team on engineering related matters.
- n. Handle land acquisition, lay out plans, and related matters with concerned agencies, ensuring legal and regulatory compliances.
- o. Prepare and maintain acceptance protocols, SoPs, project reports, and other documents as needed.
- p. Accountable for any lapses under the jurisdiction of his/her administrative functional and financial control under obligation to successfully conduct project audit from DG Federal Audit.
- q. Perform any other job-related duties as assigned by the management.

General requirements

- a) Proficiency in Microsoft Office and other office applications and software.
- b) Knowledge of SAP, PMES and MS Project be added plus
- c) Excellent written and verbal communication.
- d) Good analytical, multitasking, and strategic thinking skills.
- e) Tech Savvy with attention to detail and problem-solving skills
- f) Strong organizational, team management, and professional networking skills
- g) Strong character with honesty, integrity and decent moral values

Age Limit: Maximum 55 Years.

6. IT Administrator – PMU (PPS-8)

The IT Admin – PMU Operations is responsible for planning and managing the IT setup, IT/IS tools, and IT/ICT related tasks, and activities of the project. S/he will assist the team, and will work in close coordination with members to achieve project deliverables with higher degree of automation, improved efficiency, fool proof database/record management.

Required Qualifications

Master/Bachelor's degree (at least 2nd Division in IT/ ICT, Computer science, or computer engineering related disciplines. Candidates with IT/ IP data networks/ Information Security/ website development related certifications, courses and trainings will be preferred.

Experience

Five (05) years of post-qualification experience in IT/ICT operations management. Candidates with hands on experience in IT/ ICT support functions, website development, database management, will be given due preference.

Responsibilities/ Attributes of Successful Candidate

- 1) Provide technical assistance wherever needed
- 2) Oversee IT operations related to the project
- 3) Manage installations, upgrades and configurations of hardware and software
- 4) Assess system performance and recommend improvements
- 5) Ensure data is handled, transferred or processed according to legal and departmental guidelines
- 6) Provide support and guidance to stakeholders via help desk
- 7) Control costs and budgets regarding IT systems
- 8) Provide daily Support for User Issues related to IT
- 9) Assess need for new equipment, software, and IT tools
- 10) Analyze business requirements for IT needs and systems
- 11) Communicates within IT team and across departments as needed
- 12) Assist in IT related procurements and manage contracts/ vendors (e.g. development platforms, telcos., password managers) and software licenses
- 13) Develop and implement IT policies, practices, and SOPs

- 14) Represent on cross functional teams/ committees and provide technical assistance in project tasks and assignments.
- 15) Accountable for any lapses under the jurisdiction of his/her administrative functional and financial control under obligation to successfully conduct project audit from DG Federal Audit.
- 16) Perform any other job-related duties as assigned by the management.

General requirements

- a) Proficiency in Microsoft Office and other office applications and software.
- b) Excellent written and verbal communication.
- c) Good analytical, multitasking, and strategic thinking skills.
- d) Tech Savvy with attention to detail and problem-solving skills
- e) Strong organizational, team management, and professional networking skills
- f) Strong character with honesty, integrity and decent moral values

Age Limit: Maximum 45 Years.

7. Private Secretary to Project Director (PPS-08)

The PS to Project Director is a member of the PMU team.; S/he works closely with the PD and assists in secretarial, administrative and official coordination/ correspondence matters. S/he works under the direction of the Project Director and is responsible for interdepartmental and intradepartmental correspondences, collaboration and scheduling functions. S/he is extremely proficient in record keeping, office management, and collaboration. S/he provides timely support, input, reports, scheduling, presentations, minutes, and assistance to the Project Director to help achieve project objectives and timelines.

Required Qualifications

Master/Bachelor's degree (at least 2nd Division) in social science/ administrative science or other related disciplines. Candidates having qualifications in Office Management, Business Administration, Public Administration will be preferred.

Experience

Five (05) years of progressive experience in office coordination, as personal secretary or private secretary (Min. 03 years in secretarial role). Excellent communication, presentation & writing skills, working knowledge of modern management principles, good administration/ time management/ protocol/ travel and tours/ event management skills and a team player. Candidates with prior coordination experience in PSDP projects with strong grip in public/ government rules, regulations, policies, and procedures will be added advantage.

Responsibilities/ Attributes of Successful Candidate

1. Assist PD in day-to-day coordination and management of business operational activities.
2. Prepare daily schedule of engagement, meetings and appointments, and prepare and issues meeting agenda.
3. Exercise judgement and diligence in identifying the time urgency of cases.
4. Must have excellent Drafting, Typing and Shorthand writing skills.
5. Knowledge of attending and preparing proper record of phone logs.
6. Must have strong acumen and ability to understand and sense management requirements and expectations.
7. Arrange timely transportation, security protocols, and official needs.

8. Extremely proficient in using computers, IT tools, and office software packages (MS Word, Excel, Power Point) as well as G suite (Gmail, Drive, Calendar, Google docs and sheets).
9. Strong English communication skills, especially to deal with large volumes of emails/ letters/ notes.
10. Demonstrable excellence in record management, organizational skills and abilities.
11. Adaptable to work under stress and over long working hours.
12. Communicate effectively with other teams and inculcate conducive working environments.
13. Coordinate team members to achieve administrative duties and project objectives.
14. Accountable for any lapses under the jurisdiction of his/her administrative functional and financial control under obligation to successfully conduct project audit from DG Federal Audit.
15. Perform any other job-related duties as assigned by the management.

General requirements

- a) Proficiency in Microsoft Office and other office applications and software.
- b) Excellent written and verbal communication.
- c) Good analytical, multitasking, and strategic thinking skills.
- d) Tech Savvy with attention to detail and problem-solving skills
- e) Strong organizational, team management, and professional networking skills
- f) Strong character with honesty, integrity and decent moral values

Age Limit: Maximum 45 Years.