

1. CHIEF EXECUTIVE OFFICER (CEO)

Highly qualified, experienced and motivated professional who will be responsible to supervise & control all functional, strategic and policy aspects of the Punjab PPPA. CEO will be responsible to provide overall leadership for achieving the desired objectives of the Punjab PPPA.

Qualification:-

Master's or higher degree in Project Management/ Engineering Management/ Management/ Economics/Finance/ MBA/ MPA/ Accounting or Law

Experience:

- Having at least twenty (20) years professional experience of working in public or private sector organizations with a considerable experience of leading similar organizations in the private sector or senior position in Public Sector. Candidate must have knowledge of public policy and PPP- based development models. Experience in developing and implementing PPP projects in or outside Pakistan will be preferred.
- PhD/ Higher foreign qualification(s) will be given due weightage.

Skills/Abilities:

- i. Negotiation skills
- ii. Ability of resource acquisition, allocation and utilization
- iii. Strong public sector understanding and knowledge
- iv. Excellent communication and interpersonal skills
- v. Effective team building and management
- vi. Results-driven leadership.
- vii. Stakeholder management skills

Age: 62 years (Maximum) (on the closing date of advertisement)

Salary package: MP-I

Domicile: Pakistani National

Job Description: The Chief Executive Officer will be the principal officer in the Authority, responsible for:

- Oversee all activities of Punjab PPPA to ensure they produce the desired results and are consistent with the overall strategy and mission;
- Develop and execute three year/annual rolling business plan of the Punjab PPP Authority (PPPA);
- Implement PPP projects in the province;

- Co-ordinate between the PPP Policy and Monitoring Board, PPP Cell, Risk Management Unit, Executive Committee and the Government in discharge of their respective functions;
- Provide guidance / advice on the PPP policies and practices ; develop PPP Guidelines and templates of bidding documents/concession agreements /RFPs etc. for respective development sectors
- Ensure effective stakeholder management through consistent information sharing, dialogue and adoption of various tools to meet the expectations of all stakeholders
- Assist in the approval of PPP projects by providing expert advice on the structuring of the projects and the allocation of risks to the parties;
- Provide guidance and directions at all stages of a project lifecycle;
- Assist in establishing and managing a Project Development Facility for the provision of funding for transaction advisors;
- Supervise in developing standard methodologies /regulatory framework;
- Take measures to promote private investment in the province;
- Ensure achievement of the desired objectives of the Authority;
- prepare and implement the annual budgets of the Authority in accordance with the desired objectives while maintaining financial discipline and transparency in the Punjab PPPA;
- Ensure recruitments on merit against the approved HR structure of the Authority
- Coordination with internal and external stakeholders including financial institutions and donor organizations
- Maintain the project assets/other physical assets of the Authority
- Procure and maintain pool of professional consultants/transaction advisors for various sectors in the Authority
- Develop and implement innovative financial solutions for PPP projects which may contribute in reducing the overall capital costs of the projects and making the same financially bankable and viable
- Implement any other instructions/directions of the Executive Committee and/or PPP P&M Board.

2. CHIEF OPERATING OFFICER (COO)

An experienced professional who will be responsible for directing, administering, and coordinating internal operational activities of the organization in accordance with policies, goals, and objectives established by the Chief Executive Officer and the PPP P&M Board. The COO will lead and direct the functions of Admin, Fund Management, appraisal and quality assurance. COO will report to CEO.

Qualification:-

Master's degree in Project Management/ Engineering Management/MBA/MPA/ Finance/Management

Experience:

- At least fifteen (15) years professional experience in public or private sector organization with considerable experience of working in managerial and operational leadership roles in public/private sector organizations;
- PhD/ Higher qualification(s) will be given due weightage.

Skills/Abilities:

- i. Strong understanding and knowledge of working environment of public/private sector.
- ii. Excellent interpersonal, communication and problem solving skills
- iii. Strong negotiation and strategic planning skills
- iv. Organizational development and management skills
- v. Stakeholder management skills

Age: 62 years (maximum)

Salary package: MP-I

Domicile: Punjab

Job Description: Chief Operating Officer will be responsible for smooth, effective and efficient operations and management of the Punjab PPP Authority (PPPA). The incumbent will:

- Oversee and monitor operations and management of the Punjab PPPA;
- Assist the Chief Executive Officer (CEO) by keeping him abreast of the Authority's business;
- Collaborate with the CEO in setting organizational vision, strategy, and hiring needs;
- Assist the CEO with essential activities, i.e. Human Resources, Administration and Organizational Planning, Budget, and Quality Assurance.

- Ensure hiring of professional and support staff for the Punjab PPPA;
- Monitor performance and establish corrective measures;
- Evaluate organizational performance by analyzing and interpreting data and metrics;
- Identify best ERP (Enterprise Resource Planning) solutions and implement the same in Punjab PPPA
- Develop, review, and improve administrative systems, policies, and procedures of the Authority;
- Supervise financial administration, including preparation of financial statements, budgets and forecasts; ensure that adequate funding is received in a timely manner, and is in place for all operations of the Authority
- Supervise in preparing relevant accounting policies, financial reporting standards and templates for organizational purposes as well as contracting parties;
- Review and monitor annual budget of the Punjab PPPA;
- Responsible for financial management and control of the internal operations of the Punjab PPPA;
- Ensure smooth administrative functioning of the Punjab PPPA through deployment of appropriate human resources and HR capacity building;
- Maintain the work structure of the Authority by updating job requirements and job descriptions for all positions;
- Ensure planning, monitoring, and appraisal of employee work results and maintain their APRs;
- Develop and implement a plan for continuous professional development (CPD) for the HR of Punjab PPP Authority
- Liaise with auditors, lawyers, tax advisers, bankers and other external stakeholders;
- Ensure conduct of workshops, seminars and conferences to promote public private partnerships;
- Be the focal point for interaction with the media

3. DIRECTOR GENERAL (PROJECTS)

Director General (DG) Projects will work under the CEO and responsible to manage the PPP projects throughout its life cycle including project identification, preparation, execution, tendering, implementation and O&M of the projects.

Qualification:-

- i. Master in Project Management/Engineering Management/MBA (Finance/Management)/ Economics/MPA from a local or foreign university / a well reputed Institute recognized from the Higher Education Commission of Pakistan.
- ii. Higher qualification in these disciplines will be give weightage

Experience:

- At least twelve (12) years professional experience of managing large scale development projects out of which at least 5 years' experience should be in dealing projects under PPP mode and proven track record of implementing donor funded projects preferably under PPP mode;
- Higher qualification(s) will be given due weightage.

Skills/Abilities:

- i. Strong understanding and knowledge of Public Private Partnerships
- ii. Excellent analytical and communication skills
- iii. Proficiency in engineering/management-related softwares.

Age: 55 years (maximum)

Salary package: MP-II to MP-I

Domicile: Punjab.

Job Description: The DG Project shall:-

- Supervise over all planning of PPP projects in consultation with the relevant stakeholders;
- Prepare and execute three year rolling business plan of the Punjab PPP Authority;
- Identify / conceptualize PPP projects and sector wise prioritization of PPP Projects for consideration/approval from PPP Policy & Monitoring Board;
- Review PDF funding requests for PPP project preparation, and facilitate CEO for its approval / rejection by the relevant forum;
- Facilitate in hiring of transaction advisor(s);

- Provide guidance to private parties / transaction advisors and make recommendations to improve the proposals, where needed;
- Provide assistance in project preparation and transaction execution;
- Review feasibility studies and transaction structure of PPP projects;
- Frame and submit recommendations on PPP projects to the CEO;
- Facilitate competitive bidding process;
- Review bid evaluation reports;
- Review PPP project reports;
- Any other task assigned by the Competent Authority

4. DIRECTOR GENERAL (APPRAISAL & QUALITY ASSURANCE)

The Director General (Appraisal & Quality Assurance) shall be responsible for the operations of PPP projects related to project appraisal/ quality assurance and technical assistance to the Authority. The incumbent will interact and liaise with project sponsors to ensure that quality projects are being implemented. DG (Appraisal & Quality Assurance) will report to COO of the PPP Authority.

Qualification:-

- i. Master's degree in Project Management/Engineering Management/Civil Engineering/MBA/Economics from a well reputed local/foreign university Institute recognized from the Higher Education Commission of Pakistan
- ii. Higher qualification in these disciplines will be give weightage

Experience:

- Having at least twelve (12) years professional experience of working in managerial positions in public or private sector with at least 5 years' experience of dealing with appraisal and quality assurance of Engineering/Infrastructural or PPP projects;
- Higher qualification(s) will be given due weightage.

Skills/Abilities:

- i. Expertise in conducting monitoring and evaluation of project operations (especially PPP Projects) and compliance of quality standards.
- ii. Strong working knowledge of public/private sector.
- iii. Excellent analytical and communication skills.
- iv. Proficiency in MS Office suite.
- v. Sound knowledge and hands-on working experience of engineering/management/finance related software(s).

Age: 55 years (maximum)

Salary package: MP-II to MP-I

Domicile: Punjab

Job Description: The DG (Project Appraisal & Quality Assurance), shall:

- Lead the Project Appraisal & Quality Assurance Wing of the Authority;
- Manage a team of professionals (including sector specialists, engineers etc.) at mid-management level to support the functions of the project appraisal, quality assurance, evaluation and monitoring of the PPPs;
- Analyze PPP risk allocation and develop an appropriate risk profile for each project under operation;

- Develop and implement strategic plans and roadmaps for initiatives promoting quality management and governance, quality control, functional/ operational and technical competency.
- Monitor and report internally to COO on the progress of each assigned project;
- Observe regulatory compliance in project operations and ensure project compliance with rules/ regulations/ policies/ PPP Act 2019/ enforced laws/ regulatory requirements/ procedures in contract management and project operations;
- Act as compliance manager and expert, for implementing standards and procedures established to ensure that the compliance programs are effective and efficient in identifying, preventing, detecting and correcting non-compliance of the PPP policies and regulations;
- Provide strategic direction to the management team on compliance and interacting with regulators on compliance issues;
- Develop policies and programs that encourage employees to report suspected fraud and other improprieties, without fear and favor.
- Identify training needs and conduct training of the employees to adhere legal and operational compliance requirements.
- Work with cross-functional teams to set priorities, manage incidents, predict and resolve appraisal and quality assurance based issues. Initiate corrective actions and preventative measures against these issues accordingly.

5. DIRECTOR GENERAL (FUND MANAGEMENT AND ADMINISTRATION)

Responsible for managing the fund and administration of the Authority. DG (FUND MANAGEMENT AND ADMINISTRATION) will report to COO of the PPPP Authority.

Qualification:-

- i. CFA/CA/ACMA/ACCA or Master in Business Administration (Finance)/ Accounting, Finance / Commerce (Finance/Accounting) from a well reputed local or foreign university/Institute recognized from the HEC.
- ii. Higher qualification in these disciplines will be give weightage

Experience:

- At least twelve (12) years professional experience in public or private Sector organization with considerable experience of administration, finance, funds management, and accounting.
- Higher qualification(s) will be given due weightage.

Skills/Abilities:

- i. Expertise in managing large scale funds and administration of a multidimensional public/private organization.
- ii. Sound understanding and working knowledge of operations, financial management and corporate administration been carried out in a large scale, well reputed public/private sector organization.
- iii. Excellent analytical, financial, administrative and communication skills
- iv. Proficiency in MS Office Suite and other financial/administrative/management-related software(s).

Age: 55 years (maximum)

Salary package: MP-II to MP-I

Domicile: Punjab

Job Description: Director General (DG), Fund Management and Administration will be responsible to control finances of PPPP Authority, supervise and check budget/financial reports of the Authority, develop and implement an effective system of accounting, and manage/lead administrative & HR matters of authority . The DG (FM & Admin), therefore, will:

- Administer and manage the funds of the Authority;
- Supervise preparation of budgets, execution of budget and maintenance of accounting record of receipts and expenditure of the Authority;

- Manage and maintain PDF/VGF funding system for project financing;
- Supervise development of financial reports and financial forecasts of the Authority;
- Supervise the preparation of statement of accounts of the Authority which may include a balance sheet and an account of income and expenditure.
- Supervise development of annual procurement plans for the Authority;
- Supervise procurement of goods/works/services for the Authority as per relevant rules/ regulations/ policies/ law.
- Act as liaison with other departments for Authority's funds allocation/release, their control and/ or expenditure;
- Supervise response to internal auditor's comments concerning finances and operations and oversee required compliance action to address deficiencies;
- Supervise annual audit of Authority accounts to be conducted by Auditor General of Pakistan.
- Take appropriate remedial or other actions in the light of audit report by Auditor General of Pakistan.
- Any other task assigned by the Competent Authority.

6. DIRECTOR GENERAL (POLICY DEVELOPMENT AND STRATEGY)

Director General (DG) Policy Development and Strategy shall be responsible to undertake policy development and formulation of strategies to attract the private sector investment in PPP projects and will report to CEO of the PPP authority.

Qualification:-

- i. Master's degree in Finance/Business Administration/Engineering Management/Public Policy/Administration from a local or foreign university / a well reputed Institute recognized from the Higher Education Commission of Pakistan
- ii. Higher qualification in these disciplines will be give weightage

Experience:

- Having at least twelve (12) years professional experience of working in managerial positions in public/private sector organizations with considerable experience of policy and strategy development with experience of engineering markets and/or capital markets.
- Higher qualification(s) will be given due weightage.

Skills/Abilities:

- i. Strong understanding and knowledge of engineering/capital markets developments and banking sector at Marco level.
- ii. Expertise in analyzing existing financial constraints impeding PPP projects and developing policies/strategies to remove any bottlenecks
- iii. Expertise in analyzing existing constraints of engineering industry impeding PPP projects and developing policies/strategies to remove any bottlenecks
- iv. Excellent analytical and communication skill
- v. Proficiency in MS Office Suite and engineering/finance/management/market development related software(s)

Age: 55 years (maximum)

Salary package: MP-II to MP-I

Domicile: Punjab

Job Description: Director General (DG) Policy Development and Strategy will assist the CEO in developing strategic and regulatory framework of the business policy development. The DG (Policy Development and Strategy), therefore, shall be responsible for:-

- Provision of leadership on key strategic and cross cutting issues and PPP projects.
- Analyzing, interpreting and addressing complex policy and financing issues

- Maintaining strong working relationships, on behalf of the organization, with policy makers, Congressional and Administration staff and policy experts.
- suggesting and promoting PPP best practices and demonstrate awareness about the impact and implications of different PPP policy models;
- formulating standard guidelines/methodologies/framework on PPP developmental processes and implementation procedures
- conducting analysis of local and international financial markets, developing policies for attracting best local and international investments;
- suggesting ways and means for overcoming constraints with donors and financial institutions for private sector's assistance;
- defining corporate missions, business regulations and business practices;
- Preparing and submitting recommendations on policy matters with the proposed activities, strengths, weakness, opportunity and threats.
- Developing institutional and legal capacity to regulate PPPs;
- Keeping liaison with the Authority' legal experts, financial specialist and advisors and coordinate / incorporate their inputs into project proposals.
- Organizing workshops, seminars and conferences to promote Government policy on Public Private Partnerships, best practice in infrastructure procurement and the functions of the PPP Authority.
- Leading in formulating strategies and operational programs for private sector development and PPP promotion in province in coordination with relevant government agencies.
- Preparation of PPP Policy in consultation of relevant stakeholders
- Any other tasks assigned by Competent Authority