

1. GENERAL MANAGER - OPERATION (Area Water Board)

DEFINITION:

To plan, direct, and review the engineering activities of the Area Water Board working under Sindh Irrigation and Drainage Authority. To provide highly responsible, professional and technical staff assistance; and to ensure the Authority fulfils its statutory duties in respect of the distribution of water and the provision of drainage and flood protection.

SUPERVISION RECEIVED AND EXERCISED:

Director Area Water Board, provides administrative direction. Jobholder controls operation of barrages through their respective Chief Engineers. Responsibilities include direct and indirect supervision of other managers, Executive Engineers, technical and clerical staff as assigned.

FUNCTIONS AND TASKS:

To plan, direct and review the management and engineering activities of the Area Water Board, to provide highly responsible, professional and technical staff assistance; and to ensure the Authority fulfills its statutory duties in respect of the distribution of water and the provision of drainage and flood protection.

- To reports to the Director Area Water Board
- To Supervise Executive Engineers / Canal Managers
- To set standards for operations and maintenance, aiming at transparency and cost effectiveness.
- To Supervise capital expenditure (if any)
- To participate in preparing business plans, budget plans, periodical account.
- To Develop and implement goals, objectives, policies and priorities in irrigation, drainage and flood protection facilities through participatory management;
- Plan, direct and review the construction, operation and maintenance of irrigation, drainage and flood protection infrastructure and systems;
- Develop overall policies, financial resources and facility plans for the irrigation, drainage and flood protection facilities in conjunction with staff members and consultants;
- Confer with managers to review current and proposed projects, schedules, organizational and personnel problems;
- Review and sign engineering drawings, work orders and purchase orders for the various facilities within his responsibility;
- Review and approve the task detail design for the entities who prepare the detail design for different irrigation and drainage schemes planed to be rehabilitated or constructed;
- Ensure the process of public consultation for the preparation of the detail design;
- Organize the supervision procedures for the civil works planned to be carried out in different I&D schemes.
- Supervise the performance of the irrigation engineers, who supervise the works done by FO based on CBC.
- To deal with contract management and all procurement activities related to works and goods.
- Prepare and administer the departmental budget;
- Direct and participate in the preparation of technical and administrative reports;
- Present reports and recommendations to the Board and to the Director Area Water Board;
- Develop general procedures for control of activities.
- Participate in professional activities and speak before water users and community groups regarding plans and policies;
- Direct and participate in the preparation of the Capital Improvement Plan of the irrigation, drainage and flood protection services;
- Coordinate Area Water Board's activities with other Government bodies and with outside agencies;
- Select, supervise, train and evaluate staff;

QUALIFICATIONS:

Experience:

- At least 08 to 10 years experience of the job with Water Resources management / Irrigation and Drainage). Progressively responsible professional experience in irrigation, drainage and flood protection facilities through participatory management, knowledge of planning, designing, supervision, contract management of projects in relevant fields, implementation of different projects in the sector, to demonstrate possession of the knowledge and abilities. He should monitor, plan and implement the operation and maintenance process of the irrigation, drainage and flood protection works. Having experience in Procurement of goods / works / consulting services as per prevailing rules practice, including donors' procedures.
- Should have knowledge on procurement procedures of government and donors rules.
- Should be Computer literate and knowledge of email and internet.
- Proficiency in English and good communication skills and report writing is essential.
- Having experience in dealing with International Donor funded Projects.

Education:

B.E Civil/Agriculture, Masters in (Water Resource Management/Hydraulics/ Irrigation & Drainage / Agriculture Engineering will be preferred.

2. GENERAL MANAGER FINANCE/ADMINISTRATION / CUSTOMER RELATION (Area Water Board)

DEFINITION:

The purpose of this role is to ensure financial control within the Area Water Board. The job holder is responsible for introducing and maintaining financial control, administration and customer Relations.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Director Area Water Board. Responsibilities include the direct and indirect supervision of financial management, administrative supervisory, technical and other staff assigned to his department, including the Information System staff.

FUNCTIONS AND TASKS

- To report to the Director Area Water Board
- To supervise as section head within the Department Finance / Administration / Customer Relations.
- To set standards for Finance and accounting, HRD/IT, aiming at transparency.
- To draft maternal business procedures.
- To Supervise capital expenditure (if any)
- To participate in preparing business plans, budget plans, periodical account.
- To Develop and implement goals, objectives, policies and priorities in irrigation, drainage and flood protection facilities through participatory management;
- Install and maintain suitable accounting, financial, budgetary and information systems both at head-office and other locations of the Authority / Area Water Board;
- Advise the financial Directors / Managers of the Area Water Board on accounting and financial systems and procedures;
- Prepare the rolling five-year capital expenditure plan of the Authority / Area Water Board;
- Plan, organize and direct the preparation, implementation and control of Area Water Board's annual operating and capital expenditure budgets;
- Prepare and regularly update statements concerning the revenue, expenditure and financing requirements of the Authority / Area Water Board;
- Overhaul radically the existing revenue base of the Authority / Area Water Board;
- Monitor the year-on-year rate of recovery of revenue (water and drainage service charges), and improve collection inter alia by pro-active enforcement of the Area Water Board's legal powers;
- Monitor the economical aspects of the real estate of Area Water Board and draft proposals for the Board concerned with their management.
- Monitor the year on year rate of recovery of revenue
- Monitor the economical activities of the authority / Area Water Board;
- Coordinate funding requirements with Government, donor agencies and banks through concerned quarters;
- Introduce a system of internal audit by devising and introducing internal controls in the accounting and financial operations of the Authority / Area Water Board, and by monitoring their effectiveness;
- Keep abreast of laws and regulations affecting the financial operations of Area Water Board;
- Present reports and recommendations on accounting and financial matters to the Managing Director and to the Board;
- Prepare the annual accounting statements of the Authority / Area Water Board;
- Liaise with the external auditors regarding the annual accounting statements;
- Monitor the efficiency and effectiveness of the finance and accounting wing of the Authority / Area Water Board.
- Prepare the inventory of the assets of Area Water Board and updating it frequently, every year

QUALIFICATIONS:

Experience:

- At least 08 to 10 years successful experience at Senior management level in a major enterprise or parastatal entity of which, at least 05 years would have been in private sector. Should have knowledge of principles and practice of financial planning and control, techniques of accounting, financing and budget systems, computer accounting systems along with knowledge of principles of Administration / Customers Relations etc.
- Not less than 3 years experience in dealing with International Donor funded Projects.
- Should be Computer literate and knowledge of email and internet
- Proficiency in English and good communication skills and report writing is essential
- Should have knowledge of procurement procedures of government and donors rules.

Education:

The incumbent should hold the following professional qualifications.

Accountancy (Chartered Accountant) certified Accountant or cost and Management Accountant/
MBA major in Finance. Computer Literacy required.

3. MANAGER, HUMAN RESOURCE DEVELOPMENT (Area Water Board)

DEFINITION:

To supervise and participate in professional and technical work in a variety of human resource development areas, including recruitment, training, capacity building, employee's relations, job evaluation, salary and benefits, rightsizing, and performance management.

SUPERVISION RECEIVED AND EXERCISED:

Direction is provided by the General Manager, Finance / Administration / Customer Relation and Director, Area Water Board. Responsibilities include direct supervision of working professional and technical staff and indirect supervision of support services staff.

FUNCTIONS AND TASKS:

- Report to General Manager Finance / Administration / Customer Relation
- Prepares advice on HRD policy matters
- Assist other managers in HRD matters.
- Manager Personnel Information System.
- Supervise and participate in process of recruitment activities;
- Supervise, train and evaluate professional and technical staff;
- Develop, interpret and administer Personnel Rules and Regulations;
- Develop evaluate and validate selection instruments and methods;
- Supervise and conduct job grading studies;
- Write job descriptions and recommend salary rates for new posts;
- Supervise and participate in organization and staffing studies;
- Develop, drive, monitor and coordinate mechanisms for the management of individual and group performance throughout the SIDA / Area Water Board;
- Counsel employees, management, Area Water Boards, outside agencies and the public on personnel related matters where required;
- Supervise, coordinate and participate in special projects or programmes as assigned;
- Prepare departmental budget;
- Participate in the development and implementation of goals, objectives, policies procedures;
- Prepare a variety of correspondence and reports;
- Represent the Area Water Board at relevant professional gatherings and/ or public meetings;
- Oversee and participate in the computerization of personnel records;
- Investigate and attempt to resolve complaints regarding Personnel Department actions or interpretations;
- Prepare information on agenda items for meetings of the BOM Area Water Board;
- May make presentations before the, Area Water Boards, employees and community organizations and other interested groups.

QUALIFICATIONS:

Experience:

At least 5 years experience in HRD public or private organizations including services rules, personnel records, disciplinary matters (hiring, developing, promoting, salary matters), staff performance evaluation, etc.

- Should be Computer literate and knowledge of email and internet
- Proficiency in English and good communication skills and report writing is essential
- Should have knowledge of procurement procedures of government and donors rules
- Should have experience in dealing with International Donor funded Projects.

Education:

MBA major subject of Human Resource or Master in Social Sciences with Law Degree.

4. MANAGER CUSTOMER RELATIONS (Area Water Board)

DEFINITION

This Position relates to ensure the relations to organize the liaison of Customer Relations with the FOs and Water users. The job holder is responsible to assist General Manager Finance / Administration / Customer Relations in overall implementation of Customer Relations and related jobs.

SUPERVISION RECEIVED AND EXERCISED:

General Direction is provided by General Manager Finance / Administration / Customer Relations and Director Area Water Board.

FUNCTIONS AND TASKS

- Reports to GM Finance/Admin/CR
- Assist General Manager Finance / Administration / Customer Relations in his/her role as Section Head in Area Water Board.
- Create friendly coordination of FO with General Manager Finance / Administration / Customer Relations/Area Water Board.
- Facilitate customers (FO) in their day to day issue.
- Assist General Finance / Administration / Customer Relations in monitoring year-on-year rate of recovery of revenue.
- Organizes the liaison of CR with the FOs and other water users on all water related issues.
- To ensure that all customer related issues are addressed with the responsible manager.
- Manages CR & Social Mobilization staff.

QUALIFICATIONS:

Experience:

- At least 03 to 04 years successful experience in any major enterprise in the department of Customer Relations.
- Strong interpersonal Skills.
- Should be Computer literate and knowledge of email and internet.
- Proficiency in English/Sindhi and good communication skills and report writing is essential.
- Should have experience in dealing with International Donor funded Projects.

Education:

MBA major subject of Marketing / Master in Social Sciences with Law degree preferred.

5. ASSISTANT MANAGER HUMAN RESOURCE DEVELOPMENT (Area Water Board)

DEFINITION

To assist Manager HRD under overall supervision of Director Area Water Board.
To Assist Manager HRD in training, capacity building and other related matters.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is given by the Manager HRD.

FUNCTIONS AND TASKS

- Provide the support in HRD Section.
- Book keeping of documents and other related matters of training and capacity building.
- Prepares advice on HRD Policy matters
- Assist other manager in HRD Matters (recruitments Compensation, performance, appraisal, disciplinary action, etc
- Manages personnel information service.
- Any other duty assigned by Manager HRD / Director Area Water Board.
- Interprets Area Water Board policies and other documents
- May assist in training new employees.
- Maintain staff personal file.

QUALIFICATIONS:

Experience:

- At least 03 to 05 years experience in public or private organizations including services rules, and general personnel affairs. He will assist Manager HRD in all aspects.
- Should be Computer literate and knowledge of email and internet.
- Proficiency in English and good communication skills and report writing is essential.
- Should have knowledge of procurement procedures of government and donors rules.
- Should have experience in dealing with International Donor funded Projects.

Education:

MBA major subject of HR/Masters in Social Sciences/MPA, Law degree will be preferred

6. ASSISTANT MANAGER FINANCE AND ACCOUNTS (Area Water Board)

DEFINITION

This is important position relating to Finance and Accounts in the Area Water Boards, who have knowledge of Accounting principles and practices including financial administration, budgeting and reporting. Knowledge of office practice, procedures, matters and equipment.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is given by General Manager, Finance / Administration / Customer Relation and Director, Area Water Board. The position is meant to assist General Manager, Finance / Administration / Customer Relation in all respect.

FUNCTIONS AND TASKS

- Reports to GM Finance / Administration / Customer Relation
- Prepares advice on financial policy matters
- Keeps the accounts and financial administration
- Assists other managers and in financial matters
- Manages the land and housing properties of the AWB
- Assist external auditors
- Maintain suitable accounting financial budgetary and information systems at Area Water Board's
- Prepare the rolling five year capital expenditure plan of the Area Water Board's
- Preparation, implementation and control of Area Water Board's annual operating and capital expenditure budgets.
- Prepare and regularly update statements concerning the revenue, expenditure and financing / subsidy requirements of the Area Water Board projected on a rolling five years basis (the five year business plan).
- Assist in a system of internal audit by devising and introducing internal controls in the accounting and financial operation of the Area Water Board and by monitoring their effectiveness
- Present report and recommendations on accounting and financial matters to the General Managing Finance and to the Area Water Board.
- Prepare the annual accounting statement of Area Water Board.
- Liaise with the external auditors regarding the annual accounting statement.
- Monitor the efficiency and effectiveness of the Finance and Account.

QUALIFICATIONS:

Experience:

- At least 03 to 04 years successful experience at management level in a major enterprise in public or private organizations including services rules, and general personnel affairs.
- Should be Computer literate and knowledge of email and internet.
- Proficiency in English and good communication skills and report writing is essential.
- Should have knowledge of procurement procedures of government and donors rules.
- Should have experience in dealing with International Donor funded Projects.

Education:

MBA major in Finance / M.Com.

7. ASSISTANT MANAGER SOCIAL MOBILIZATION (Area Water Board)

DEFINITION:

To assist the farming community form new farmers' organizations and to improve the operations of existing farmers' organizations. Helps in Community Development and Social Mobilization process to achieve, and participated Irrigation Management progress of SIDA, Area Water Boards Mass awareness.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the General Manager Customer Relation. Duties include assisting in all activities of the Social Development and Mobilization in Area Water Board.

FUNCTIONS AND TASKS

- Reports to Manager CR.
- Assist the social mobilization process of Farmers' Organizations (FOs) 67
- Assist Farmers' Organizations in their internal development and in their dealing with the AWB
- Assists AWB especially XENs/DOs and AXENs/SDOs in their contacts with Farmers' Organizations.
- Monitor the compliance of AWB and FOs with the IDMT agreement and signal non-compliance and problems to FOs and to the higher management of the AWB
- Data management with regard to FOs

QUALIFICATIONS:

- Masters preferably in Social Sciences

Experience:

- At least 03 years and above professional experience in Community Development and Social Mobilization process to achieve, and participated Irrigation Management progress of SIDA, AWBs-Mass awareness particularly relating to implementation of reforms.
- Not less than 3 years experience in dealing with International Donor funded Projects. This aspect will be given performance
- Should be Computer literate and knowledge of email and internet
- Proficiency in English and good communication skills and report writing is essential

8. ASSISTANT MANAGER COMMUNICATION (AREA WATER BOARD)

DEFINITION

To serve as the principal staff resource for development and implementation of a comprehensive public information and communications programme; to promote greater understanding both internally and externally of the institutional reforms programme; to maintain close contact with SIDA wing and to act as liaison with the public and the news media; to bring together and publish information relating to the services provided by SIDA / Area Water Board; and to perform other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the General Manager Finance / Administration / Customer Relation and Director Area Water Board. Responsibilities may include indirect supervision of clerical positions and contract personnel in the performance of public information work.

FUNCTIONS AND TASKS

- Develop and implement a communications strategy in order to inform the public of local issues and events and promote community involvement in and awareness of Area Water Board activities;
- Coordinate news release and other public information with various Area Water Board, officials and media representatives;
- Research, develop and coordinate media presentation, exhibits, reports periodical Area Water Board newsletters prepared for the SIDA Board, the public or for employees.
- Maintain liaison with IT Specialist SIDA to up date website presenting data on all aspects of the services provided by SIDA / Area Water Board including data on water distribution.
- Write, lay out and distribute publications, articles, press releases, information material (folders, leaflets); and brochures.
- Coordinate and monitor contracts with specialist suppliers to insure budget, communication and marketing problems are resolved;
- Train staff in communication aspects of their actions.
- Monitor perception of SIDA among stakeholders including SIDA employees, Area Water Boards, Farmer's Organizations, government and other agencies relevant NGOs, farmers and the media;
- Serve as SIDA's representative an/ or as staff for committees, community meetings, neighborhood events and before other governmental bodies;
- Answer inquiries from and provide information to the public;
- Receive and, if necessary, refer public complaints to appropriate agency or authority for disposition;
- Conduct tours of SIDA / Area Water Board facilities
- Assist in the reception of visiting dignitaries, groups or classes;
- Prepare the public information office budget;
- Develop and implement methods and materials to promote special events sponsored by the SIDA;
- Coordinate special events;

- Respond to requests for information from the public, SIDA staff, radio, television, and news media;
- Perform related duties as assigned. .

QUALIFICATIONS

Experience:

- Sufficient responsible experience of 03 to 05 years at least in an agency comparable to the SIDA performing budgeting and other administrative work and interpreting and presenting a unified information and communication programme to the public. Knowledge of Sindhi and English language is essential so as to prepare news releases, TV and radio programs and dissemination of information of the Authority in workshops / seminars and writing articles for news papers, etc
- Should be Computer literate and knowledge of email and internet
- Proficiency in English and good communication skills and report writing is essential

Education:

Degree with major course in Mass Communication / Public Relations or business Administration.

9. ASSISTANT MANAGER IT (Area Water Board)

DEFINITION:

ASSISTANT MANAGER IT administers the local Area Network, Software and the hardware in the Area Water Board, gives support and training to the end users, Collect and compile the data from Area Water Board and send the data to IT Specialist-SIDA for SIDA Website.

SUPERVISION RECEIVED AND EXERCISED

IT Specialist-SIDA and Director AWB provide directions.

FUNCTIONS AND TASKS

- Analyze the needs for information systems within AWB.
- Analyze the hardware and software that is needed for AWB and send it to Procurement committee for purchasing.
- Administer the database in use by AWB.
- Supervise the installation of hard and software.
- Organize end user training.
- Design procedures for backup of data.
- Take measures to protect the security of the information systems.
- Assist AWB in data collection and exchange.
- Keep records of the data in use by AWB.
- Monitor and assist on the improvement of the quality of the data;
- Update and advice AWB Management on all IT related issues.
- Liaise with SIDA Secretariat to come to uniform information systems in all organizations.
- Perform any other related duty.
- Send Regular updated AWB activities to IT Specialist-SIDA for SIDA Web page.

QUALIFICATIONS & EXPERIENCE

Education:

- Bachelor in Computer Science / B.E in Computer Science or related field / B.Com.

Experience

03 years of experience with responsibilities for a variety of hardware and software systems; of which five years Systems Management experience in a complex environment comparable to that of SIDA. Previous experience in a water management, utility or engineering organization would be an asset.

Proficiency in English and good communication skills and report writing is essential..

10. PROGRAM ASSISTANT (AREA WATER BOARD)

DEFINITION

To assist General Manager Operations Area Water Board under overall supervision of Director, Area Water Board.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is given by the General Manager Operations, Area Water Board.

FUNCTIONS AND TASKS

- Reports to General Manager Operations AWB.
- Assists General Manager Operation in his day to day Management.
- Assists in report writing, status reports and other correspondence.
- File Management.
- Circulation of information to other stake holders.

QUALIFICATIONS:

Experience:

- Graduate with one year experience.
- Computer Literate/ MS-Office.

11. HELP DESK OPERATOR (AREA WATER BOARD)

DEFINITION

To assist Assistant Manager IT, Area Water Board under the overall supervision of Director, Area Water Board.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is given by the General Manager Administration/Finance/Customer Relations, Area Water Board.

FUNCTIONS AND TASKS

- Reports to Assistant Manager IT.
- Assists Assistant Manager IT in his tasks.
- Assists users in solving problems during work.

QUALIFICATIONS:

Experience:

- Graduate with one year experience.
- Computer Literate/ MS-Office.