

SINDH CITIES IMPROVEMENT PROGRAM (SCIP)

Term of References for Program Assistant

1. Background to the Assignment

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 instance, the program will be implemented in selected towns in upper Sindh (called Sukkur Cluster) and focus on improving Water and Sanitation services thereby helping to improve public health and quality of life in an innovative manner to sustain the investments in social/urban sectors. Later, in the program the same practices will be replicated in other urban centers in Sindh.

The other major objective of this program is to bring institutional reform through good management and engineering practices. The existing institutional setup of Government of Sindh will be strengthened by devising better investment processes and policies to facilitate the enhanced municipal services delivery. In this connection, a public utility organization called North Sindh Urban Services Corporation (NSUSC) shall be created, from where such practices shall be executed on sustainable basis. The NSUSC would be charged with execution of all investments in Water Supply and Sanitation and Solid Waste Management schemes within the designated coverage areas.

In this connection, a Program Support Unit- SCIP has been established in Planning and Development Department, Government of Sindh. PSU will help to provide a base for developing processes, policies in WSS & SWM sectors, and will facilitate their application on the other urban centers of Sindh.

2. Key Qualifications

An individual suitable for this job should possess the following qualifications and background that facilitate work in the above mentioned tasks.

- He / She should have a Bachelors in social sciences.
- Diploma of Project management would be added advantage
- Proficiency in MS Office is mandatory.
- At least 3 years of Office Management experience, at least one of which should be with Public Sector
- Relevant experience in public sector/donor aided project will be given preference.
- Good interpersonal and communication skills

3. Inputs

The services will be required for initially 12 person months extendable upon satisfactorily annual performance evaluation.

Scope

To provide assistance to Program Officer in all work activities

4. Duty Station

The Services will be performed principally at Program Support Unit Sindh Cities Improvement Program (SCIP).

5. Duties and Responsibilities

- The responsibilities of Program Assistant will interalia are related to Finance Administration and coordination activities.
- Assist the Program Officer (SCIP)
- Maintaining office Record and proper filling.

6. Reporting Relationship

The Program Assistant Reports to assigned Program Officer /Consultant / Specialist.

7. Outputs

- Data base Management of all assigned sector reports/correspondence
- Keep timely record of activities.
- Data collection from relevant sources.