

LANDFILL SITES CONSULTANT

Job Responsibilities

- Conduct/review studies related to landfill sites including their geo-technical investigation, environmental impact assessment and design;
- Develop / generate a report of findings / feasibility study and formulate Project Design Document(s);
- Advise and support the SSWMB on all matters of landfill sites related to their design, construction, operations and supervision in accordance with national and international environmental safety and regulations;
- Develop concept papers, prepare draft detailed engineering designs (DED) including design drawings, as well as bid documents including Terms of Reference and Bills of Quantities for landfill sites. He will also be responsible for review of draft concepts and detailed technical planning submissions. He will also assist in preparation of contract variations if any;
- Prepare and administer relevant contracts and facilitate in carrying out procurement/bidding proceedings in liaison with SSWMB and other individuals/consultants working on behalf of SSWMB. He will actively participate in tendering; including technical and financial bid evaluation process, review recommendations for contract award;
- Monitor performance of the Construction Contractors (CC) against TORs, BOQ, agreed work plans / schedules, Quality Assurance (QA) plans, safety management plans, environmental control plans and conditions of contract;
- Produce landfill Operation & Maintenance Manuals (O&M);
- Carry out SSWMB staff training on operation of landfills;
- Submit a report on the construction and construction supervision teams quality and progress;
- Submit a progress update for each site;

- Conduct regular site inspections for all active construction and operational sites;
- Participate in Site Meetings including preparation of meeting minutes);
- QA testing and general implementation of QA plans;
- Prepare monthly site reports;
- Perform any other related task(s) as assigned by the MD SSWM Board.

Experience & Qualification

- B.E/M.E/Ph.D. (Civil Engineering / Mechanical / Environment), Public Health Engineering, Town Planning from HEC recognized university or foreign university.
- Individual shall be registered with PEC.
- In case of (a) B.E, minimum 15 years, (b) for M.E, minimum 10 years and (c) for Ph.D., minimum 5 years' experience of successful, verifiable and relevant experience in designing and operation and maintenance of landfill sites and related plants and machinery.
- Relevant experience pertaining to solid waste management coverage/research/ projects with specific hands on expertise of at least 6 years in different Landfill Sites Engineering intervention.
- Must possess excellent written and verbal communication skills
- Must be computer literate.

CONSULTANT FOR 'WASTE TO ENERGY'

Job responsibilities shall include but not limited to:

- Conduct new and review existing MSW collection system and waste characterization reports;
- Advise new and review the available WTE technologies currently being used;
- Advising the best suitable option of WTE technology keeping in view available quantity, waste characteristics, economic feasibility, social and environmental acceptance etc.;
- Develop concept papers, prepare draft detailed engineering designs (DED) including design drawings, as well as bid documents including Terms of Reference and Bills of Quantities for WTE plants. He will also be responsible for review of draft concepts and detailed technical planning submissions. He will also assist in preparation of contract variations if any;
- Prepare and administer relevant contracts and facilitate in carrying out procurement/bidding proceedings in liaison with SSWMB and other individuals/consultants working on behalf of SSWMB. He will actively participate in tendering; including technical and financial bid evaluation process, review recommendations for contract award;
- Design waste to energy plants and prepare plans for Installation, Construction, Operation and maintenance of waste to energy plants;
- Prepare estimations regarding capital investment and O & M costs required for various sizes of plants;
- Prepare estimations of the net energy output and other byproducts with expected revenue potential;
- Assist in the construction and maintenance of waste to energy plants;

- Suggest best suitable and feasible procurement and financial model for the execution of WTE project;
- Preparation of bidding documents including RFP, technical specifications etc.;
- Prepare technically and economically feasible suitable options;
- Shortlisting and review of the potential companies from the submitted EOI;
- Review and validation of the shortlisted companies;
- Review and evaluation of the technical as well as financial bids;
- Advise the Board on the project structuring if required;
- Perform any other related task(s) assigned by the MD SSWM Board.

Experience and Qualification:

- B.E/M.E/Ph.D. (Electrical / Mechanical), from HEC recognized university or foreign university.
- Individual shall be registered with PEC.
- In case of (a) B.E, minimum 15 years, (b) for M.E, minimum 10 years and (c) for Ph.D., minimum 5 years' experience of successful, verifiable and relevant experience in designing and operation and maintenance of waste to energy plants/sites and related machinery/interventions.
- Preference will be given to candidates having international experience of WTE projects.
- Must possess excellent written and verbal communication skills
- Must be computer literate.

GARBAGE TRANSFER STATIONS CONSULTANT

Job responsibilities

- Conduct new and review existing studies relating to different types of waste commonly handled at Garbage Transfer Stations (GTSs), segregation and management of specific materials, etc.;
- Identify suitable sites for GTSs or conduct feasibility of the proposed GTS sites based on scientific methodologies/criteria while taking into account technical, environmental and community related aspects and to prepare layout and maps;
- Develop concept papers, prepare draft detailed engineering designs (DED) including design drawings, as well as bid documents including Terms of Reference and Bills of Quantities for GTS sites. He will also be responsible for review of draft concepts and detailed technical planning submissions. He will also assist in preparation of contract variations if any;
- Advise the senior management of SSWMB on the feasibility studies required in order to demonstrate project viability;
- Prepare and administer relevant contracts and facilitate in carrying out procurement/bidding proceedings in liaison with SSWMB and other individuals/consultants working on behalf of SSWMB. He will actively participate in tendering; including technical and financial bid evaluation process, review recommendations for contract award;
- Advise SSWMB in planning, designing, construction and use of state of the art technology for operating GTSs;
- Devise operation manuals, Standard Operating Procedures, supervision schedules, Cost Estimation & Revenue generation models, maintenance modus operandi and other field practices documents with a view to minimize facilities' impact on community;
- Develop Training Need Analysis and promote the capacity building activities;

- Identify possible problems which may come across and suggest remedial measures/solutions for resolving the same;
- Assist in negotiations with private individuals and firms where required;
- Liaise with transaction advisors and Board on the project structuring if required;
- Perform any other related task (s) as assigned by MD SSWM Board.

Experience & Qualification

- B.E/M.E (Civil Engineering / Mechanical / Environment), Public Health Engineering, Town Planning from HEC recognized university.
- Individual shall be registered with PEC.
- In case of (a) B.E, minimum 15 years and (b) M.E, minimum 10 years experience of successful, verifiable and relevant experience in designing and operation and maintenance of GTS and related plants and machinery.
- Experience pertaining to solid waste management coverage/research/ projects will be an added advantage.
- Must possess excellent written and verbal communication skills
- Must be computer literate.

CONTRACT MANAGEMENT CONSULTANT

Job Description

- Assist SSWMB in all legal issues and contract related matters;
- Prepare/Draft Customer contract and vendor document management;
- Administration and organization of department compliance;
- Regulatory filings and regulatory compliance research;
- Manage and coordinate contractual requirements and ensure compliance;
- Assist SSWMB Wings in disbursement/collection of contractual information;
- Manage contract filing database and physical records;
- Work with department management to review overall company contract management process and make modifications/improvements as necessary;
- Coordinate, vet and analyze all contracts / contract agreements;
- Assist in management of contract/vendor renewal and termination processes;
- Prepare and manage variety of compliance and statistical reports;
- Ensure that contracts and related documents are communicated to all relevant parties to provide visibility and awareness, interpretation when needed;
- Assist in coordination, planning, development and management of variety of projects and processes;
- Prepare operational reports and schedules to ensure accuracy and efficiency;

- Assist in coordination and planning to ensure Board's policies and procedures are in compliance;
- Evaluate and monitor contract/vendor requirements to ensure compliance with contractual obligations;
- Plan, direct or coordinate one or more administrative services of an organization, such as records and information management;
- Transition of assets held by KMC/DMCs and other agencies;
- Performs other job duties/responsibilities as assigned by the MD SSWM Board.

Experience And Qualifications

- LL.M or Bar at Law or LL.B or equivalent qualification from a reputed HEC recognized University / Institution.
- Must have 15 years of contract management/negotiation of contract agreements.
- Sound and detailed knowledge of commercial contracts terms.
- Considerable experience in vetting and drafting of international agreements, MoUs, contracts, and sovereign guarantee, etc.
- Well conversant with relevant laws, rules, regulations and statutory provisions.
- Must possess excellent written and verbal communication skills
- Must be computer literate.

LEGAL CONSULTANT

Job Description

- High quality legal expertise and professional approach;
- Supervision / management of advisory wing;
- Management / conduct of government /private litigation, including examination, drafting and vetting of legal documents related to litigation;
- Drafting of Board's service, recruitment rules, regulations and other legal instruments;
- Interpretation of Constitution, legislation and legal instruments;
- Provision of legal advice/opinion on assorted legal issues, including service matters;
- Scrutinization of judicial decisions for purposes of appeal, revision or review;
- Proficiency and Legal research about different legal rules that the Board has to follow;
- Preparation of legal documents which the SSWMB requires to carry out the operations smoothly;
- Preparation / drafting of concept papers, summaries and other correspondences and administrative matters pertaining to legal issues.

Qualification & Experience

- Ph.D. (Law) or LL.M or Bar at Law or LL.B or equivalent qualification from a reputed HEC recognized University / Institution
- In case of LL.B and Bar at Law, 15 years; in case of LL.M, 13 years and in case of PH.D, 10 years (i) active experience as Advocate High Court or (ii) experience as Judicial Officer or (iii) experience of Law Officer in public or private sector of repute or (iv) experience of legal research or (v) the aggregate of experiences at (i) to (iv) or (vi) six years' experience in BS-19 or above in Law Department
- Must possess excellent written and verbal communication skills
- Must be computer literate.

INDUSTRIAL HAZARDOUS-WASTE MANAGEMENT **SPECIALIST**

Job Description

- Conduct studies on industrial hazardous waste management projects and provide information on treatment and containment of industrial hazardous waste;
- Participate in developing hazardous waste rules and regulations to protect people and environment;
- Survey industries to determine type and magnitude of waste disposal problem;
- Assess available hazardous waste treatment and disposal alternatives, and costs involved, to compare economic impact of alternative methods;
- Identify industrial waste of area under consideration and identify person/industry responsible for handling, storing or transportation of hazardous materials;
- Making inventory statements and procedures after discussion with responsible industrialist for handling, storing, transporting and removal of hazardous industrial material;
- Approval of procedures for cleanups and disposal at industry level if required;
- Monitor industrial waste management as per standards available;
- Advice in developing comprehensive spill prevention programs and reviews facility plans for spill prevention;
- Participate in developing spill-reporting regulations and environmental damage assessment programs;
- Prepare reports of findings concerning spills and prepare material for use in legal actions;
- Conduct inquiries and prepares informational literature to provide technical assistance to representatives of industry, government

agencies, and to general public;

- Provide technical assistance in event of hazardous chemical spill and identify pollutant, determine hazardous impact, and recommend corrective action;
- Manage multi-stakeholders consultation processes.

Qualification & Experience

- B.E / MS / Ph.D. in Chemical Engineering or MBA in Industrial Management from HEC recognized University or foreign university.
- In case of (a) B.E, minimum 15 years, (b) M.S, minimum 10 years and (c) for PH.D, minimum 5 years' experience of successful, verifiable and relevant experience in experience of handling at least 5 projects of industrial hazardous waste disposal and handling matters.
- A research in field of hazardous waste management at institutional level will be an extra qualification, which will be considered during selection.
- Must possess excellent written and verbal communication skills
- Must be computer literate.

MEDICAL HAZARDOUS-WASTE MANAGEMENT SPECIALIST

Job Description

- Conduct studies on medical hazardous waste management projects and provides information on treatment and containment of medical hazardous waste;
- Participate in developing medical hazardous waste rules and regulations to protect people and environment;
- Survey hospital industry to determine type and magnitude of disposal problem;
- Assess available medical hazardous waste treatment and disposal alternatives, and costs involved, to compare economic impact of alternative methods;
- Monitor and study the procedure adopted by Hospital Medical Centre, laboratories, health institutions for hospital hazardous waste disposal;
- Guide Hospital Management where required for hazardous medical waste disposal;
- Ensure health and safety for person responsible for managing waste at hospital / health institutions;
- Must have good experience of issues, which can arise during waste management;
- Working Knowledge of using Environmental Regulations such as PEPA (Pakistan EPA Guidelines and Procedures (2000)), NEQS and others.

Qualification & Experience

- B.E/B.Sc. /M.Sc. /Ph.D. in Bio Chemistry or MBA in Hospital & Health Management from HEC recognized University or foreign university.

- In case of (a) B.E, minimum 15 years, (b) M.S, minimum 10 years and (c) for PH.D, minimum 5 years' experience of successful, verifiable and relevant experience in experience of handling at least 5 projects of medical hazardous waste disposal and handling matters.
- A research in field of medical hazardous waste management at institutional level will be an extra qualification, which will be considered during selection.
- Must possess excellent written and verbal communication skills
- Must be computer literate.