



GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT
DEPARTMENT

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TERMS OF REFERENCE

The Government of Sindh in Transport & Mass Transit Department has planned to renovate / rehabilitate and procure physical assests of Drivers Training Institutes at Karachi / Hyderabad / Sukkur / Larkana to impart training to public service vehicle's drivers intending to obtain licesne of Light / Heavy duty commercial vehicles with a view to facilitate:

- i. Induction of skilled drivers in the transport system.
- ii. Explore employment oportutinies to the youth from the lower and medium income group as trained drivers in the local job market.
- iii. Ensure safe driving practices which will ultimately help reducing conjection and accidents.

Accordingly Govt. of Sindh is intending to hire the services of Project Manager initially for a period of one year.

Required Qualifications:

The Candidate must have Masters Degree in Social Sciences or MBA / MPA with atleast 10 years experience of Public Administration or Human Relations Management. Prefebly, the candidates have Interpersonal, Organizational, Cummunication and Problem Solving Skills duly supported with relevant Professional Training.

Role of Project Manager:

The Project Manager would work under the Administrative control of Project Director of Drivers' Training Institute. He would be responsible for developing in conjection with project sponsiring agency in line with defined objectives and goals / programmes of the project. The Project Manager should ensure that the project is delivered on time within budget and required quality standard as per agreed specifications and programs. He / she would ensure the project is effectively resource and manage relationship with wide range of group / working team including administrative department and other contributors. The Project Manger will also responsible for managing the work of consultants, allocating and utilizing resources in an efficient manner and maintaining a cooperative, motivated and successful team.

Responsibilities:

- Managing and leading the project team.
- Recruiting project staff and consultants.
- Managing coordination of the partners and working groups engaged in project work.
- Developing and maintaining a detailed project plan.
- Managing project deliverables in line with the project plan.
- Recording and managing project issues and escalating where necessary.
- Resolving cross-functional issues at project level.
- Managing project scope and change control and escalating issues where necessary.
- Monitoring project progress and performance.
- Providing status reports to the Project Sponsor.
- Managing project training within the defined budget.
- Liaison with and updates on progress to, Project Steering Board / Senior Management.
- Managing Project evaluation and dissemination activities.
- Managing consultancy input within the defined budget.
- Final approval of the design specification.
- Working closely with users to ensure the project meets business needs.
- Definition and management of the User Acceptance Testing programme.
- Identifying user training needs and devising and managing user training programmes.

Emoluments:

The Project Manager would be entitled for monthly salary of Rs.60,000/- per month.

Marking / Selection Criteria:

In accordance with SPPRA Rules 2010, a selection committee has been constituted which will select the Project Manager, in consideration of following marking criteria / yardstick.

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| 1) | Personal appearance (personality) | (10 marks) |
| 2) | Educational Qualification. | (10 marks) |
| 3) | Additional Qualification. | (10 marks) |
| 4) | Experience / Knowledge about Public Administration and Project Management | (20 marks) |

