



**Program Support Unit  
Sindh Cities Improvement Program (SCIP)  
Planning & Development Department,  
Government of Sindh, Karachi**

**Expression of Interest**

Government of Sindh has initiated "The Sindh Cities Improvement Program (SCIP)" with the assistance of Asian Development Bank (ADB) that aims to improve municipal services and development of major urban centers of Sindh. In the first phase, the program will be implemented in selected towns in upper Sindh (called Sukkur Cluster) and focus on improving Water and Sanitation and Solid Waste Management services thereby helping to improve public health and quality of life in an innovative manner so as to sustain the investments in social/urban sectors.

The merit-based appointment of full-time Consultants is required for implementation of this program. It is critically essential that they have familiarity with municipal service delivery. Besides being associated with infrastructure development these consultants should have experience in municipal service delivery management and policy reform, liaison with Local Governments and Public-Private partnerships in a projectized organization. Applications are invited from eligible motivated and experienced individuals along with Curriculum Vitae giving the details of their previous and current position, job responsibilities and experience according to following criteria.

Position	Job Overview	Qualification	Experience and Age
<p><b>Urban Development Specialist (Position 01)</b></p>	<ul style="list-style-type: none"> <li>• Review all program documents; assist SCIP for the preparation of PC-1 and the implementation of program.</li> <li>• Suggest and expedite the process of development of Strategic Planning &amp; Urban Development Unit in the Planning &amp; Development Department, Government of Sindh</li> <li>• Creates strong linkages among the executing agencies including P&amp;D, PSU-SCIP, PHE, TMAs, NSUSC and District Governments</li> <li>• Phase wise development of comprehensive information management system of planning in multi sectors covering entire Sindh</li> <li>• Assist, guide and steer the process of preparation of regional master plans</li> <li>• Channelizing and facilitating the ongoing and future projects funded by Government/other sources through Urban Services Corporation in various Clusters of Sindh</li> <li>• To review the baseline studies and conduct feasibility studies for various projects to map the same on other urban centers</li> <li>• To assist SCIP for the establishment of Urban Services Corporation in various clusters of TMAs</li> <li>• Any other specific task assigned with in the scope of urban planning &amp; development</li> </ul>	<ul style="list-style-type: none"> <li>• He / She should have a Masters Degree preferably in Urban Development, Urban Planning, and Town Planning.</li> <li>• Candidates with Civil/Environmental Engineering background would get additional weightage</li> <li>• Well conversant with field related softwares as well as MS Office and MS Project.</li> <li>• Should be member of Pakistan Council of Architects and Town Planners</li> </ul>	<ul style="list-style-type: none"> <li>• 08-10 years experience in relevant field.</li> <li>• Specific experience at least 3-5 years in the field of urban planning/development &amp; town planning.</li> <li>• Preference would be given to the candidate having experience in devolution or reform related assignments, Policy making and reviewing; preferably in Water Supply, Sanitation and Solid waste Management Sectors.</li> <li>• The candidate should not be over 45 years of age.</li> </ul>
<p><b>Municipal Planning &amp; Services Engineer (Position 01)</b></p>	<ul style="list-style-type: none"> <li>• Review all program documents; assist SCIP for the preparation of PC-1 and the implementation of program.</li> <li>• Assist, guide and steer SCIP in the preparation of feasibility, planning, execution and monitoring of municipal sub projects of the program</li> <li>• Assist SCIP in the development of municipal services related maps required for future extension and coverage</li> <li>• Development of integrated management information systems for the municipal services</li> <li>• Assist SCIP to identify the potential sites for Landfill and wastewater treatment plants in various TMAs of Sindh</li> <li>• Arrange consultative workshops with the TMAs for the identification of sub projects required in future</li> <li>• Review the progress of NSUSC as per the infrastructure development plan.</li> <li>• Coordinate with all the regulatory authorities for the smooth implementation of SCIP program</li> <li>• Any other specific task assigned with in the scope of municipal planning &amp; development</li> </ul>	<ul style="list-style-type: none"> <li>• He / She should have a Masters Degree in Engineering preferably with majors in Water Supply &amp; Sanitation or Solid Waste Management.</li> <li>• Additional weightage will be given in to MS Environmental Engineering.</li> <li>• Diploma or Degree in Project Management will be given preference.</li> <li>• Well versed with field related soft- wares including MS Project. &amp; MS Office.</li> <li>• Should be member of Pakistan Engineering Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Atleast 8 years experience in relevant field.</li> <li>• Specific experience of atleast 02 years in Solid Waste Management, knowledge of landfill sites and other solid waste disposal techniques.</li> <li>• Preference would be given to candidates having experience in devolution or reform related assignments; preferably in Water Supply, Sanitation and Sold Waste Management Sectors.</li> <li>• The candidate should not be over 45 years of age.</li> </ul>

<p><b>Public Finance Specialist (Position 01)</b></p>	<ul style="list-style-type: none"> <li>• Review all program documents; assist SCIP for the preparation of PC-1 and the implementation of program.</li> <li>• Review, analyze and offer comments on the financial model of NSUSC and subsequently suggesting for other USCs</li> <li>• Periodically review the financial statements of NSUSC and suggesting government of Sindh for course of action</li> <li>• Devise and facilitate the mechanisms for the following functions <ul style="list-style-type: none"> <li>a) Disbursement of salaries of TMA seconded staff to NSUSC,</li> <li>b) Capital financial transactions to NSUSC for the development of Infrastructure and operational support funding to NSUSC</li> <li>c) Assist SCIP in managing flow of funds and develop linkages with provincial budgetary system</li> </ul> </li> <li>• Assist in the preparation of PC-I and PC-II of SCIP for the counter part funding from Government of Sindh</li> <li>• Any other specific task assigned with in the scope of municipal planning &amp; development</li> </ul>	<ul style="list-style-type: none"> <li>• He / She should have a Masters Degree preferably with majors in Economics/Development Economics, Public Finance or MBA.</li> </ul>	<ul style="list-style-type: none"> <li>• 8-10 years experience in relevant field</li> <li>• Specific experience of 3-5 years of service in Financial Planning, Budgeting &amp; costing.</li> <li>• Preference would be given to candidates having experience in managing municipal services finance and also experience in devolution or reform related assignments; preferably in social sectors.</li> <li>• The candidate should not be over 45 years of age.</li> </ul>
<p><b>Accounts Officer Position (01)</b></p>	<ul style="list-style-type: none"> <li>• Maintaining Books of Accounts and Implementation of Accounting policies as per requirements of Government of Sindh and Asian Development Bank.</li> <li>• Developing Accounting policies for Program Support Unit (SCIP).</li> <li>• Provide extensive support in preparation of annual budgets and coordinate audit activities.</li> <li>• Ensure implementation of SCIP's financial policies and procedure to ensure that they are in consonance with the loan conditionalities.</li> <li>• Lead all book keeping activities.</li> <li>• Prepare financial and management reports.</li> </ul>	<ul style="list-style-type: none"> <li>• He / She should have a Masters Degree preferably with majors in accounts or MBA (Finance) or Certified CA or ACMA or MCom.</li> <li>• Well conversant with Customized Accounting Software and MS office.</li> </ul>	<ul style="list-style-type: none"> <li>• Atleast 5 years of relevant experience in reputable multinationals or major multi-donor or multi-sectoral public sector project</li> <li>• Relevant experience in public sector/project will be given preference.</li> <li>• Age not more than 40 years</li> </ul>
<p><b>Accounts Assistant Position (01)</b></p>	<ul style="list-style-type: none"> <li>• Verification of payments, processing of payroll and other disbursements.</li> <li>• Involved in all bookkeeping.</li> <li>• Processing of payroll of staff Maintaining records related to salaries</li> <li>• Maintaining and filing of relevant records &amp; vouchers.</li> </ul>	<ul style="list-style-type: none"> <li>• He / She should have a B.Com or equivalent degree in accounting and auditing.</li> <li>• Well conversant with Customized Accounting Software and MS office.</li> <li>• Should have in knowledge of standard accounting documents, such as, generals, ledgers, accounting registers, and other bank statements</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 years of relevant experience in reputable multinationals or major multi-donor or multi-sectoral public sector project</li> <li>• Relevant experience in public sector/donor aided project will be given preference.</li> <li>• Age not more than 30 years</li> </ul>
<p><b>Program Assistant Position (01)</b></p>	<ul style="list-style-type: none"> <li>• The responsibilities of Program Assistant will interalia are related to Finance Administration and coordination activities.</li> <li>• Assist the Program Officer (SCIP)</li> <li>• Maintaining office Record and proper filling.</li> </ul>	<ul style="list-style-type: none"> <li>• He / She should have a Bachelors in social sciences.</li> <li>• Diploma of Project management would be added advantage</li> <li>• Proficiency in MS Office is mandatory.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 3 years of Office Management experience, at least one of which should be with Public Sector</li> <li>• Relevant experience in public sector/donor aided project will be given preference.</li> <li>• Good interpersonal and communication skills.</li> </ul>

Competitive salary will be offered based on qualification and relevant experience. Eligible candidates may apply on below email/postal address. All CVs should reach this office on or before 30<sup>th</sup> June 2008.

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