

1. GENERAL MANAGER - OPERATION

DEFINITION:

To plan, direct, and review the engineering activities of the 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:

The Managing Director, SIDA, provides administrative direction. Responsibilities include direct and indirect supervision of other managers, professional, technical and clerical staff as assigned.

FUNCTIONS AND TASKS:

- To plan, direct and review the management and engineering activities of the Sindh Irrigation & Drainage Authority, 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.
- 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, organization 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 planned 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 SIDA Board and to the MD SIDA and to the Management Team;
- 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 SIDA's activities with other Government bodies and with outside agencies;
- Select, supervise, train and evaluate staff;

QUALIFICATIONS:

Experience:

- At least 10 years 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) Master in (Water Resource Management, Hydraulics, Irrigation and drainage, Agriculture Engineering) will be preferred

2. GENERAL MANAGER – FINANCE

DEFINITION:

The purpose of this role is to ensure financial control within the Authority. The job holder is responsible for introducing and maintaining financial control within the Authority and is head of finance wing of SIDA.

SUPERVISION RECEIVED AND EXERCISED:

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

FUNCTIONS AND TASKS

- Install and maintain suitable accounting, financial, budgetary and information systems both at head-office and other locations of the Authority;
- Advise the financial Directors / Managers of the AWBs on accounting and financial systems and procedures;
- Prepare the rolling five-year capital expenditure plan of the Authority;
- Plan, organize and direct the preparation, implementation and control of SIDA's annual operating and capital expenditure budgets;
- Prepare and regularly update statements concerning the revenue, expenditure and financing requirements of the Authority;
- Overhaul radically the existing revenue base of the Authority;
- 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 Authority's legal powers;
- Monitor the economical aspects of the real estate of SIDA 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;
- Coordinate funding requirements with Government, donor agencies and banks;
- Introduce a system of internal audit by devising and introducing internal controls in the accounting and financial operations of the Authority, and by monitoring their effectiveness;
- Keep abreast of laws and regulations affecting the financial operations of SIDA;
- Present reports and recommendations on accounting and financial matters to the Managing Director and to the SIDA Board;

- Prepare the annual accounting statements of the Authority;
- Liaise with the external auditors regarding the annual accounting statements;
- Monitor the efficiency and effectiveness of the finance and accounting wing of the Authority.
- Prepare the inventory of the assets of SIDA and updating it frequently, every year

QUALIFICATIONS:

Experience:

- At least **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 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.

- Chartered Accountant (FCA) or Chartered Certified Accountant (FCCA) / Cost and Management accountant / MBA Finance / M.Com

3. GENERAL MANAGER – RESEARCH AND DEVELOPMENT

DEFINITION:

The purpose of this role is to coordinate research for the improvement of water management including irrigation, drainage and flood control within Sindh and development of SIDA authority to make it self sustainable. The SIDA will outsource most of the research and development studies to universities and research institutes.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Managing Director. This is a department head role within SIDA. Responsibilities include direct and indirect supervision of managers, professional, technical and clerical staff as assigned and manage the environmental section.

FUNCTIONS AND TASKS

- Maintain up-to-date knowledge of any laws and regulations which relate to SIDA's responsibilities for Research and Development and keep SIDA in compliance;
- Prepare, monitor and manage the R&D budget;
- Setup an Advisory Committee for Research and Development with representative of stakeholders and research institutes, to discuss needs for Research and Development;
- Keep up to date with Water Management research in and outside Pakistan.
- Strengthen SIDA's knowledge base by collecting suitable publications (both from within Pakistan and from other parts of the world);
- In conjunction with advisory committee and in close collaboration with other managers within SIDA and the irrigation and drainage network, develop Research and Development programme;
- Specify and outsource Research and Development projects to improve water management, irrigation, flood protection and drainage;
- Evaluate Research and Development results with advisory committee.
- As appropriate, disseminate research findings within SIDA, to SIDA's research partners and to the wider community;
- To deal with all environmental issues in the sector under the jurisdiction of SIDA, AWB, FOs.
- Research to identify the resources to make the SIDA sustainable in Development point of view
- Supervise and evaluate departmental support staff;
- All other duties as may be prescribed or request by the Board.

QUALIFICATIONS:

Experience:

At least **10 years** experience in relevant field. Responsible for coordinating the Research and Development strategy for the improvement of efficiency of the irrigation and drainage system in Sindh, and ensure its sustainability, through establishment an appropriate policy environment and institutional framework, and strengthening capacity of sector institutions.

Knowledge of:

- principles and practices of R&D as applied to water management including irrigation, drainage and flood protection
 - R&D methodologies
 - Formulate, implement and update policies, studies and research programs for different issues of the irrigation, drainage and flood protection sector.
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- Improving Sector Policies and Planning.
 - Strengthening and technical foundations of knowledge base on Irrigation and Drainage, and Improve the Irrigation and Drainage infrastructure.
 - Not less than 3 years experience in dealing with International Donor funded Projects.
 - Should have knowledge of procurement procedures of IDA / IBRD.

Education:

Masters in (Environment / Natural Resource Management / Hydraulics / Civil Engineering / Agriculture).

4. PROJECT MANAGEMENT (PLANNING) CONSULTANT

Scope of consultant services

The assignment will include consultancy services for project planning and management of irrigation, drainage and flood protection of present and future development works. The PM consultant will field a multidisciplinary personality of senior level professional with ten years field experience in project planning and management of water resources engineering supported by contract procurement procedures of PEC, ADB, World Bank and IDA standard. The consultant will be assigned to work with SIDA secretariat at Hyderabad.

The consultant will be responsible and assist General Manager Operation for the preparation and implementation of the irrigation and drainage development and overall project management related in house tasks. The main responsibilities will be to prepare documents, conduct various in house surveys, prepare detailed designs, prepare technical and economic evaluations, specification, bill of quantities, cost estimates, legal documents, procurement and planning, prepare annual audits and submitting monthly, quarterly and annual progress reports to General Manager Operation.

SUPERVISION RECEIVED AND EXERCISED:

Project Management Consultant will be in charge of General Manager Operation and instructions / orders received from the MD SIDA.

Terms of Reference

Consultant will carry out detailed review, planning and preparation of irrigation, drainage and flood schemes/ sub project.

Documents and specifications and estimate of costs for the works to be implemented in stipulated time.

The consultant will prepare implementation schedule of the project.

The consultant will assist General Manager Operation for the preparation and implementation of the irrigation and drainage projects.

Prepare legal documents, procurement plans and submit monthly, quarterly and annual progress reports.

Other works based on the requirement by the respective wing.

Qualification:

Experience:

- At least 10 Years of relevant experience in project planning, preparation appraisal, designing and management of Water resources projects.
- Should have knowledge of procurement procedures and contract management.

- 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

Education

Bachelor of Engineering (Civil), Preference will be given to Masters in (Water Resource Management / Irrigation and Drainage Engineering / Hydraulics / Project Management Engineering.

5. ENVIRONMENTAL SPECIALIST

DEFINITION

This position will deal with environmental projects/ programs in irrigation and drainage sector and with detail design and implementation of EMP activities, as well as the environmental impact assessment/ institutional organization, management and strengthening.

SUPERVISION RECEIVED AND EXERCISED:

Environmental Specialist will be under instructions / orders received from EMP Team Leader / the Chairman SIDA.

FUNCTIONS AND TASKS

- The Environmental Specialist will be working on all issues of environmental projects/ programmes in irrigation and drainage sector;
- Assist and support to the Team Leader in the technical and supervision activities related the environmental issues;
- Be overall responsible for the management of Environmental Management Plan of WSIP
- He/She will be working on preparation of detail design and carrying out implementation of EMP activities
- He/She will contribute to the environmental impact assessment, institutional organization management and strengthening including human resources and development and training
- Get instructions, orders and policies from the Team Leader and conveyed to the respective Departments offices and agencies.
- Liaison with Government of Sindh's Departments, SIDA, Agencies, PCMU, PMC/A and other related environmental issues in connection with the implementation of WSIP project.
- Should have knowledge in irrigation reform process to understand irrigation and drainage management through participatory management approach.
- Any other work assigned by the higher authorities from time to time.

QUALIFICATION

Experience:

At least 5 years experience in environmental management field particularly in water sector.

- Having full knowledge of identification of environmental Issues, preparation of environmental management plan, environmental impact assessment of potential environmental impacts.
- Should be Computer literate and knowledge of email and internet
- Proficiency in English and good communication skills and report writing is essential

Education

04 Years Bachelor Degree in Environmental Masters in Environmental Engineering / Sciences will be preferred.

6. COMMUNICATION SPECIALIST.

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; and to perform other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the General Manager Transition / Managing Director, SIDA. 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 SIDA activities;
- Coordinate news release and other public information with various SIDA wing, officials and media representatives;
- Research, develop and coordinate media presentation, exhibits , reports, periodical SIDA newsletters prepared for the SIDA Board, the public or for employees.
- Maintain liaison with IT Specialist to up date website presenting data on all aspects of the services provided by SIDA including data on water distribution.
- Write, lay out and distribute publications, articles, press releases, information material (folders, leaflets);
- 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 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 07 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:

Equivalent to a Master's Degree from an accredited college or university with major course work in mass, communications, public relations, or business administration.

7. HYDROLOGIST

DEFINITION:

He/ She will be responsible for hydrological and water resources aspects of the irrigation and drainage sector. Can develop programmes for flow routing and work out on the water quality monitoring and mitigation strategies.

SUPERVISION RECEIVED AND EXERCISED:

Hydrologist will be under instructions / orders received from EMP Team Leader / the Chairman SIDA.

FUNCTIONS AND TASKS

- He/She will be responsible of hydrological and water resources aspects of EA for the WSIP project.
- Coordination with stakeholders and authorities;
- Can develop programme for flow routing and work out on water quality monitoring and mitigation strategies.
- Work out to the environmental monitoring strategies. Arranging gatherings and discussion sessions and to prepare the necessary reports
- Experience in environmental activities and familiarity with institutional reforms in irrigation and drainage sector would be performed;
- Performs other duties as assigned.

QUALIFICATIONS:

Experience:

- At least 05 years experience in related field. The applicant with previous experience of irrigation and environmental projects would be preferred. He/ She will be responsible for hydrological and water resources aspects of the irrigation and drainage sector. Can develop programme for flow routing and work out on the water quality monitoring and mitigation strategies.
- Should be Computer literate and knowledge of email and internet
- Proficiency in English and good communication skills and report writing is essential

Education:

Masters degree in Hydrology/ Water Resources.

8. SECRETARY SIDA

DEFINITION:

To assist the Board of Management for arrangement of the meetings and assist MD SIDA in admin affairs.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is given by the Managing Director. Responsibilities include the direct supervision of the Office Manager and all his other staff.

FUNCTIONS AND TASKS

- To coordinate activities among the wings of SIDA.
- Coordinate/ arrange meeting of the Board of Management on regular bases . Draft reports and decision lists of the meetings of the board and its subcommittees.
- Responsible to coordinate the collection of the data from different wings for the preparation of reports on progress and realization of periodical and annual reports as far as support activities are concerned within Authority.
- Assist MD SIDA for arrangement of meetings of SIDA Board,
- To assist all legal aspects of organization.
- Ensure the Implementation of decision of meetings of SIDA Board as well as the BOM..
- Supervise, guide and review the support activities, such as maintenance of buildings installations and equipment, Record keeping, document handling and processing, copying and other secretarial and ministerial activities including and transport, security etc.
- Carry out Protocol responsibilities
- All other duties which may be prescribed or requested by the Board / or Managing Director, SIDA.

QUALIFICATIONS:

Experience:

- **At least** 5 years experience in relevant field, specifically in administration of public/private organizations, including security and safety maintenance, transport, record keeping, assets management and coordinating activities among the wings of SIDAAs well as legal 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.

Education:

Masters Degree in Social Sciences /MBA/ MPA. Degree in Law is preferable.

9. PROCUREMENT ANALYST

DEFINITION:

Knowledge and to prepare a variety of procurement documents using standard guidelines of the government and different donors rules using computer programs such as Word and Excel; Establish and maintain effective working relationships with others; Communicate effectively orally and in writing. Train and direct less experienced personnel of the department. Vendors sourcing and contracts with principles of procurements of goods, works and services.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Procurement Manager/ MD SIDA. To assist comprehensively in procurement process in the authority.

FUNCTIONS AND TASKS

- Responsible for the procurement activities for procurement of goods, works and consultancies from its initial stages through the award of the bid.
- Assist departments in the formulation of their requests, processing requisitions by determining that material quantities are correctly specified.
- Prepare documents and records of bidding and contractual documents to solicit bidders and award contracts according to SIDA policies and procedures as well as guidelines of different donors.
- Perform liaison duties between departments, and administration of SIDA.
- Should have experience in analyzing the B&Q and work estimates as well as contract management.
- Follows up the contract management issues based on provisions of the contract signed between parties.
- Perform other related duties as may be assigned by the MD SIDA.

QUALIFICATIONS:

Experience:

- **At least** 05 years experience of having full knowledge of principles of procurement works, goods and services of donors as well as public sector development projects and modern office practices, procedures and methods. Should have experience in analyzing the B&Q and work estimates as well as contract management.
- 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

Education:

Graduate in Engineering.

10. LEGAL ADVISOR

DEFINITION:

Know existing laws and regulations affecting operations of SIDA, applicable regulatory codes and laws related to the development, construction and operation of irrigation, drainage and flood protection facilities. Principles and practices of organization, administration and personnel management. To represent and defend SIDA / AWBs in lower / Higher Courts.

SUPERVISION RECEIVED AND EXERCISED:

- Formulate and present policy recommendation.
- Interact with external legal personalities and entities as a representative of SIDA.
- Provide sound legal advice to SIDA officers and staff.
- Train and supervise support staff assigned in the unit.
- Review, update and implement the applicable legal framework for SIDA and the AWBs.
- Structure the appropriate legal instruments for drafting of contracts, parawise comments.
- Review and assist in drafting of contracts, service delivery and transfer of assets.
- Give advise on the proper interpretation of the relevant legal prescriptions.
- Assist in the establishment of the legal wing of the proposed regulatory Authority.
- Establish appropriate linkages with the existing law enforcement and judicial system that would support the institutional arrangement within SIDA and that of the AWBs.
- Any other task relating to legal requirement of authority or Area Water Boards.

QUALIFICATIONS:

Experience:

- At least 10 year experience in practicing Lawyer in Superior Courts required assisting and providing legal support to SIDA on all legal matters.
- 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 IDA / IBRD.

Education:

LLB preferably of Masters in Law with first class degree in Social Sciences.

11. SENIOR ACCOUNTS OFFICER**FUNCTIONS AND TASKS:**

1. Install and maintain a system of internal audit and internal Control.
2. Keep up-to-date Laws & Regulations affecting the financial operations.
3. Monitor and maintain manual & computer based books of Accounts.
4. Prepare financial statements of the accounts.
5. Present recommendations on accounting & financial matters to General Manager Finance/ Project Director WSIP.
6. Prepare 6 month rolling cash forecast.
7. Prepare Withdrawals application.
8. Prepare monthly, quarterly financial reports required by World Bank.
9. Prepare the rolling five year business plan.
10. Dealing with financial matters/ objection of audit.
11. Deal with Taxes and Bank related matters.
12. Organizing, staffing, Training and technical support for financial management.
13. Any other task assigned by SIDA.

Job Specifications

Qualification	ACA/ACCA/ACMA or MBA/ M.COM (Preferably Specialization major in Finance)
Experience	Accounts related 05-08 years with reputed organization; more than 2 years experience in International Agency/ UN agency or WB funded project
Other Qualifications	Proficiency in computer based accounting.
Salary Package	60,000/= per month
Reporting Authority	PD WSIP/ General Manager Finance SIDA, Hyderabad.

12. P.A to Project Director

FUNCTIONS AND TASKS:

- Able to multi-task and work independently.
- Ad-hoc duties as assigned.
- Provide full secretariat and admin support to Project Director.
- A personal assistance to help with time and diary management scheduling of meetings, correspondence and not taking.
- To do job well, personal assistant must apply excellent, organizational skills, tact, diplomacy, effect communication skills judgment.
- The Assistance performs the usual roles of managing correspondence (including Telephone calls), preparing letters performance administrative task assigned on daily basis and also acting as the “front-desk” person’ for PD office understanding varying degree of requirements of the executive’s job and with an ability through this understanding to make assisting PD in his daily work.
- Travel arrangement for PD.

Qualification and Experience

Graduate preferably BBA with 02 to 03 years of relevant working experience.

Positive attitude, enthusiasm and team player with excellent communication skills.

High level of initiative and able to work with minimum supervision.

Meticulous, responsible and committed Management methods and procedures organization and functions. Modern principles practices and techniques of organization.

13. ADMIN AND LOGISTICS OFFICER

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Project Director WSIP.

FUNCTIONS AND TASKS

- Modern principles, practices and techniques of public administration and organization, management and administrative methods and contemporary issues.
- Analyze administrative and management problems and to make recommend policies and procedural changes.
- Effectively plan, direct supervise and coordinate the administrative activities of the Project.
- Modern office practices procedures and methods.
- Be responsible for matter related to office organization, management and supervise maintenance of an updated Inventory Control; and Budget for expenditures and revisions in consultation with the Project Director.
- Assist in the preparation of monitoring and progress controls, in financial / admin /logistical terms for the programme consistent with World Bank practice and regulations as per the Project Appraisal Documents (PAD).
- Manage the purchase, storage and distribution of equipments, supplies and services according to the line management instruction.
- Manage office stationery and supplies.
- Liaison with GMs and SDS for Event Management (Workshops, meetings, discussions etc)
- Manage and supervise the day to day work of the logistic Assistant.
- Manage the organization of events and other related event
- Prepare a variety of procurement documents using standard computer programs such as word and excel.
- Communicate effectively orally and in writing.
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Experience and Education:

- Any combination equivalent to experience and education that is likely to provide the required knowledge and ability.

Experience:

- At least 05 years relevant experience. Should have knowledge of Modern principles, practices and techniques of office administration and organization, management and logistics methods and contemporary issues and must have at least two years of working experience with an International Organization.

Education:

- MBA / Masters in Administration Management.

14. Computer Programmer (GIS)

GIS programmer will provide development and support to an enterprise level Geographic Information System (GIS) Solutions. These Solutions are primarily focused on Irrigation and Drainage, but could include Land Management; Flood controls structure, transportation or any other.

FUNCTIONS AND TASKS:

- Provide GIS new system development by using ArcGIS-9x including desktop and server environment, Arc Object, Python, SQL Server, VB.Net and Arc Pad.
- Develop the required GIS application, which can be capable to monitor the WSIP activities.
- Provide GIS service, such as map production, data support, analysis and reporting database management and publish in SIDA web portal page.
- Develop and administer data security and backups.
- Maintain secure user access to SIDA GIS data bases.
- Troubleshoot problems from user of corporate applications.
- Implement operating system, database and application upgrades.
- Acting as a liaison with internal and external data user and stakeholders to facilitate data sharing and distribution.

Qualifications & Experience:

- Graduate with Diploma in Computer Science and Diploma in GIS.
- At least 03 years relevant experience. Should be well conversant with various computer applications including programming, Ms. Word, Excel and simple statistical etc

15. Data Entry Operator

The Data Entry Operator will provide support and create geo spatial data sets for Irrigation, Drainage and Flood Management Infrastructure of three Area Water Board of SIDA including land features, administrative boundaries and etc of entire Sindh province.

FUNCTIONS AND TASKS:

- Collect the existing paper data and convert into GIS format data structure.
- Developed relational data base of three Area Water Board of SIDA
- Developed and maintain the data ware house of ISD by secure management.
- Updated and cleaning data ware house on routine schedule basis or when required.
- Published the required data set for stakeholder information on SIDA web site.

Qualifications & Experience:

- Graduate with experience of computer data handling / Diploma in IT
- Should be well conversant with various computer applications including Ms. Word, Excel and simple statistical.

16. Digitizer / Technician

The Digitizer Technician will provide support and e developed techniques to digitized the existing paper Maps of Irrigation, Drainage, Flood Management and other related features and also covert these into GIS and CAD environment with temporal satellite images and other media including Arial photos and etc.

FUNCTIONS AND TASKS:

- Collect the existing paper Maps and convert into GIS and CAD format by n screen digitizing.
- Developed Techniques for conversion of Map projection.
- Developed and maintain the Map Archives resources by secure management.
- Updated and cleaning, preserving the Map ware house on routine schedule basis or when required.
- Publish the required Map information on SIDA Web site.

Qualifications & Experience:

- Diploma in Electrical / Mechanical / Civil Engineering.
- Experience in Map Cartography.
- At least 03 yeas relevant experience.

17. ASSISTANT DIRECTOR (ENGINEERING)**DEFINITION**

The purpose of this role is to manage, plan, direct and review the allocated operational activities of SIDA; and to provide responsible, professional staff assistance. The Assistant Director – Irrigation will exercise considerable independent judgment in development and supervising the implementation of technical and operational procedures.

SUPERVISION RECEIVED AND GIVEN:

General direction is provided by the Deputy Director Irrigation and Flood Protection. The job holder supervises staff as assigned.

FUNCTIONS AND TASKS:

- Set standards and procedures for operations, including water allocation procedures and formation of WAC;
- Introduce frequent and reliable discharge measurement of Barrage withdrawals;
- Monitor water distribution and disclosure of this information.
- Operate the barrages and the head regulators of the main canals;
- Keep up to date a manual for operation (water distribution)
- Set standards for maintenance on SIDA and AWB levels;
- Monitor the quality for maintenance and the application of maintenance standards and procedures within SIDA itself and the AWBs;
- Maintain the Barrage, gates, discharge measurement infrastructure head regulators of main canals;
- Keep up to date a manual for maintenance of irrigation works;
- Perform related duties as assigned.
- Collaborate with colleagues to ensure that the distribution of workload is even;
- Analyze operational and administrative problems and make and implement policy and procedural changes;
- Effectively plan, direct, supervise, and coordinate the operational and administrative work of the assigned section;
- Train, supervise, and evaluate assigned staff;
- Interpret governmental laws and regulations and develop working policies and procedures to comply with them;
- Comprehend and make inference from written material;
- Understand the technical workings of irrigation;
- Communicate the work of the assigned section to the farming community and others in non-technical terms;
- Communicate clearly and concisely, orally and in writing, with other SIDA department; government agencies, and the farming community;
- Make effective public presentation; make decision in accordance with proper interpretation of laws, regulation and policies.

Qualifications & Experience:

- B. E. Civil, At least 3 years experience in Planning, Management reviewing the allocated operational activities and provided professional staff assistance. Preference will be given to candidates having full knowledge of planning, designing, supervision, contract management and coordinating the project implementing project activities

18. Manager Revenue

DEFINITION

The Govt. of Sindh with Financial Assistance of International Development Association (IDA) has started the Water Sector Improvement Project (WSIP) Phase-01 which aims at improving irrigation system in three Area Water Boards of Ghotki Feeder, Nara Canal and Left Bank Canals (Akram Wah & Phuleli) which are already functioning. The WSIP would be implemented by the Government of Sindh, mainly through the Sindh Irrigation & Drainage Authority (SIDA), Area Water Boards (AWB) and Farmer Organization (FOs) with support from a group of consultants.

Some serious issues regarding Abiana Assessment and Collection have been identified during ongoing reforms. Under this project SIDA aims to establish a well developed Abiana Assessment and Collection system to update the FOs Capacity and to deal with Abiana issues through appointment of Revenue Officer. The revenue officer will play an important role to resolve the conflicts on previously collected Abiana amounts and current available / remaining targets of Abiana and non-compliance of Abiana rules from Non- Irrigation Users of Water.

GENERAL:

The Manager Revenue will be working under the overall responsibility of the Managing Director SIDA and he/she will report to General Manager Transition. He/ she would mainly be responsible to deal with Abiana Assessment and Collection on seasonal basis. He / she would also be responsible to maintain and consolidate the previous and current available record of Abiana from FOs, AWBs, SIDA, Revenue and other relevant departments.

FUNCTIONS AND TASKS:

- To liaise with officers of Area Water Boards from time to time for consultation about the assessment and collection of Abiana and prepare detailed report on seasonal basis.
- To work in close cooperation with the AXENs and Abdars of Area Water Boards, for forming of assessment and collection targets of Abiana in each season.
- To help support Fos in assessment and collection of Abiana and non- Abiana revenue.
- To check the record of Abdars and AEXNs about Abiana about the assessment and collection of Abiana, outstanding dues and defaulters list.
- To monitor the collection of Abiana and other revenue from time to time and submit such reports on monthly basis.
- To check the record of Abiana which is maintained his sub-division, division and district level.
- To ensure that, Area Water Boards publish the receipt books properly through which Abiana will be collected and observance of issues as per rules.
- To prepare the position papers from time to time in case these are required.
- To liaise with the Social Development Specialist, Group Leader and Project Director WSIP from time to time to seek guidance.
- To review the Targets of Abiana assessment and collection at sub-divisional level of Kharif and Rabi seasons.
- He will ensure the collection of Abiana season wise.
- To review the book keeping practices of Abiana assessment / collection , practiced by revenue staff at sub-divisional level on regular basis.
- To monitor the assessment and Abiana collection data communicated by sub-divisions to divisions, divisions to directorate on periodic intervals.

- To review the assessment targets for each season for each sub-division and compare it with previous year's figures.
- To review the farm vii, Khusra register maintained at sub-divisional level on seasonal basis.
- To have regular meetings with revenue staff of sub-divisional at regular basis and review progress.
- To liaise with the Social Development Specialist, Group Leader and PD WSIP from time to time to seek guidance.
- Revenue Officer will work under the General Manager Transition and will seek necessary advises and guidance from time to time.

Qualifications & Experience:

- Masters.
- LLB will be counted as additional qualification.
- 10 years experience in related field.

19. Manager Finance

FUNCTIONS AND TASKS:

- principles and practices;
- Government accounting principles and practices;
- Principles of financial administration, including budgeting and reporting;
- Standard computer programs.
- Computerized accounting systems;
- Modern office practices, procedures, methods and equipment;
- Credit control.
- Maintain the books of account;
- Prepare a variety of financial statements and reports using standard computer programs such as Word & Excel;
- Establish and maintain effective working relationships with others;
- communicate effectively, orally and in writing;
- train and direct less experienced accounting personnel.
- Install and maintain suitable accounting, financial, budgetary and information systems both at head-office and other locations of the Authority (Regions, Circles, Divisions and other units);
- Advise the financial directors/managers of the AWBs on accounting and financial systems and procedures;
- Prepare the rolling five year capital expenditure plan of the Authority;
- Plan, organize and direct the preparation, implementation and control of SIDA's annual operating and capital expenditure budgets;
- Prepare and regularly update statements concerning the revenue, expenditure and financing/subsidy requirements of the Authority projected on a rolling five years basis (the five year business plan);
- Overhaul radically the existing revenue base of the Authority;
- 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 Authority's legal powers;
- Coordinate funding with Government donor agencies and banks;
- Introduce a system of internal audit by devising and introducing internal controls in the accounting and financial operations of the Authority and by monitoring their effectiveness;
- Supervise and evaluate staff;
- Keep abreast of laws and regulations effecting the financial operations of SIDA;
- Present reports and recommendations on accounting and financial matters to the Managing Director and to the SIDA Board;
- Prepare the annual accounting statement of the Authority;
- Liaise with the external auditors regarding the annual accounting statement;
- Monitor the efficiency and effectiveness of the Financial and Accounting Department.

Experience & Education:

MBA Finance / M.Com. At least 05 years relevant experience.

20. ASSISTANT

DEFINITION

- To assist Project Director WSIP.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is given by the Project Director WSIP.

FUNCTIONS AND TASKS

- Assists Project Director WSIP 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:

- Graduation with 02 years experience in relevant field i.e. office management / Administration.
- Computer Literate/ MS-Office.