

BRIEF JOB DESCRIPTION OF TECHNICAL POSTS OF SSWMB

BRIEF JOB DESCRIPTION

1. Director GTS

Job responsibilities shall include but will not be limited to

- Conduct feasibility study for the establishment of GTS.
- Plan entrepreneurial strategic policies to feasibly implement independent sustainable waste collection/ utilization/ disposal and recycling.
- Advise the senior management and other government entities on the feasibility studies required in order to demonstrate project viability..
- Analyze the existing station and suggest the measure for the establishment of different facilities in GTS.
- Based on Training Need Analysis and to supervise the capacity building workshop.
- Assist the Executive Director/Board in the matter relating to policies, planning, installation and construction operation and maintenance of GTS.
- Assist in the formulation, processing, and negotiation of private sector
- Coordinate b/w transaction advisors and Board on the project structuring if required.
- Perform any other related task (s) as assigned by Board.

2. Assistant Director GTS

Job responsibilities shall include but will not be limited to

- Conduct feasibility study for the establishment of GTS.
- Advise the senior management and other government entities on the feasibility studies required in order to demonstrate project viability..
- Analyze the existing station and suggest the measure for the establishment of different facilities in GTS.
- Assist the Senior Management of the Board in the matter relating to policies, planning, installation and construction operation and maintenance of GTS.
- Assist in the formulation, processing, and negotiation of private sector
- Coordinate between transaction advisors and Board on the project structuring if required.
- Perform any other related task (s) as assigned by Board.

3. Director Treatment & Disposal

Job responsibilities shall include but will not be limited to

- Assist the Board in the identification of suitable sites for the establishment of Landfill
- To prepare plan for the final disposal of solid waste.
- To prepare plan for the final disposal of industrial solid waste
- To prepare plan for the final disposal of hospital/ hazardous waste
- To monitor all activities related to final disposal and treatment of solid waste, hospital/hazardous waste and industrial solid waste.
- To assist in the construction of GTS, Landfill site and other facilities.
- Advise the senior management and other government entities on the feasibility studies required in order to demonstrate project viability..
- To assist in the formulation, processing, and negotiation of private sector in the field.
- Coordinate between transaction advisors and Board on the project structuring if required.
- Perform any other related task (s) as assigned by Board.

4. Deputy Director Composting

Job responsibilities shall include but will not be limited to

- Be responsible for operation and maintenance of plants and production.
- Design the compost plants.
- Assist in the installation of compost plants.
- Advise the senior management and other government entities on the feasibility studies required in order to demonstrate project viability.
- Coordinate between transaction advisors and Board on the project structuring if required.
- Perform any other related task (s) as assigned by Board.

5. Deputy Director Landfill

Job responsibilities shall include but will not be limited to

- Conduct feasibility studies for the establishment of landfill site.
- Design Landfills.
- Assist in the identification of suitable sites for the establishment of Landfill
- Assist in the construction of TS other faults.
- Assist in the construction of GTS, Landfill site and other facilities.
- Advise the senior management and other government entities on the feasibility studies required in order to demonstrate project viability..
- To assist in the formulation, processing, and negotiation of private sector in the field.
- Coordinate between transaction advisors and Board on the project structuring if required.
- Perform any other related task (s) as assigned by Board.

6. Deputy Director Waste to Energy

Job responsibilities shall include but will not be limited to

- Have knowledge and experience of waste to energy plants.
- Prepare plans for Installation, Construction, operation and Maintenance of waste to energy plants.
- Assist in the construction and maintenance of waste to energy plants.
- Advise the senior management and other government entities on the feasibility studies required in order to demonstrate project viability..
- Coordinate between transaction advisors and Board on the project structuring if required.
- Perform any other related task (s) as assigned by Board.

7. Deputy Director RDF

Job responsibilities shall include but will not be limited to:

- Be responsible for the construction, installation, operation and maintenance of Refuse Derived Fuel (RDF) Plants and machinery.
- Design the Refuse Derived Fuel system.
- Conduct the feasible study for the installation of Refuse Derived Fuel (RDF)
- Advise the senior management and other government entities on the feasibility studies required in order to demonstrate project viability.
- Perform any other related task (s) as assigned by Board.

8. Director Business & Development

Job responsibilities shall include but will not be limited to:

- Provide expert input into all projects undertaken by the Board on the financial structuring and financial costs to government.
- Advise the Board of Directors and other government entities on the feasibility studies required in order to demonstrate project viability.
- Ensure that the Board's fiscal obligations (explicit and implicit) resulting from the assumptions of project risks may be reported to Senior Management of SSWMB in a timely manner for efficient decision.
- Assist in the formulation, processing, and negotiation of private sector investments.
- Develop financial models, both in the feasibility and transaction advisory stage.
- Research and work on fiscal incentives and initiatives to attract private investment in the Power Sector of the province.
- Perform any other related task (s) as assigned by Board.

9. Deputy Director Monitoring & Evaluation

Job responsibilities shall include but will not be limited to:

- Undertake regular visits to the fields to support implementation of monitoring and evaluation
- Check the quality of data produced, and to identify where adaptations might be needed.
- Monitor the follow up of evaluation recommendations.
- Design the framework for the physical and process monitoring of programme activities.
- Promote a results-based approach to monitoring and evaluation, emphasizing results and impacts.
- Coordinate the preparation of all monitoring and evaluation reports; guide staff and executing partners in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission
- Prepare consolidated progress reports for the Management including identification of problems, causes of potential bottlenecks in implementation, and providing specific recommendations.
- Perform any other related task (s) as assigned by Board.

10. Assistant Director Monitoring & Evaluation

Job responsibilities shall include but will not be limited to:

- Assist in implementation activities for provision of services in Solid Waste Management Sector and makes follow ups, compliance of project activities likely to be under taken by SWMB and partner Organizations such as Municipal administration in consultation with other concerned departments.
- Undertake regular visits to the fields to support implementation of monitoring and evaluation.
- Assist to establish a managing performance monitoring framework with clearly defined objects, inputs, outputs, outcomes, processes, indicators, data needs and sources, means of verification and repeating formats and frequency, for effective monitoring, reporting and updating progress of project activities carried under the SWMB.
- Coordinate the preparation of all monitoring and evaluation reports; Prepare consolidated progress reports for the Management including identification of problems, causes of potential bottlenecks in implementation, and providing specific recommendations.
- Perform any other related task (s) as assigned by Board.

11. Deputy Director Legal

Job responsibilities shall include but will not be limited to:

- Offer legal expertise in matters such as employment, securities, governmental compliance and structural organization. He shall also perform in-house investigations.
- To draft all power related project agreement and safeguard the interest of the Board.
- Defend Board as well as all related projects interest in the court of law.
- Perform any other related task (s) as assigned by Board.

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13. Director Procurement & Contract Management

Job responsibilities shall include but will not be limited to

- Be responsible for procurement of related machinery/plants for Solid waste Management and its related documentation like: EOI, RFP, Bidding /Tender Documents, TOR, Work Order etc.
- Responsible for preparation of Annual Procurement Plan as per SEPRAs Rules.
- Maintain record of Procurement Proceedings as per rules.
- Responsible for Procurement of all goods, services as per the proceedings laid down in SEPRAs Rules.
- Facilitate the Consulting Selection Committee in Prequalifying of Consultant/Firms and prepare RFP/Tender/Bidding/Procurement Documents.
- Carry out liaison with SEPRAs, Finance Department, Planning & Development Department for Procurement activities.
- Assist the Senior Management under Public/Private Partnership.
- Prepare contract document, agreements, policies, instruments related to contract management.
- Shall act as Secretary of Complaint Redressal Committee.
- Perform any other related task (s) as assigned by Board.

14. Deputy Director Coordination/ Community & Social Mobilization

Job responsibilities shall include but will not be limited to:

- To prepare community awareness/ Social mobilization plans.
- Organize and implement all the programs related to community awareness/Social mobilization
- Coordinate with Board Secretariat, Governing Board Members, in line departments Government agencies, Town municipal administration, National and International entities.
- Plan and organize governing Board meetings, Social mobilization and Community awareness campaigns, Multi-stakeholder Consultation Workshops, Seminars, and Conferences.
- Prepare communication strategy.
- Prepare meeting/Event agendas, presentations, taking Board minutes, communicating the decision to concerned authorities..
- Coordinate and develop cooperation with Regional Solid Waste Management Companies/ Organizations
- Develop, update and manage database and coordination with focal points/ Institutions of SSWMB database in the region, report writing.
- Printing and publications of documents reports and newsletters etc.
- Perform any other related task (s) as assigned by Board.

15. Deputy Director IT–(BS-18)

Job responsibilities shall include but will not be limited to:

- Plan, Organize, Direct, control and evaluate the operations of information systems and electronic data processing (EDP).
- Develop and implement policies and procedures for electric data processing and computer systems operations and development.
- Must be expert in GPS, GPRS, Tracking systems and Mapping software.
- Compile and analyze geospatial data for the baseline situation / real time situation
- Demonstrated ability to interpret, report and present findings from geographic information system (GIS) and remote sensing studies
- Troubleshoot hardware, software and network operating system.
- Be familiar with network operating system.
- Train staff about potential uses of existing technology
- Make recommendations about purchase about technology resources and install work stations
- Monitor security of all technology.
- Perform any other related task (s) as assigned by Board.

All the candidates will be expected to possess the following basic skills:

- Must be able to analyze and solve complex problems.
- Must be able to work independently as well as part of a team.
- Must be able to meet tough deadlines.
- Must be well versed in MS Office.
- Should possess excellent presentation, interpersonal, and negotiation skills.