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REORGANIZATION MANUAL

FOR THE

AREA ELECTRICITY BOARDS & CIRCLES

INSTITUTIONAL IMPROVEMENT PROGRAM

THREE VOLUMES

POWER DISTRIBUTION WING

WATER AND POWER DEVELOPMENT AUTHORITY

NOVEMBER 1990

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REORGANIZATION PLAN
FOR THE
AREA ELECTRICITY BOARDS & CIRCLES
INSTITUTIONAL IMPROVEMENT PROGRAM

VOLUME 1 OF 3

GENERAL ORGANIZATION DESCRIPTION

POWER DISTRIBUTION WING
WATER AND POWER DEVELOPMENT AUTHORITY

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AREA ELECTRICITY BOARD AND CIRCLE REORGANIZATION

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1.0 INTRODUCTION

The AEB Institutional Plan was designed to make the WAPDA distribution organization more efficient so that it will effectively serve existing customers and the many new ones that will be added as a result of an expanding economy and distribution system.

Implementation of the Institutional Improvement Plan reorganization of the Distribution Wing was designed to start from the top in WAPDA Headquarters with the installation of General Managers responsible for definite functional responsibilities. This is now to be followed by the reorganization of the AEBs following the same functional format as has been implemented in WAPDA Headquarters. A three level division organization restructuring will further complement the total Institutional Improvement effort in the Distribution Wing. Division reorganization will occur coincident with or immediately following AEB reorganization.

A meeting was held at the Committee Room of WAPDA House on March 29, 1989 in which the Chairman WAPDA approved the reorganization plan contained in this report based upon the premise that the reorganization was to be implemented utilizing the existing staff in view of WAPDA's present financial constraints. (The exception to this stipulation was the addition of the Director - Planning and Engineering). However, subsequently the additional staff to implement the Mapping and Planning objectives was agreed to by the Authority for the each AEB, as part of the Directorates of Planning and Engineering, and the postings to this effect were approved).

Position Descriptions are included in Volume-2 of 3 and AEB specific manpower levels are included in Volume-3 of 3.

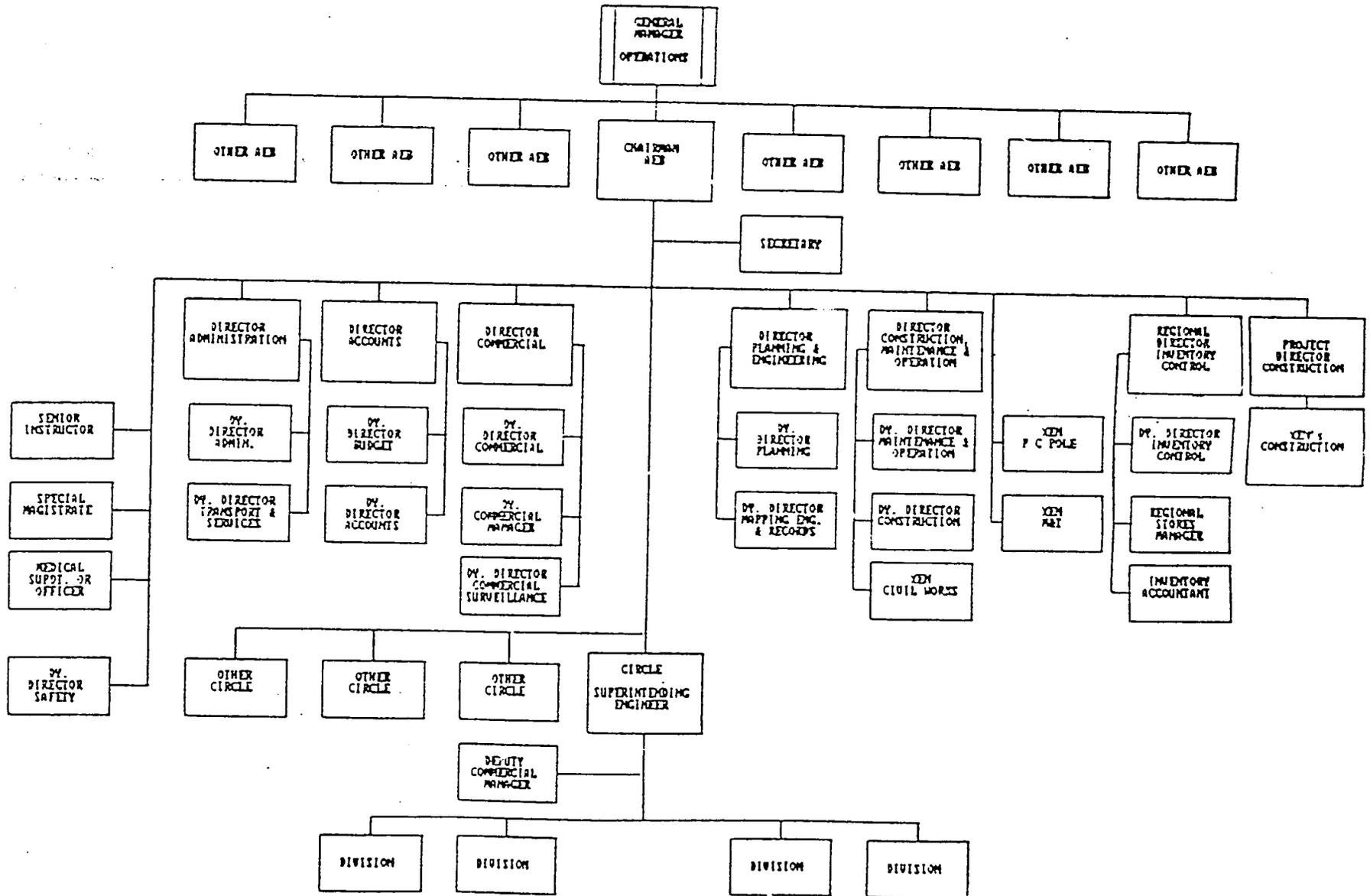
2.0 REORGANIZATION PLAN

2.1 Existing Conditions:

The existing Area Electricity Boards were created in 1981 by changing the name and senior management structure of the then existing eight regions, resulting in the Punjab Province having five AEBs and Sind, NWFP, and Baluchistan each having one. Each Chief Engineer of a region became the Chairman of an Electricity Board with three full-time and three part-time members appointed to the Boards. The three full-time members are WAPDA employees which are the Directors: Technical, Accounts, and Commercial. The three part-time members

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are public representatives appointed by elected governmental officials. The objective of the 1981 reorganization was to provide greater participation of the Provincial Governments and the public in the affairs of their electric power utility and provide for a strong autonomous management structure. The Boards were delegated with powers which would result in self sufficient organizations and therefore more accountable for results. Although the powers have been somewhat curtailed over the years, the AEBs remain effective but less autonomous than desired. The organizational structure of the eight Area Electricity Boards and their Circles are not identical but they however perform the functions as shown in the chart on the following page.



Studies of the Distribution Wing have indicated that there are institutional problems in the AEBs which warrant change. These are:

- a. Centralized management structure arising, partly from insufficient number of supervisors.
- b. Lack of accountability and recognition of achievements due to poorly designed position descriptions.
- c. Inadequate training.
- d. Poor functional communication between the subordinate formations and Distribution Headquarters.
- e. Restrictive administrative and financial powers.
- f. Inadequate implementation of personnel policies and procedures.
- g. Insufficient career development programs and human resource information systems.
- h. Lack of qualified middle and lower level officers.
- i. Inadequate monitoring and control of various activities in the AEB.
- j. Need to provide Customer Service in the area of Energy Conservation and Load Management.
- k. Unsatisfactory Energy Surveillance program.
- l. Need to improve financial management.
- m. The current manual reporting system for financial management is extremely slow in providing inputs to the management for decision making and instituting corrective action. The financial matters reported upon are almost two months old by the time they reach the management for consideration.
- n. The Technical Directors of the AEBs spend too much time giving approvals to minor activities with little time available for the important functions. As a result, the organization for the engineering and construction work has become inefficient.
- o. Engineering & Planning is not adequately performed.

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- p. Unsatisfactory implementation of procedures for the operation and maintenance of the distribution system.
- q. Minimum control of material planning, procurement of decentralized material and the stores organization.
- r. Inadequate safety program.
- s. Need to enhance WAPDA's image through better customer service.

2.2 Recommendations:

Consistent with the changes that have been implemented in the Distribution Wing HQs and the decision to implement the three level division concept, it is recommended:

- a. That the AEBs and their Circles be reorganized as described in Section # 3.0 of this report.
- b. That appropriate office orders be issued from time to time implementing this reorganization plan in specified AEBs.
- c. That the three level division concept implementation will follow closely or be implemented coincident with the AEB reorganization.

3.0 PROPOSED AREA ELECTRICITY BOARD & CIRCLE REORGANIZATIONS

The basic structure of the present AEB and Circle organizations will not change materially as a result of the proposed reorganization. There will still be a Chairman supervising Directors in his Headquarters and Superintending Engineers in the associated Circles. The reorganization will change the titles of a number of senior officers, add some and place others that now report directly to the Chairman under a Director.

These new officers must demand strict adherence to established procedures. They must become involved with, and interact with circle and division personnel, monitoring their performance and effectively correcting deviations from the prescribed policies and procedures.

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With the proposed organizational structure, each AER will have the capacity to develop Level-II and Level-III divisions.

The proposed organizational structure and staffing guidelines provide for horizontal expansion as growing numbers of sub-divisions are systematically consolidated into divisions.

The important changes that will occur are the:

- a. There will be functional staff relationships between the Distribution Headquarters, Area Electricity Boards and Circles and Divisions.
- b. Addition of new functions to the organizations that presently do not exist.
- c. Installation of computer centers in the Area Electricity Boards and some Circles.
- d. Reorganization of the training programs, facilities and staff.
- e. Improved utilization and maintenance of the transport equipment by introducing vehicle control register.
- f. Computerization of Payroll.

The chart of the following page shows the proposed organization of an Area Electricity Board and the representative Circle.

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3.1 Training

Current efforts have been designed to meet the backlog of training needs for existing WAFDA personnel and enhance the transfer of technology. As these initial goals and objectives are met training will assume its role as a support function for the daily operation of all Distribution activity. The change in Training Philosophy will focus on four main areas:

- a. Entry level training for new employees.
- b. Training for new position or promotions.
- c. Career Management Training for officers.
- d. Refresher courses.

The development of combined AEB/CTC facilities would complement the training required for commercial, technical, management and safety at one location as opposed to the operation of three to six facilities to accomplish similar goals.

Centralization would decrease the number of employees needed to administer and maintain facilities and should result in a more efficient and less costly operation of the training program. The combined AEB/CTC approach would allow for meeting localized and/or special training needs within the AEB. One such local need will be the training required as the three level division approach is implemented at the various locales country wide. The AEB Chairman through the Senior Instructor would have greater influence over training by reducing the number of training facilities within the AEB which will reduce the time lost factor regarding the supervision and administering the multiple facilities.

The numerous courses that have been and will be developed will require expanded facilities to house the training to be offered. Existing AEB/CTC facilities cannot offer these new curriculums in the existing classroom space available.

WAFDA has been conducting the majority of Distribution Training in rented facilities. The new facilities plan would accomplish the goal of housing all training in WAFDA owned facilities located on WAFDA property. The care and maintenance of the training facilities would become the responsibility of WAFDA Training and the costly expenditure of funds for rental/lease type property would be eliminated.

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3.2 Medical Services

The medical services at the AEB level provide hospitals, doctors nurses and dispensaries for the staff.

3.3 Administration

The Administration organization proposed for the AEB's, will be augmented to ensure the efficient handling of administrative matters and to define the responsibilities in regard to personnel, general services, transport, safety, legal, labor welfare and sports.

- The Personnel Section will be responsible for recruitment, transfers, promotions, disciplinary cases, performance evaluations, compensation, employee fund, advances, claims, leaves, personnel records.
- The Dy. Director of Safety will be responsible for ensuring that the safety policies and procedures are implemented and followed and that there is continuous awareness about safety. The section will also assist in accident investigations.
- Legal and Labor Welfare will maintain records of legal cases and provide assistance to counsel engaged in defence of cases and provide guidance to the Divisions and Circles on legal and labor matters.

The Dy. Director of Transport will ensure the proper use and control of the vehicles, schedule and control their maintenance, obtain necessary repairs, monitor and provide guidance to the Transport personnel in Circles, Divisions and Sub-Divisions. All of the drivers for the AEB Headquarter Office have been consolidated into the Transport Section to ensure efficient utilization.

3.4 Finance

The proposed organization of the financial section of the Area Electricity Boards, under a Director, will provide a substantial upgrading of the management capabilities as well as some realignment of responsibilities. The Director - Finance will be supported by Dy. Director - Banking & Budget, Dy. Director General - Accounting & Financial Reporting, Dy. Director - Payables/Inventory Accounts, Assistant Directors of Assets, Inventory Accounts & Audit. The

Inventory Accountant has been placed under Director - Finance instead of Regional Director - Inventory Control and designated "Deputy Director - Payables/Inventory Accounts". This has been done because stores accounting falls totally in the area of Finance which entails (a) maintaining stores account at AEB and keeping them reconciled with Regional and Field Stores, (b) supervision of accounting activities of regional and field stores including payroll disbursements of regional/field stores, receipts and issues of material etc., and; (c) preparation of the management and accounting reports concerning stores activity. The natural place, as such, for these functions is under the supervision of Director - Finance AEB. The strengthened financial staff will provide improved assistance, guidance and control over the financial operations of the divisions.

Effective financial management requires a sound basis of forecasting, budgeting, controlling and monitoring. Forecasts of future revenues and financial requirements for capital expenditures and operation and maintenance expenses are essential elements in the management process. Detailed budgets are prepared based on the forecasts and priorities established by management and once approved become managements plans for the future. The financial results are monitored on a continuing basis and any differences between budgeted amounts and actual amounts disbursed and received signal the need for corrective action.

Financial resources and obligations are reflected in the receipts and disbursements of funds. Strict accountability and control must be maintained. The primary vehicle for handling the cash assets is the banking system. Accounting for and controlling the flow of funds through the banking system is a primary function of the financial organization. Optimizing cash flows is required to derive maximum benefits from the available funds. Imprest funds are used as vehicles for transferring funds within the organization to provide the means for various formations to pay employees, vendors, contractors and others. Effective controls must be provided to ensure proper use of the funds.

The results of all of the accounting processes are the financial statements and reports. This is accomplished by the outputs from a logical and well organized system of ledgers and records that are maintained from processing the accounting transactions from all sources. This provides overall control of the financial process.

The accounting and financial controls for all non cash assets are handled by the asset accounting system. The system covers capital assets, depreciation, construction and retirement of capital assets and material, equipment and stores inventories.

The financial obligations are recorded, accounted for and paid via an accounts payable system. Payments must be made on the basis of proper documentation and approvals according to the policies and procedures. Expenditure transactions are analyzed and classified for recording in the applicable accounts so that they will be reflected in the financial statements.

Employees must be paid wages, salaries and allowances due each pay day. The payroll system must produce these payments accurately and on time. In addition, the system records and accounts for employees benefits and maintains records of each employee's earnings during his career.

All expenditures are subject to detailed audit to ensure the propriety of the payments, proper approvals, conformity with budgets and classification to the proper accounts.

All of these financial processes are based on the development, documentation and implementation of the required procedure. Procedures must be maintained and upgraded on a continuing basis for efficient financial operations and monitored to ensure compliance.

3.5 Customer Services

The objective of Institutional Improvements being recommended for WAPDA's AEB and Circle Customer Services function is to improve operational efficiency resulting in Customer Services improvements. To accomplish this objective, changes in the organization structure as well as functional revisions are being proposed. Additionally, a future function to improve customer relations is being recommended. Customer Service management will be strengthened with the improved monitoring and control facilities being proposed. Support of field operations will be enhanced when the Headquarters, AEBs, Circles and Divisions are reorganized and functional responsibilities have direct and clearly defined lines of authority and responsibility.

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Responsibilities for the overall Customer Services activities in the reorganized Area Electricity Boards will be divided by, and into, distinct functions. These functions will coincide with the planned organizations being implemented in Distribution Headquarters and the divisions. A new function for improved Customer Services in the area of energy conservation and load management is planned for the future. The energy surveillance groups will be expanded to accommodate the increased emphasis needed in this field. These two functions will be field oriented, involving all classes of customers with some responsibility for giving functional guidance to the divisions. Energy Surveillance staff will have the support of standardized procedures which will indicate exceptions and provide the basis for routine checks, and if warranted, investigation.

Enhanced commercial procedures, for all three levels of divisions, establishment of an energy conservation function and enhancement and expansion of the energy surveillance function will all contribute to the planned improvements.

In the Circle, a Dy. Director - Customer Services, reporting to the Superintending Engineer, will function in a staff position. He will accumulate data from the divisions as prescribed by the commercial procedures and assemble reports as required by the AEB. He will also control division functional activities as directed by the Superintending Engineer, and act to maintain the effective flow of communication between the AEB and its division. This position will support the division commercial function.

3.6 Planning and Engineering

The Planning and Engineering responsibilities being introduced into the AEB's and Circles are segregated organizationally. Planning responsibilities include those activities which define system configuration and additions or modifications to the distribution system. These activities include not only direct planning, but also support activities such as performance evaluation and maintenance of performance records. Engineering responsibilities include those activities which specify the component make-up of the distribution facilities. Maintenance of detailed technical records describing existing or proposed facilities are included here in addition to design standards and specifications.

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One of the objectives of changing the technical services in the Area Electricity Boards is to introduce Distribution Planning and Engineering into the organization so that the future renovation and expansion programs are properly planned and engineered and then constructed to result in the most economic distribution system. The AEB will have some Engineering responsibilities, primarily in the area of maintaining technical records. The Circle will have exclusively Engineering responsibilities including the preparation of technical records that describe existing facilities and construction details for proposed facilities.

AEB - Planning

The first requirement for effective planning is a load estimate. To obtain this requires knowledge of the existing loads and how these loads might increase plus an appraisal of where the future loads are likely to develop. Performance data and data bases describing existing and proposed loads will be provided by Operating Divisions and maintained at the AEB. AEB Planning will exercise judgement to combine these various elements into a load forecast.

The load forecast will provide the basis for planning activities within the AEB. Computer modeling will be used to evaluate existing and proposed circuit conditions. The economic impact of alternative plans will be analyzed and incorporated into planning proposals. Plans for load additions greater than 70KW will be made at the AEB level. The planning proposals will consider system thermal capacity, voltage regulation, and service reliability for new service additions or system improvement.

The planning proposal identifies the overall approach to be taken and will become the basis for detailed engineering and construction documents developed by Engineering at the Circle level.

AEB - Engineering

AEB Engineering will have responsibility for technical records within the AEB, including both the Work Order System and Distribution Mapping.

At the AEB level, Engineering will have supervisory responsibility of the Work Order System. This will include monitoring the system and producing associated reports, as well as reviewing plans and estimates prepared in the operating divisions. The Work Order

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System will provide the mechanism through which Engineering will enforce the application of Distribution Standards.

AEB -- Mapping

The Distribution Mapping database will be maintained by AEB Engineering. Information needed to update the database will be provided by the Construction and/or Operating Divisions, and will be processed by Engineering at the AEB Computer Center. The updated maps will be copied and distributed by AEB Engineering to the appropriate Circle and Division offices.

Circle -- Engineering

At the Circle level, Engineering will be responsible for the development of the work orders and data collection for the Distribution Mapping system. At this level, the planning proposals will be utilized to generate detailed construction documents in the form of work orders. This activity will require field inspection, line staking, and preparing of construction prints, bill of quantities and a detailed estimate to accompany the work order. Circle Engineering will also be responsible for maintaining map files relating to Distribution facilities within the Circle.

3.7 Construction, Maintenance & Operations

The Construction, Maintenance and Operations organization in the Area Electricity Boards will primarily be monitoring the policies and procedures developed by HQs to ensure their correct application. The section is not involved in performing any field activities. Its organizational arrangement is to provide leadership and expertise in the field of construction, operation and maintenance of the distribution system.

The construction of the 11 kV and the 33 kV system will be performed under a Project Director Construction at the AEB. The Project Director will have one or more construction divisions (according to workload) with the necessary work force and special equipment to construct the distribution system facilities for both

rehabilitation and expansion. Concentrating the available work force and directing the effort towards a dedicated objective will not only reduce the time and project costs, but assures standardization and quality of the work. The scheduling of construction work will be easily and accurately predicted and the required

additional contracted assistance will be identified sooner.

It is proposed that the Pre-Stressed Concrete Pole Plant, as a part of the Civil Works Organization, be placed under the Director Construction, Maintenance and Operation in the Area Electricity Boards. The pole plants produce Distribution poles of various heights as directed by the AEB and their control will be exercised by the Construction, Maintenance and Operation Directorate through the XEN Civil Works who will be reporting directly to the Director Construction, Maintenance and Operations.

It is proposed each AEB establish a Central Distribution Equipment Repair and Test Shop and two Meter Repair and Test Shops located geographically convenient to the Circles and Divisions. These facilities will provide complete service and repairs for the distribution line equipment, periodic testing of protecting equipment, radio communication equipment, testing of newly received meters, sample test and calibration of the installed meters, repairs and adjustments to malfunctioning meters and undertake periodic calibration of meter standards which are in use by the AEB.

3.8 Inventory Control

The present stores system in the Area Electricity Boards is a manually operated system which controls material, receipts and issues within an AEB. The present system is cumbersome and does not provide sufficient feed-back for effective inventory management.

The staff of the Regional Director Inventory Control should be expanded to include a Dy. Director Purchasing to coordinate the purchase of decentralized materials within the AEB.

The Regional Director Inventory Control under the AEB Chairman, is and will be responsible for controlling the stores, ensuring that the stock levels of stores are sufficient to meet the demands, purchasing the decentralized material and coordinating with the

Inventory Control group in Distribution Headquarters, the regional requirements of centrally purchased materials and expediting their delivery. Each store within the AEB will be computerized to provide accurate, timely information such as material balance, excess material, reorder, etc. reports for effective Inventory Management.

The procurement of centralized materials at Headquarters, and decentralized materials at the AEB level will be mechanically monitored to coordinate deliveries so that materials can be used efficiently.

There are ten Regional Stores in the Area Electricity Boards with two in Multan, two in Hyderabad and one in each of the other six AEBs. A total of 97 Field Stores throughout WAPDA's Distribution Wing and twelve Remote Stores are in the outlying areas. The Regional receives all distribution materials consigned to the AEB and upon receipt of an approved allocation from the RDIC issues/transfers material to the construction divisions and field stores for further distribution to the operating divisions.

4.0 IMPLEMENTATION

The implementation of the reorganization plan for the Area Electricity Boards and Circles requires a coordinated effort over a range of widely differing but closely inter-related activities. Common to all activities is the need for an effective management of manpower and equipment resources. Upgrading of managerial effectiveness is without question the most cost effective of any effort, since small incremental investments result in large incremental gains; therefore existing assets are more productive. Obstacles to such improvements are not entirely "technological" in character, but are more concerned with modifying attitudes of the many individuals in the execution of day-to-day routine work. The Implementation Plan will address this problem through the involvement of Pakistani and Expatriate consultants with WAPDA personnel at different management levels. Initial investigations will identify implementation problems and recommendations will be formulated to finalize implementation.

With the reorganization of the Distribution HQs function, the way is paved for improvements in the organization of the AEB's and Circles.

The proposed reorganization will be done gradually over an approximately two years time period with completion of all AEBs expected by the end of 1971. The Managing Director will select the sequence of the AEBs to be reorganized.

The basic structure of the present AEB and circle organizations will not change materially as a result of the proposed reorganization. There will still be a Chairman supervising directors in his HQs and Superintending Engineers in the associated circles. The reorganization will change the titles of a number of senior officers, add some

and place others that now report directly to the Chairman under a director. After the office order is issued by the Managing Director to implement the reorganization and effect the title changes in an AEB, the AEB Chairman will, through meetings with his personnel and with the support of the PTAT and WAPDA Headquarters staff, implement the reorganization. The General Manager Operations will coordinate the overall reorganization.

5.0 BENEFITS

The establishment of the proposed functional organizational structure will provide the AEB's/Circles with adequate control of the resources necessary to perform their work effectively. It will also improve coordination among (functional organizational) units and improve communications between various levels (Headquarters, AEB/Circle and Divisions). It will result in the following benefits:

- a. The reorganization will upgrade WAPDA to a utility with a modern management structure that will enable them to manage their future needs.
- b. HQs will have an AEB organization that will be accountable by function for the adherence to and implementation of their policies and procedures.
- c. AEBs will functionally control the activities of the circles and divisions, uniformly monitoring and measuring their activities.
- d. The refinement/development of improved position descriptions for all Distribution organizations will clearly define duties and responsibilities for all positions. This will permit senior management to delegate authority in accordance with the established procedures to the appropriate level. Such authority delegation can be made to reduce the burden on Senior Management and accurately define accountability when work is not accomplished on schedule and within budget.
- e. With the computerization of payroll, payment of wages, salary and allowances will be made accurately and on time. In addition the system will produce a record of each employee's earning during his career.
- f. The Improved Employee and Public Safety Program will significantly reduce the frequency and severity of accidents, system wide. This will result in fewer deaths, fewer injuries, and less property damage.

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- g. Improved financial management.
- h. Introduction of computers into the AEDs with systems for improved billing, customer information, work orders, accounting, personnel, area planning and mapping.
- i. Service to customers will be improved, resulting in faster restoration of service, improved processing of customer applications, and fewer customer complaints. This will also improve WAPDA's public image.
- j. Improved monitoring and control of divisions to permit them to grow beyond their current limits of 40,000 customers.
- k. During the next five years it is expected that the number of WAPDA customers will increase to 10 million. With the implementation of the Division Reorganization Plan, the average number of customers per Division will increase to 60,000 or more. This will result in creation of a maximum of 43 new Divisions instead of 124 avoiding the cost of establishing 81 new Divisions. With the implementation of the AEB/Circle Reorganization Plan, the number of AEB's will increase by 2 instead of 5 and the number of Circles will increase by 11 instead of 34 avoiding the cost associated with establishing 5 AEBs and 23 Circles. At the present time there are 8 AEB's and 34 Circles operating within the WAPDA Distribution system.
- l. The enhanced technical organizations will be able to handle all of the necessary functions to develop and implement plans for Distribution Expansion and Rehabilitation, without outside assistance. They will be provided with the tools (computer hardware and software) necessary to perform these tasks.
- m. Reduction in the number of outages through the application of system engineering and designing in accordance with applicable standards and criteria. This will also result in an increase in revenue and decrease in the number of complaints that arise from inadequate service.
- n. Introduction of an upgraded meter and equipment maintenance and test facility.
- o. Improvements in the level of training delivered at the AEB/Circle level.

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- D. The establishment of a Regional Training Center in each AER will provide a continual supply of trained manpower up to BPS-16. It would also serve as a training center for new policies and procedures associated with the divisions.

Organizational changes alone will not force the attitudinal changes required to attain the desired level of overall Institutional Improvement. It is anticipated, however, that as the organizational and procedural changes are implemented, the level of professionalism will increase with a positive change in attitudes.

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ANNEX TO THE
REORGANIZATION PLAN
FOR THE
AREA ELECTRICITY BOARDS & CIRCLES
INSTITUTIONAL IMPROVEMENT PROGRAM

VOLUME 2 OF 3

POSITION DESCRIPTIONS

POWER DISTRIBUTION WING
WATER AND POWER DEVELOPMENT AUTHORITY

NOVEMBER 1990

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AREA ELECTRICITY BOARD AND CIRCLE REORGANIZATION

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Chairman - Area Electricity Board	
Secretary AEB	
Public Relations Officer	
Deputy Medical Superintendent	
Medical Officer (Male)	
Medical Officer (Female)	
Director Administration	
Assistant Director Administration - Audit Paras	
Deputy Director Personnel	
Deputy Director Safety	
Deputy Director Labor and Legal	
Deputy Director Transport	
Sports Officer	
Director - Finance	
Deputy Director - Banking & Budget	
Assistant Director - Banking	
Deputy Director General Accounting and Financial Reports (AEB)	
Assistant Director - Implementation	
Assistant Director - Consolidation & Inter Office Transactions	
Assistant Director - Assets (AEB)	
Deputy Director - Payables/Inventory Accounts (AEB)	
Assistant Director - Payments (AEB)	
Assistant Director - Inventory Accounts (AEB)	
Director - Customer Services (AED)	
Deputy Director - Customer Assistance (AEB)	
Assistant Director - Customer Assistance	
Deputy Director - Customer Accounts	
Assistant Director - Customer Accounts	
Deputy Director Energy Surveillance	
Assistant Director - Energy Surveillance (AEB)	
Deputy Director - Customer Relations, EC/LM	
Assistant Director - Industrial/Commercial	
Assistant Director - Residential/Agricultural	

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Director Planning & Engineering
 Deputy Director Planning
 Assistant Director Planning
 Assistant Director Load Forecasting
 Assistant Director Protection
 Deputy Director Mapping, Engineering & Records
 Assistant Director Engineering & Records
 Assistant Director Mapping
 Director Construction, Maintenance & Operation
 Deputy Director Construction
 Deputy Director Maintenance & Operation
 Regional Director Inventory Control
 Deputy Director Purchasing
 Deputy Director Inventory Control
 Executive Engineer Civil Works
 S.D.O. Civil Works
 S.D.O. Civil, P.C. Pole Plant
 Executive Engineer Meters and Equipment
 Assistant Engineer Field Metering
 Assistant Engineer Meter Shop
 Assistant Engineer Equipment
 Manager Regional Store
 Assistant Manager Regional Store
 Manager Field Store
 Supervisor / Senior Instructor
 Instructor Commercial
 Instructor Management
 Instructor Technical

POSITION DESCRIPTIONS - CIRCLE:

Superintending Engineer
 Administration Officer
 Deputy Director - Customer Service
 Deputy Director Engineering
 Assistant Director Mapping
 Assistant Director Work Orders
 Executive Engineer Construction
 Sub-Division Officer - Construction

POSITION TITLE: Chairman - Area Electricity Board

GRADE: DPS - 20

BASIC FUNCTIONAL DESCRIPTION:

The Chairman - Area Electricity Board (AEB) is administratively responsible for Distribution Planning & Engineering, Construction, Maintenance & Operation, Purchase and Stores, Customer Services (Commercial), Finance, Services activities of the Area Electricity Board and for the Divisions. Reports directly to General Manager Distribution Operations and receives functional guidance from the Distribution Headquarters staff and provides line and functional guidance to the Circles and Divisions staff. Administers approved policies and procedures and develops budgets for the functioning of the AEB and implementation of approved projects.

MAJOR DUTIES AND RESPONSIBILITIES:

- o Plans, organizes, coordinates, directs and controls activities of the AEB Department Heads, Circles and Divisions effecting efficient and economical construction, operation and maintenance of the AEB facilities.
- o Establishes and maintains good customer relations through the development of efficient customer service provided by trained, motivated and courteous employees.
- o Plans, organizes, coordinates, directs and controls activities of administration which includes personnel, General Services, Safety, Finance and Legal to ensure efficient and economical internal functioning of the AEB.
- o Exercises control over the purchases of the decentralized materials for the AEB. Responsible for the storage of materials received in the AEB and their distribution.
- o Promotes cooperation and coordination of activities among the AEBs employees and personnel of other formations to enhance efficient operation of WAPDA.
- o Monitors the unauthorized use of energy within the AEB and takes action as necessary to reduce losses.
- o Recommends changes in overall policies and procedures affecting the AEB and administers such as approved.
- o Works closely with the General Managers - Distribution and the Distribution Department Heads to establish programs and plans for the improvement of the AEB and implements those that are approved.

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- o Directs preparation of the AEBs budgets, approves constructions, operating and maintenance expenditure and emergency repairs within approved financial powers; reviews and forwards all expenditures requiring approval of General Manager Distribution Operations and Managing Director Distribution.
- o Assumes responsibility for assuring that provisions of the Union Agreement are followed by both workers and supervisors.
- o Develops, directs and coordinates communications programs with customers throughout the AEB to enhance customer understanding of energy conservation, customer rules and regulations and customer safety.
- o Assumes responsibility for administering the WAPDA Safety Program and the enforcement of safety policies and practices.
- o Prepares performance evaluations and recommends salary changes, promotions, demotions, transfers, disciplinary action, leaves of absence, hiring and release of persons supervised and approves the same for the next lower level of management.

DESIRED QUALIFICATIONS:

a. Education:

Bachelor's degree in Engineering is required. A Master's degree in Engineering would be preferable.

b. Prior Work Experience:

Minimum of 20 years' experience with over 5 years' in at least two major functional areas of Distribution and at least 7 years' of overall experience in a supervisory capacity.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

- Knowledge of management principles and organizational structure with a thorough understanding of the overall operation of the functions of the AEB.
- Broad knowledge of the methods used to motivate employees.

e. Ability and Skills

- Strong communication skills both in written and spoken English and Urdu.

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- Ability to understand complex problems and develop practical solutions.
- Technical ability to understand and evaluate recommendations of managers and engineers covering a wide range of educational disciplines and functional specialities.
- Ability to react, in a reasoned manner, to a wide range of stressful situations.

POSITION ELEMENTS:

a. Supervision Received:

Reports directly to General Manager - Distribution Operations and receives functional guidance from all Distribution Department Managers.

b. Available Guidelines:

Has available all policies and procedures approved by the Authority and is expected to ensure their implementation. Shall exercise administrative disciplinary, financial and other powers as delegated by the "Introduction of Supply and Distribution of Power Scheme, 1981", and as amended from time to time.

c. Exercise of Judgment:

Required to exercise sound judgment and arrive at correct decisions on a wide range of complex problems. Recommendations to Management are expected to be detailed, well researched, accurate and in the overall best interest of WAPDA.

d. Authority to Make Commitments:

Has full authority to commit the Authority within the limits of the established financial powers and approved policies and procedures.

e. Nature, Level and Purpose of Contact:

Regular written and/or personal contact with leaders throughout WAPDA, Government officials, and the general public is required to carry out the complex duties and responsibilities of the position.

f. Supervision Exercised:

Has the overall management and supervisory responsibility for the entire AES. Directly supervises the Department Directors, Circle Superintending Engineers and through them, the Division Managers and other supervisors.

POSITION TITLE Secretary AEB

GRADE BPS 18

BASIC FUNCTIONAL DESCRIPTION

Secretary, Area electricity Board, reports to the Chairman AEB and is responsible for organizing meetings of the Board, recording minutes of these meetings and monitoring implementation of the decisions taken by the Board. He is also responsible for dealing with and disposal of references made by the Wafaqi Mohtasib (Ombudsman) on public complaints.

MAJOR DUTIES AND RESPONSIBILITIES

- o Organizes meetings of Area Electricity Board and maintains records of the minutes of the meetings.
- o Monitors the implementation of the decisions of the Board.
- o Assists Chairman AEB in all the meetings of developments with Provincial Government.
- o Disposes of the general complaints either received directly or through other quarters.
- o Acts as Liaison Officer between Wafaqi Mohtasib Cell WAPDA/Wafaqi Mohtasib's Secretarial and field offices regarding various complaints lodged with Wafaqi Mohtasib.
- o Responsible for coordinating the Data Acquisition for the Management Information Reporting System and preparing necessary reports for the Chairman AEB.
- o Any other functions and duties as may be entrusted to him from time to time by the Board.

DESIRED QUALIFICATIONS

a. Education

Bachelor's degree in Engineering is required.

b. Prior Work Experience

Minimum of 5 years experience in at least two major functional areas of Distribution.

c. Language Proficiency

Must be fluent in written and spoken English and Urdu languages.

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d. Knowledge of Specific Areas

Knowledge of rules and regulations of the Authority with a thorough understanding of the overall working of AER. Experience of conducting meetings and recording minutes is desired.

e. Ability and Skills

- Communication skill both in written and spoken English and Urdu. Ability to address groups and the Press.

- Ability to understand problems and develop practical solutions.

POSITION ELEMENTS

a. Supervision Received

Direct supervision is received from the Chairman, Area Electricity Board.

b. Available Guidelines

Has available all applicable policies and procedures issued by the Authority as well as specific instructions issued by the Board.

c. Exercise of Judgment

Works on the basis of the instructions received and strict adherence to pertinent operating procedures.

d. Authority to Make Commitments

Limited to the administrative and financial powers given to him.

e. Nature, Level and Purpose of Contacts

Deals with related offices to discharge his duties efficiently.

f. Supervision Exercised

Directly supervises all employees assigned to the personnel functions.

POSITION TITLE Public Relations Officer ,

GRADE BPS:17

BASIC FUNCTIONAL DESCRIPTION

The Public Relations Officer is responsible to the Chairman, AEB, for keeping him informed about the day-to-day public reactions as indicated in articles, reports, opinions, suggestions and grievances concerning WAPDA that are published in the local as well as national newspapers and magazines. He is to coordinate with the concerned Directors of AEB in matters that the Chairman may consider appropriate for clarification through the media of Press for the information of the public. He has also to arrange proper publicity of the WAPDA achievements and activities.

MAJOR DUTIES AND RESPONSIBILITIES

- o Responsible for bringing to the notice of the Chairman AEB, Directors AEB, Superintending Engineers and Divisional Managers working in the AEB, public complaints and suggestions concerning AEB in particular and WAPDA in general.
- o Drafts, in consultation with the concerned Director(s) of the AEB, notifications and clarifications that are required to be issued through the media of the press for the information of the public and releases them to the press for publication after obtaining approval of the Chairman AEB.
- o Responsible for coordinating press activity in connection with the visits of high government functionaries, Ministers and other distinguished persons or delegations, plans and projects the object and impact of such visits through the press.
- o Produces literature with the help of WAPDA employees on any subject on which Lectures, Seminars, Conferences or Workshops are to be held by the AEB. The literature may be in the form of posters, booklets, handouts, pamphlets or in any other convenient and attractive form.
- o Responsible for maintaining good social relations with political personalities like MNAs, MPAs etc., who reside within the jurisdiction of AEB.
- o Handles publication of Tender Notices, Recruitment Notices and other such activities of the AEB and administers payments for such work.
- o Handles the publicity work in connection with any campaigns like conservation of electricity or recovery of revenue arrears or safety weeks etc that are launched by WAPDA or AEB.
- o Any other duties that may be assigned by the Chairman AEB.

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DESIRED QUALIFICATIONS

a. Education

Bachelor's degree with post-graduate qualifications in Journalism.

b. Prior Work Experience

Minimum of 7 years experience in the related field which should include 5 years in a supervisory capacity.

c. Language Proficiency

Must be fluent in written and spoken English and Urdu languages.

d. Knowledge of Specific Areas

- Good practical understanding of the publication work.
- Knowledge of WAPDA's Public Relationing policies and procedures.

e. Abilities and Skills

A good conversationalist who should have the skill to develop cordial relations at all social levels.

POSITION ELEMENTS

a. Supervision Received

Directions are received from the Chairman AEP.

b. Available Guidelines

Policies and Procedures as laid down by WAPDA Head Office.

c. Exercise of Judgment

Required to exercise sound judgment and arrive at correct decisions on a wide range of complex problems that arise during dealings with the press, public and political personalities.

d. Authority to Make Commitments

Prior approval of Chairman AEP be obtained in important matters concerning the press, public and political personalities. Financial Powers as delegated to him can be exercised in accordance with approved procedures.

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e. Nature, level and Purpose of Contacts

Maintain cordial contacts at all levels with the Press and Public for promoting goodwill for WAFDA and enhancing its public image.

f. Supervision Exercised

Directly supervises the working of clerical staff posted under him.

BEST AVAILABLE DOCUMENT

POSITION TITLE Deputy Medical Superintendent

GRADE BPS: 18

BASIC FUNCTIONAL DESCRIPTION

The Deputy Medical Superintendent is responsible to the Chairman, AEB, for the health care of AEB employees and their families. He is responsible for the management of hospitals and dispensaries in the AEB. He develops existing facilities by introducing modern practices and procedures. He plans, coordinates and directs preventive, curative, medical and surgical activities with a view to serve the best interests of male and female patients.

MAJOR DUTIES AND RESPONSIBILITIES

- o Advises the Chairman AEB on medical and health matters of the employees.
- o Exercises technical and administrative control over hospitals and dispensaries in the AEB.
- o Responsible for providing:
 - Medical treatment to WAFDA employees and their families by arranging efficient medical service.
 - General medicines and dental medicines by organizing issue of medicines from stores and making satisfactory storage arrangements for storing these medicines.
- o Responsible for modernization of existing medical and surgical facilities and addition of new facilities in hospitals and dispensaries.
- o Responsible for processing the case of an employee for proper treatment according to his entitlement by arranging his admission in government or private hospitals if the required treatment is not available in WAFDA hospital.
- o Responsible for recommending as per WAFDA rules, disability pension and compensation for occupational hazards to employees involved in accidents.
- o Responsible for administering the budget sanctioned for running the hospital.
- o Responsible for recommending to the Chairman AEB the purchase of medicines and equipment that are required but not supplied by Drug Storage Officer.

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- o Checks periodically reimbursement of medical expenses for eliminating fraudulent practices.
- o Processes cases for write-off of broken furniture, defective or obsolete equipment or expired medicines and arranges their replacement.
- o Coordinates the activities of various departments of the hospital for smooth and efficient working.
- o Responsible for arranging adequate accommodation, staff, equipment, stores and medicines.
- o Responsible for arranging that prompt medical attention is available to emergent and admitted cases round the clock.
- o Exercises full authority for admission and discharge of patients from the hospital.
- o Any other professional duty assigned to him by Director General Medical Services.
- o Any other administrative function assigned to him by Chairman AED.

DESIRED QUALIFICATIONS

- a. Education
MDS Degree.
- b. Prior Work Experience
Must have successfully served as a physician in a well reputed hospital for a minimum period of 8 years.
- c. Language Proficiency
Must be fluent in written and spoken English and Urdu languages.
- d. Knowledge of Specific Areas
Good practical understanding of hospital administration, stocking and issuing of medicines, selection of new equipment and maintenance and cleanliness of building and furniture. Must have thorough knowledge of medical rules, practices and policies concerning medical facilities.
- e. Ability and Skills
 - Must be able to make optimum utilization of medical and surgical facilities that are available in hospitals and dispensaries.
 - Must be able to provide an efficient medical service to WAPDA employees to keep them in a state good health.

POSITION ELEMENTS

a. Supervision Received

Directions are received from Director General Medical Services concerning professional matters and from Chairman AEB concerning administrative matters. Must endeavour to improve the medical facilities that are available in AEB.

b. Available Guidelines

Policies, procedures, rules and regulations pertaining to hospital and dispensaries and providing medical service to employees as approved by WAPDA.

c. Exercise of Judgment

Judgment is to be exercised on all aspects of professional matters. He is expected to make detailed well considered and accurate recommendations for improving the policies and procedures. He should develop practices for improving service to the patients.

d. Authority to Make Commitments

Limited to the administrative and financial powers delegated to him.

e. Nature, Level and Purpose of Contacts

Should maintain good relations with other doctors for exchange of views about latest medical developments and treatments for introducing them in WAPDA hospitals and dispensaries within the limited resources.

f. Supervision Exercised

Directly supervises the working of doctors, nurses, para medical, clerical and other staff employed in AEB to work under his control.

POSITION TITLE Medical Officer (Male)

GRADE BPS:17

BASIC FUNCTIONAL DESCRIPTION

The Medical Officer (Male) is responsible to the Deputy Medical Superintendent for the treatment of out-door as well as in-door patients who attend hospital/dispensary. He has to supervise the working of para-medical staff for maintaining high standard of cleanliness in the hospital/dispensary. He has also to maintain up-to-date record of all the patients as per existing rules and practices and has to control the issue of medicines against misuse and pilferage. He has also to devote attention to the storage and stocking of medicines in his hospital/dispensary.

MAJOR DUTIES AND RESPONSIBILITIES

- a Responsible for prescribing medical treatment to male out-door patients entitled to WAPDA treatment who come to the hospital.
 - a Responsible for examining daily all male in-door patients who are admitted in the hospital and prescribe treatment for them. Also to record daily clinical notes on patients sheets. Progress of seriously ill patients is also to be recorded.
 - a Responsible for ensuring completion of all the medical documents of the patients who are discharged from the hospital, particularly recording the time at which they are discharged.
 - a Responsible for giving his opinion on medical cases referred to him.
 - a Responsible for directing patients for laboratory, X-Ray and other tests if their disease cannot be diagnosed.
 - a Responsible for effecting economy in the use of drugs by refraining from prescribing unnecessary drugs.
 - a Responsible for attending to emergency cases. Performs minor surgical operations in the absence of Surgical Specialist.
 - a Responsible for proper storage of drugs in hospital store maintaining all equipment in serviceable condition and also to advise Drug Storage Officer about the stocks required to be supplied.
- Responsible for reporting undue/excessive incidence of any disease.
- a Responsible for following all medical rules and practices of the hospital in respect of treatment and welfare of patients.

- a. Responsible for conducting medical fitness test on male candidates who are to be recruited for WAPDA service.
- b. Any other responsibility which may be assigned to him by the Deputy Medical Superintendent.

DESIRED QUALIFICATIONS

a. Education

MBS Degree.

b. Prior Work Experience

Must have successfully completed the house job for one year in a hospital of good repute and 3 years practical experience as a Junior Doctor.

c. Language Proficiency

Must be fluent in written and spoken English and Urdu languages.

d. Knowledge of Specific Areas

- Good practical understanding of diagnosing and treating common ailments and thorough knowledge of hospital rules and practices.

e. Ability and Skills

- Must be able to win the confidence of the patient by talking to him sympathetically.
- Must be able to provide WAPDA employees an efficient health care.

POSITION ELEMENTS

a. Supervision Received

Directions are received from Deputy Medical Superintendent on professional and administrative matters concerning the hospital and dispensaries. He is required to assist in improving the hospital standards.

b. Available Guidelines

Policies, procedures, rules and regulations pertaining to hospitals and dispensaries as approved by WAPDA.

c. Exercise_of_Judgment

Judgment is to be exercised on all aspects of professional matters. He is expected to make detailed, well considered and accurate recommendations for improving the policies and procedures. He should develop practices for improving service to the patients.

d. Authority_to_Make_Commitments

Limited to the administrative and financial powers delegated to him.

e. Nature_Level_and_Purpose_of_Contacts

Should maintain good relations with other doctors for exchange of views about latest medical developments and treatments for introducing them in WPPDA hospitals and dispensaries within the limited resources.

f. Supervision_Exercised

Directly supervises the working of all employees assigned to work under his control.

POSITION TITLE Medical Officer (Female)

GRADE OPS:17

BASIC FUNCTIONAL DESCRIPTION

The Medical Officer (Female) is responsible to the Deputy Medical Superintendent for the treatment of out-door as well as in-door patients who attend hospital/dispensary. She has to supervise the working of nurses and female para-medical staff for maintaining high standard of nursing and general cleanliness in the female and children's ward of the hospital. She is responsible for the functioning of Gynaecological/Obstetrics ward and has also to attend delivery cases as per hospital practice. She has also to organize the population planning programs.

MAJOR DUTIES AND RESPONSIBILITIES

- o Responsible for providing medical treatment to female out-door patients entitled for MOPDA treatment who come to the hospital.
- o Responsible for examining daily all female in-door patients who are admitted in the Gynaecological/Obstetrics ward of the hospital and prescribe treatment for them. Also to record daily clinical notes on patients sheets. Progress of seriously ill patients is also to be recorded. She holds full charge of Gynaecological/Obstetrics ward.
- o Performs operations in delivery cases and attends to emergencies in complicated obstetrics cases. She makes sure that discharged patient is fit to leave the hospital.
- o Responsible for giving her opinion on medical cases referred to her.
- o Responsible for directing patients for laboratory, X-Ray and other tests if their disease cannot be diagnosed.
- o Responsible for effecting economy in the use of drugs by refraining from prescribing unnecessary drugs.
- o Responsible for reporting undue/excessive incidence of any disease.
- o Gives advice on population planning to wives of employees and performs operation on volunteers after obtaining their consent in writing. Maintains record of work on population planning.
- o Responsible for following all medical rules and practices of the hospital in respect of treatment and welfare of patients.
- o Responsible for training nurses and para-medical staff working under her in gynaecological/obstetrics work.

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- o Responsible for ensuring cleanliness of female and children's ward.
- o Any other responsibility which may be assigned to her by the Deputy Medical Superintendent.

DESIRED_QUALIFICATIONS

a. **Education**

MBBS Degree.

b. **Prior_Work_Experience**

Must have successfully completed the house job for one year in a hospital of good repute and 3 years practical experience as a Junior Doctor.

c. **Language_Proficiency**

Must be fluent in written and spoken English and Urdu languages.

d. **Knowledge_of_Specific_Areas**

Good practical understanding of diagnosing and treating common female ailments and thorough knowledge of hospital rules and practices.

e. **Ability_and_Skills**

Must have the ability to win the confidence of the female patient by talking to her sympathetically.

POSITION_ELEMENTS

a. **Supervision_Received**

Directions are received from the Deputy Medical Superintendent on professional and administrative matters concerning the hospital and dispensaries. She is required to assist in improving the hospital standards.

b. **Available_Guidelines**

Policies, procedures, rules and regulations pertaining to hospitals and dispensaries, as approved by WAPDA.

c. **Exercise_of_Judgment**

Judgment is to be exercised on all aspects of professional matters. She is expected to make detailed, well considered and accurate recommendations for improving the policies and procedures. She should develop practices for improving service to the patients.

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d. Authority to Make Commitments

Limited to the administrative and financial powers delegated to her.

e. Nature, Level and Purpose of Contacts

Should maintain good relations with other doctors for exchange of views about the latest medical developments and treatments for introducing them in WAPDA hospitals and dispensaries within the limited resources.

f. Supervision Exercised

Directly supervises the working of all employees assigned to work under her control.

POSITION TITLE Director Administration

GRADE BPS:19

BASIC FUNCTIONAL DESCRIPTION

The Director Administration is responsible to the Chairman AEB for the administrative functions including recruitment, transfers, promotions, demotions, disciplinary actions, personnel records and statistics, career planning and development, performance evaluation, compensation, labor, legal, safety, transport and general services for the entire AEB.

MAJOR DUTIES AND RESPONSIBILITIES

- o Directs the recruitment of personnel in accordance with the established policies and procedures.
- o Directs the process of cases for postings, transfers, promotions, demotions and terminations.
- o Ensures that the public and employee complaints, grievances, litigation cases are effectively and fairly handled.
- o Ensures that the personnel files and records of employees are maintained.
- o Advises the Chairman AEB and other officers on matters relating to personnel, discipline and labor problems.
- o Ensures that the employees relations program such as indoctrination, orientation, training, implementation and education assistance are properly administered.
- o Ensures that the retirement, gratuity, all kinds of leave, group life insurance, provident fund and MPDG welfare plans, are dealt with.
- o Approves payrolls and other employees' claims.
- o Directs processing and maintenance of annual confidential reports and declaration of assets and all matters concerning therewith such as communication of adverse remarks and scrutiny of representation thereto.
- o Keeps employees abreast with the latest Authority/Government regulations on Safety, Wages and Salary, Labor Laws, Workmen Compensation and other benefit plans.
- o Directs career planning and development of the employees at the AEB level.
- o Directs the processing of replies to inspection Reports, Advance and Draft Paras and Audit Officers' observations etc.
- o Directs organization and promotion of sports activities among employees of AEB, its Circle and Divisional Offices.

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- o Responsible for producing personnel statistics.
- o Interprets laws, rules and regulations framed by the Authority and obtains advice on legal matters from the concerned authorities.
- o Disposes of disciplinary/enquiry cases in accordance with the laid down policies and practices.
- o Monitors the legal cases in the Court of law.
- o Prepares, implements and monitors the budget of his section.
- o Recommends the hiring, rehiring and vacation of all types of buildings including complaint offices, customer services centres and area offices as required and coordinates maintenance of buildings owned by WAPDA and hired offices/residences.
- o Exercises overall control over the operation of the AEB's vehicles to maximize employees efficiency and vehicle utilization and to eliminate unauthorized use.
- o Directs the maintenance and repair of the AEB's vehicles.
- o Arranges procurements of office furniture, equipment and insures their service and repair during use.
- o Recommends replacement of obsolete and unserviceable office furniture and equipments.
- o Arranges supplies of stationery items for the AEB.
- o Maintains up-to-date position description of personnel of the AEB.
- o Undertakes other functions and responsibilities as may be assigned by the Chairman AEB.

DESIRED QUALIFICATIONS

a. Education

Bachelor or Master's Degree preferably in Business Administration, Business Education, or Public Administration is required. Or by promotion as per WAPDA Service Rules.

b. Prior Work Experience

Minimum of 5 years' experience with Master's degree and 10 years' experience with Bachelor's degree in one of the major functional areas.

c. Language Proficiency

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas

- Knowledge of management practices and an understanding of the operation of the personnel functions.
- General Knowledge of Pakistani labor laws.
- Knowledge of office methods and procedures.

e. Abilities and Skills

- Ability to develop accurate and complete records and schedules.
- Skills to deal with Unions.

POSITION ELEMENTS

a. Supervision Received

Direct supervision is received from the Chairman AER and functional assistance from the HQ General Manager Administration. Process the cases for decisions, with the advice of the above supervision, based on sound interpretation of policies and procedures.

b. Available Guidelines

Has available all applicable policies and procedures issued by the HQ as well as specific instructions issued by his supervisors.

c. Exercise of Judgment

- Requires to coordinate activities with Deputy Directors.
- Work independently based on the instructions received and strict adherence to pertinent operating procedures. Recommendations to subordinates are expected to be complete, accurate and in the best interest of WAPDA.

d. Authority to Make Commitments

Authority to commit WAPDA is limited to the financial powers delegated by the Authority.

e. Nature, Level and Purpose of Contacts

Deals with WAPDA Unions and other related offices to discharge his duties.

f. Supervision Exercised

Overall supervision of all employees assigned to the Administration function. Direct supervision of Deputy Directors (Personnel, Safety, Labor & Legal, and Transport), Assistant Director General Services & Land Management, and Sports Officer.

d. Knowledge of Specific Areas

Knowledge of office methods and procedures.

e. Ability and Skills

- Ability to critically examining office records.
- Ability to assess implications of general administrative and operational matters.

POSITION ELEMENTS

a. Supervision Received

Works under direct supervision of Deputy Director (Personnel).

b. Available Guidelines

All policies, procedures issued by the Authority as well as specific instructions issued by Deputy Director (Personnel).

c. Exercise of Judgment

He is expected to make detailed, well researched and accurate investigations of financial/administrative transactions in order to ensure prudent utilization of financial and other resources and to improve services and general administration.

d. Authority to Make Commitments

Limited to the administrative and financial powers given to him.

e. Nature, Level and Purpose of Contacts

Should maintain relations with officers in all concerned departments for gathering information pertinent to his job.

f. Supervision Exercised

Directly supervises the working of all employees assigned to work under his control.

POSITION TITLE Assistant Director Administration Audit Paras

GRADE BPS: 17

BASIC FUNCTIONAL DESCRIPTION

The Assistant Director Administration Audit Paras, is directly responsible to the Deputy Director Personnel for inspection in civil works and M and T Divisions and in circle offices directly attached to CAEB's office. He personally visits these offices at least once every year; conducts direct physical inspection and holds discussions with officers concerned. He prepares, as a result of his inspections; inspection reports, which he submits to Deputy Director (Personnel). He also helps prepare replies to observations of Audit Officers and to Inspection Reports, advance paras and draft paras.

MAJOR DUTIES AND RESPONSIBILITIES

- o Conducts annual inspection of cash books, receipts books, T and P and other registers, service books, inspection reports etc in Circle offices and the offices directly attached to CAEB's office, civil works, M and T Divisions etc.
- o Checks Audit Officer's observation, and helps prepare replies to Inspection Reports.
- o Examines Advance and Draft Paras, discusses their main points with officers concerned and helps prepare replies to Advance and Draft paras.
- o Deals with stock verification reports.
- o Any other responsibility that may be assigned to him by Deputy Director (Personnel).

DESIRED QUALIFICATIONS

a. Education

Bachelor's or Master's Degree in Arts or Science. Degree in Commerce, Public/Business Administration is preferred.

b. Prior Work Experience

Minimum of 3 year's experience in a supervisory capacity.

c. Language Proficiency

Must be fluent in written and spoken English and Urdu languages.

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d. Knowledge of Specific Areas

Knowledge of office methods and procedures.

e. Ability and Skills

- Ability to critically examining office records.
- Ability to assess implications of general administrative and operational matters.

POSITION ELEMENTS

a. Supervision Received

Works under direct supervision of Deputy Director (Personnel).

b. Available Guidelines

All policies, procedures issued by the Authority as well as specific instructions issued by Deputy Director (Personnel).

c. Exercise of Judgment

He is expected to make detailed, well researched and accurate investigations of financial/administrative transactions in order to ensure prudent utilization of financial and other resources and to improve services and general administration.

d. Authority to Make Commitments

Limited to the administrative and financial powers given to him.

e. Nature, Level and Purpose of Contacts

Should maintain relations with officers in all concerned departments for gathering information pertinent to his job.

f. Supervision Exercised

Directly supervises the working of all employees assigned to work under his control.

POSITION TITLE Deputy Director - Personnel

GRADE BPS: 18

BASIC FUNCTIONAL DESCRIPTION

The Deputy Director Personnel reports to the Director Administration and is responsible for recruitment, transfer, promotion, disciplinary cases, performance evaluation and training. He is also responsible for the implementation of all wage, salary and salary benefit programs in a uniform and consistent manner and for processing cases of employees funds, advances, claims and leaves.

MAJOR DUTIES AND RESPONSIBILITIES

- o Directs cases of postings, transfers, promotions, terminations and disciplinary actions according to Authority's rules.
- o Designs orientation programs for new employees involving rights, privileges, entitlements, organizational structures, office procedures, benefit and welfare programs, promotion opportunities etc.
- o Participates in the selection panels to interview employees for job openings and renders decisions and/or recommendations.
- o Monitors the preparation of position descriptions and provides advisory services to line managers on the nature, impact and magnitude of assignment for various positions.
- o Prepares performance evaluation reports for employees under his immediate control.
- o Directs the design, implementation, administration and coordination of pay programs for various categories of employees.
- o Guides all Administration Officers and Supervisors Personnel in the Divisions and Circles and provides briefing in resolving complex cases involving policy determination.
- o Monitors on the various aspects of the development of wages and benefits budgets for individual departments.
- o Directs the development and maintenance of necessary forms and procedures for all Employee Benefits programs.
- o Ensures administration of a proper employees benefits program covering Pension, Provident Fund/Gratuity, Group Life Insurance, etc.

- o Reviews employee requests for claims, advances and leaves.
- o Conducts necessary audits of the AEB's to ensure compliance with the prescribed WAFDA procedures and policies.
- o Any other duties that may be assigned by Director Administration.

DESIRED QUALIFICATIONS

a. Education

Bachelor or Master's degree. Degree in Public Administration or Business Administration is preferred.

b. Prior Work Experience

Minimum of 9 years' experience in personnel associated area.

c. Language Proficiency

Must be fluent in written and spoken English and Urdu languages.

d. Knowledge of Specific Areas

- Knowledge of administrative policies and practices and an understanding of the operation of personnel functions.
- Knowledge of the methods used to deal with unskilled, semi-skilled and skilled personnel.

e. Ability and Skills

Ability to develop accurate and complete records and schedules.

POSITION ELEMENTS

a. Supervision Received

Direct supervision is received from the Director Administration. Puts up cases for decisions based on sound interpretation of policies and rules framed by the Authority.

b. Available Guidelines

All applicable policies and procedures issued by the Authority as well as specific instructions issued by his supervisors.

c. Exercise of Judgment

Works on the basis of instructions received and strict adherence to pertinent operating procedures.

d. Authority to Make Commitments

Limited to the administrative and financial powers delegated to him.

e. Nature, Level and Purpose of Contacts

Deals with related offices to discharge his duties efficiently.

f. Supervision Exercised

Directly supervises all employees assigned to work under his control.

BEST AVAILABLE DOCUMENT

POSITION TITLE Assistant Director - Personnel

GRADE BPS: 17

BASIC FUNCTIONAL DESCRIPTION

Reports to and assists the Deputy Director (Personnel) in the administration of personnel policies relating to postings, transfers, promotions and terminations. Also assists in maintaining personnel files and service records, in the processing of cases of advances, claims, leaves and Welfare Fund.

MAJOR DUTIES AND RESPONSIBILITIES

- o Maintains personnel files, service records and seniority lists up-to-date and complete in all respects of employees for whom the Chairman AEB is the appointing authority.
- o Directs the preparation of paybills, deals with employee claims, advances and leaves and provides information to Accounts Department of changes in the salary of employees as a result of any personnel action.
- o Assists in ensuring proper compensation and benefit payments to employees i.e., pension, gratuity, GLI and WWF, and maintains necessary forms and procedures for all employee welfare schemes for all levels of AEB.
- o Administers various welfare schemes designed by the Authority for WAPDA employees and assists in the preparation of data for welfare meetings as necessary.
- o Processes the cases of postings, transfers, promotions and terminations according to Authority's rules.
- o Assists in the recruitment of personnel and conducts personnel orientation of new employees including proper completion of all forms and documents.
- o Schedules and convenes meetings of selection boards/panels for selection purposes; reviews and monitors appeals regarding promotion, seniority etc.
- o Prepares performance evaluation reports for the employees under his immediate control.
- o Obtains various monthly statements and reports from subordinate offices and after consolidation forwards to the Authority.
- o Maintains incumbency register of officers and processes cases for the creation of posts and nomination of AEB employees for training.
- o Any other duties that may be assigned by Deputy Director (Personnel).

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DESIRED QUALIFICATIONS

a. Education

Bachelor or Master's degree. Degree in Public Administration, Business Education or Business Administration is preferred.

b. Prior Work Experience

Minimum of 5 years' experience in personnel associated area.

c. Language Proficiency

Must be fluent in written and spoken English and Urdu languages.

d. Knowledge of Specific Areas

- Knowledge of rules and regulations of the Authority.
- Knowledge of administrative policies and practices and an understanding of the operation of the personnel functions.
- Knowledge of the methods used to deal with unskilled, semi-skilled and skilled personnel.

e. Ability and Skills

Ability to develop accurate and complete records and schedules.

POSITION ELEMENTS

a. Supervision Received

Direct supervision is received from the Deputy Director (Personnel). Puts up cases for decisions based on sound interpretation of policies and rules framed by the Authority.

b. Available Guidelines

All applicable policies and procedures issued by the Authority as well as specific instructions issued by his supervisors.

c. Exercise of Judgment

Judgment is to be exercised on all aspects of professional matters. He is expected to make detailed, well researched and accurate recommendations for improving the policies and procedures. He should develop practices for improving services to the Deputy Director Personnel.

d. Authority to Make Commitments

Limited to the administrative and financial powers delegated to him.

e. Nature, Level and Purpose of Contacts

Maintains contact with other employees and offices for interpreting and application of personnel policies and procedures and for obtaining personnel information from various WAPDA formations.

f. Supervision Exercised

Directly supervises all employees assigned to work under his control.

POSITION TITLE Deputy Director Safety

GRADE OPS 18

POSITION FUNCTIONAL DESCRIPTION

He is responsible to the Chairman, Area Electricity Board, for the implementation of the policies, procedures, practices and programs relating to safety. Reports functionally to the Director Safety, WAPDA Headquarters. Resolves all safety matters with guidance, as necessary, from the Director Safety. Provides functional guidance to the Circle and Division Safety Inspectors and Safety Coordinators respectively on safety matters.

MAJOR DUTIES AND RESPONSIBILITIES

- o Monitors through functional supervision the implementation of safety policies, procedures, practices and compliance with the Safety Code by the AEB employees at all levels.
- o Summarizes all field reports for the Circles and the Divisions into statistical form and submits to the Director Safety, WAPDA Headquarters for analysis and comparison purposes.
- o Distributes safety instructional materials to the Circle Safety Inspectors and the Division Safety Coordinators for guidance, information and publicity.
- o Writes performance objectives, as required, into practical guide materials for Safety Inspectors and Coordinators to implement.
- o Conducts periodic staff meetings with SE's and XEN's and their Safety Inspectors and Coordinators in the AEB on safety matters.
- o Brings to the notice of the Regional Director Inventory Control (RDIC) and to the Director Safety, WAPDA the shortages in the safety equipment held in the Regional and Divisional Stores and takes steps to supply them.
- o Ensures that his Safety Inspectors continually perform spot checks in the Circles and the Divisions and submits reports with recommendations.
- o Ensures implementation of the recommendations, as deemed necessary, of Safety Inspectors under his supervision.
- o Monitors the on-site safety training programs in the AEB's.
- o Reports to the functional supervision any design deficiencies in the safety equipment (T&P) in use.

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DESIRED_QUALIFICATIONS

a. Education

Incumbent must possess a degree in Electrical Engineering or equivalent recognized by the Pakistan Engineers Council.

b. Prior_Work_Experience

Incumbent must have at least 8 years' experience in electrical distribution activities.

c. Language_Proficiency

Incumbent must possess a high degree of proficiency in both written and spoken English. Must also possess a high degree of proficiency in written and spoken Urdu.

d. Job_Knowledge

Intimate knowledge of safety code, electrical distribution procedures and sound, responsible managerial expertise.

e. Abilities_and_Skills

- Ability to impart knowledge of the safety code interfaced with sound distribution and management procedures.
- Ability to interpret Urdu or English statistical or technical information into meaning reports and performance objectives.
- High ability to rationalize and maintain an effective relationship between employees and management officials.

POSITION_ELEMENTS

a. Supervision_Received

Under functional guidance of the Director Safety and administrative supervision of the Chairman, Area Electricity Board, incumbent performs most work under little or no supervision for activities and progress.

b. Available_Guidelines

Incumbent uses the safety code, various other acquired data and data provided by functional supervision combined with refined managerial skills to provide as a clearing house for all of the assigned AEB's safety activities and procedures.

c. Exercise_of_Judgment

Incumbent exercises a high degree of judgment and personal direction.

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d. Authority to Make Commitments

Recommendations are considered by supervisors and are generally accepted.

e. Nature, Level and Purpose of Contacts

Incumbent should be closely affiliated with the Institute of Electrical Engineers of Pakistan (IEEP) and other reputable organizations as well as the provincial government for safety compliance.

f. Supervision Exercised

Incumbent exercises full functional and administrative supervision over the Safety Inspectors and support staff assigned. Also exercises functional supervision over the Division Safety Coordinators.

POSITION TITLE Deputy Director Labor and Legal

GRADE BPS:18

BASIC FUNCTIONAL DESCRIPTION

The Deputy Director Labor & Legal is responsible to the Director Administration. He is responsible for the coordination of all labor and legal matters at the AEB level. He will coordinate meetings with the labor unions.

MAJOR DUTIES AND RESPONSIBILITIES

- o Maintains record of legal cases and provides assistance and information to WAPDA counsel engaged for defence of AEB cases.
- o Maintains a current working labor contract or manual, which contains all agreed upon items by the Union and the WAPDA.
- o Prepares cases for obtaining legal advice and guidance from the Headquarters.
- o Provides guidance to the Divisions and Circles on legal and labor matters.
- o Arranges meetings with the union and records minutes of the meetings.
- o Keeps Director Administration informed on all matters relating to labor and legal matters in the AEB, Circles and Divisions.
- o Processes all cases of grievances and petitions for redress.
- o Any other duties as may be assigned by the proper authority.

DESIRED QUALIFICATIONS

a. Education

Bachelor or Master's degree. Degree in Law or Business Administration is preferred.

b. Prior Work Experience

At least 8 years in the relevant areas. Must have training in negotiating skills and in labor law.

c. Language Proficiency

Incumbent must possess a high degree of proficiency in both written and spoken English and Urdu.

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d. Job Knowledge

Individual is required to have a thorough working knowledge of proper labor negotiating techniques. Must possess the skill to carry out these functions in a professional manner.

e. Ability and Skills

- Ability to maintain a good working relationship with all employees and management officials.
- Managerial skills to coordinate meetings with the labor.
- Ability to evaluate and recommend changes in the working labor agreement.

POSITION ELEMENT

a. Supervision Required

The Deputy Director Labor and Legal shall report to the Director Administration. The incumbent shall plan and schedule his assignments with minimum direction from the Director Administration. He is expected to reach independent conclusions and make recommendations for appropriate action, respective to his duties.

b. Exercise of Judgment

Incumbent is expected to exercise judgment on all matters relating to labor situations.

c. Authority to Make Commitments

Limited to the administrative and financial powers delegated to him.

d. Nature, Level and Purpose of Contacts

Incumbent will maintain effective working relations with all employees and supervisors to perform his duties efficiently.

e. Supervision Exercised

The incumbent will supervise all employees assigned to Labor and Legal Section. He will provide functional guidance to the Circles and Divisions over labor and welfare matters.

POSITION TITLE Deputy Director Transport

GRADE BPS 18

BASIC FUNCTIONAL DESCRIPTION

The Deputy Director Transport is responsible to the Director Administration for use, control, maintenance and repair of vehicles held on charge of AEB. He is also responsible for implementing in AEB formations rules, policies and procedures, issued by Distribution Headquarters. He monitors the functional efficiency of Transport Sections in Circles, Divisions and Sub-Division.

MAJOR DUTIES AND RESPONSIBILITIES

- o Control and monitor use of AEB vehicles to maximize utilization for assigned tasks.
- o Organize efficient maintenance and repair system for AEB vehicles.
- o Keep AEB vehicles in a fit state to ensure availability for assigned tasks.
- o Coordinate and control issue of PDL to AEB vehicles.
- o Inspect AEB Circles/Divisions/Sub-Divisions to monitor:
 - utilization of vehicles
 - standard of maintenance and quality of repairs
 - arrangements for issue of PDL and economy measures
- o Maintain statistics of vehicles in AEB and its formations on prescribed formats.
- o Render prescribed reports and returns to Distribution Headquarters.
- o Technical advice to Transport staff in Circles, Divisions and Sub-Divisions.
- o Testing of drivers in AEB formations annually.

DESIRED QUALIFICATIONS

a. Education

B.Sc. Engineering degree in Automobile or Mechanical Engineering or equivalent.

b. Prior Work Experience

A minimum of 8 years in the field of motor transport with at least 5 years service in BPS 17 or equivalent.

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c. Language Proficiency

Fluency in written and spoken English and Urdu.

d. Knowledge of Specific Areas

- Knowledge of transport management principles.
- Knowledge of rules and procedures.
- Knowledge of vehicle maintenance repair practices and techniques.
- Knowledge of repair workshop facilities.

e. Ability and Skills

- Ability to understand technical problems relating to transport management, develop and implement practical solutions.
- Ability to evaluate fitness state of vehicles.
- Ability to evaluate and execute repair programs.

POSITION ELEMENTS

a. Supervision Received

Receives direct functional supervision from Director Administration.

b. Available Guidelines

Has available all policy, procedures, guidelines issued by Distribution Headquarters and AED.

c. Exercise of Judgment

Exercises sound judgment to arrive at correct decisions in execution of his functions relating to transport vehicles in AED and its formations.

d. Authority to Make Commitments

Exercises full authority within limits of delegated financial powers and approved policies/procedures.

e. Supervision Exercised

Directly supervises the work of Foreman Transport and other employees assigned to his department.

POSITION TITLE Sports officer

GRADE BPS: 16

BASIC FUNCTIONAL DESCRIPTION

The Sports Officer is responsible to the Director Administration for the organization and promotion of sports activities among the employees of the AEB and its Circle and Divisional Offices. He has to organize and conduct annual sports functions of AEB for selecting teams of athletes and players for participation in the annual WAPDA Athletic Meet and other Tournaments that are held at Lahore. He has to train and coach the sportsmen through out the year and to look after their welfare.

MAJOR DUTIES AND RESPONSIBILITIES

- o Responsible for the organization and promotion of sports activities among the employees of the AEB and its Circle and Divisional Offices.
- o Contacts school and college boys who have talent for sports for assisting them in joining WAPDA Service.
- o Maintains liaison with sports organizations at the national and provincial levels for safeguarding the interests of WAPDA sportsmen.
- o Prepares and coaches AEB teams for various games and events for participation in WAPDA annual sports and athletic meets.
- o Organizes campaigns for raising funds for meeting expenditure on sports activities.
- o Organizes tournaments for football, hockey, Kabaddi etc.
- o Makes representation before concerned officers for the recruitment, posting, other service matters and welfare of WAPDA sportsmen.
- o Any other duty which may be assigned to him by Director Administration.

DESIRED QUALIFICATIONS

a. Education

Bachelor's degree in Arts or Science.

b. Prior Work Experience

Participation in national sports events. Four years experience in organizing and managing sports activities for a reputed club or organization.

c. Language Proficiency

Must be fluent in written and spoken English and Urdu languages.

d. Knowledge of Specific Areas

- Good practical understanding of the promotion of sports policies of WAPDA.
- Knowledge of different sports for the coaching and training of sportsmen.

e. Ability and Skills

Ability to coordinate and cooperate with others for promoting sports. Should have skill for efficiently operating sports clubs.

POSITION ELEMENTS

a. Supervision Received

Directions are received from Director Administration to whom cases are to be put up for promotion of sports and related activities .

b. Available Guidelines

Past practices and experiences are to be utilized for guidance for evolving new policies.

c. Exercise of Judgment

He is expected to make detailed, well considered and accurate recommendations for promotion of sports.

d. Authority to Make Commitments

Limited to the administrative and financial powers delegated to him.

e. Nature, Level and Purpose of Contacts

Incumbent shall maintain good working relations with sportsmen and sports officers in and outside WAPDA for ensuring smooth functioning of sports activities.

f. Supervision Exercised

Directly supervises the performance of all employees assigned to work under his control.

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POSITION TITLE: Director - Finance

GRADE: DPS 19

BASIC FUNCTIONAL DESCRIPTION

The Director - Finance is administratively responsible to Chairman - AEB on all financial matters. Acts as financial advisor to the Chairman - AEB. Responsible to keep a functional liaison with Deputy General Manager (Field Operation) on all functional issues. Responsibilities include the administration of financial systems and procedures prescribed for AEB and subordinate accounting units. Insures that all financial and administrative powers delegated by the Authority to officers subordinate to him are judiciously exercised at all levels.

MAJOR DUTIES AND RESPONSIBILITIES

- o Plans, organizes, directs and controls the following activities relating to:
 - Budgets preparation and budgetary controls.
 - Banking for the purposes of funds collection and transfer to Deputy General Manager Finance (Coordination)'s bank account and disbursement of funds to subordinate offices.
 - General accounting covering preparation of accounts and financial and management reports on monthly basis, accounting of fixed assets in operation, new additions of assets, depreciation, retirement, transfer of assets and inventory accounting.
 - Payroll disbursements, payments to suppliers and contractors and post audit.
 - Implementation of financial systems and procedures.
- o Serves as Financial Advisor to Chairman - AEB on all financial matters.
- o Maintains a functional liaison with Deputy General Manager Finance (Field Operation).
- o Provides advice, guidance and direction to subordinate staff in the AEB Accounting Office and to Circle/Division accounting units.
- o Works closely with higher level managers to establish programs and plans for the overall improvement of Distribution operations.

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- o Assures that provisions of the Union Agreement are followed by both labor and management.
- o Prepares performance evaluations for the next lower level of management.
- o Provides subordinate personnel with the education and training required for proper job performance.

DESIRED QUALIFICATIONS

a. Education

- Masters degree in Commerce or Business Administration, Chartered Accountant or Cost and Management Accountant.
- In the cases of existing WAPDA employees, alternative qualifications specified for this grade level in GOP and/or WAPDA Accounts service rules are acceptable.

b. Prior Work Experience

Minimum of eight (8) years experience at level of Deputy Director Finance or equivalent position in a major utility and/or industrial organization. Three (3) years work experience required in case of Chartered Accountant/Cost and Management Accountant.

c. Language Proficiency

Total fluency in spoken and written Urdu and English.

d. Knowledge of Specific Areas

- Comprehensive knowledge and practical understanding of management and accounting principles.
- Broad knowledge of the methods used to motivate employees.

e. Abilities and Skills

- Ability to interpret and analyse Authority's policies and Government directives on accounting and financial controls & managerial reporting.
- Ability to direct and exercise control over accounting and financial management.
- Ability to analyse financial and operational data.
- Ability to effectively communicate with higher level management and Government Officials.

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POSITION ELEMENTS

a. Supervision Received

Directions are received from Chairman - AEB and Deputy General Manager Finance (Field Operation) regarding policies, procedures and operations. Required to make independent decisions involving all aspects of financial management based on sound interpretation of the policies and procedures.

b. Available Guidance

Has available all policies and procedures approved by the Authority and is expected to insure their implementation, using the Pakistan Water & Power Development Authority Act, 1958 and the WAPDA Book of Financial Powers, 1977 as amended as basic documents.

c. Exercise of Judgment

Required to exercise sound judgment and arrive at correct decisions on a wide range of complex problems. Recommendations to Chairman - AEB and Deputy General Manager Finance (Field Operation) are expected to be detailed, well researched, accurate and in the overall best interest of WAPDA.

d. Authority to Make Commitments

Has full authority to commit the Authority within the limits of established financial powers of Director and approved policies and procedures.

e. Nature, Level and Purpose of Contact

Meets with Authority Members, Government Officials and higher level WAPDA management personnel to advise and report on matters concerning financial management.

f. Supervision Exercised

Exercises direct supervision over subordinate officers and support staff within the financial and administrative powers vested in him.

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POSITION TITLE: Deputy Director - Banking & Budget (AEB)

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION

The Deputy Director - Banking & Budget is functionally and administratively responsible to Director - Finance on all matters relating to banking and preparation and monitoring of budgets of the AEB as well as subordinate accounting units. Supervises the function of cash and banking as far as it relates to collection of cash and funds from subordinate accounting units and remittance of such collections to Headquarters. Assists Director - Finance in monitoring the expenditures incurred by the AEB and subordinate accounting units to insure that the budgetary provisions are not exceeded at any point of time. Responsible to keep functional liaison with Director Budget & Controls (Headquarters) on all matters concerning budget & controls and with Director Banking & Funds (HD) on all matters concerning banking and funds.

MAJOR DUTIES AND RESPONSIBILITIES

- o Plans, organizes, directs and controls the following activities:
 - Keeps liaison with the bank officials for prompt transfer of the amounts collected to main bank accounts of AEB and also transfer of funds to the subordinate offices and Headquarters.
 - Ensures availability of cash in the AEB.
 - Monitors cash in transit and takes proper action to get these funds transferred to the proper accounts.
 - Ensures that cash requirements are worked out through cash budget for each office.
 - Circulates guidelines for preparing the budget to the subordinate formations.
 - Ensures that budget is prepared by the subordinate formations and submitted to the AEB by the due dates.
 - Consolidates the budget estimates for the Region and reviews with the Director Finance AEB and Chairman AEB.
 - Forwards the budget to the Director Banking & Budget at Headquarters and attends to his questions.
 - Communicates the sanctioned budget to the AEB formations.
 - Collects data concerning expenditure from the divisions for preparation of variances from budget report and for developing revised budgets.

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- o Serves as Deputy to Director - Finance on all matters concerning banking & budget activities.
- o Maintains functional liaison with Director Banking & Funds (HQ) and Director Budget & Controls (HQ).
- o Monitors policies for implementation of banking and budgeting.
- o Provides advice, guidance and direction to subordinate staff of the AEB and Circle/Division accounting units.
- o Prepares performance evaluations for the next lower level of management.
- o Provides subordinate personnel with the education and training required for proper job performance.

DESIRED QUALIFICATIONS

a. Education

Masters degree in Commerce or Business Administration, Chartered Accountant or Cost and Management Accountant

In the cases of existing WAPDA employees, alternative qualifications specified for this grade level in GOP and/or WAPDA Accounts service rules are acceptable.

b. Prior Work Experience

Minimum of six (6) years experience at level of Assistant Director - Finance or equivalent position in a major utility and/or industrial organization. No prior work experience required for Chartered Accountant or Cost and Management Accountant.

c. Language Proficiency

Total fluency in spoken and written Urdu and English.

d. Knowledge of Specific Areas

Good knowledge and practical understanding of management and accounting principles.

Basic knowledge of the methods used to motivate employees.

e. Abilities and Skills

Ability to interpret and analyse Authority's policies and Government directives on managerial reporting and financial controls.

Ability to direct and exercise management control over banking & budget functions.

Ability to analyse financial and operational data.

Ability to effectively communicate with higher level management.

POSITION ELEMENTS

a. Supervision Received

Directions are received from Director - Finance regarding policies, procedures and operations. Required to make independent decisions involving all aspects of banking & budget functions based on sound interpretation of the policies and procedures.

b. Available Guidance

Has available all policies and procedures approved by the Authority and is expected to insure their implementation, using the Pakistan Water & Power Development Authority Act, 1959 and the WAPDA Book of Financial Powers, 1977 as amended as basic documents and various Accounting Manuals.

c. Exercise of Judgment

Required to exercise sound judgment and arrive at correct decisions on a wide range of complex problems covering all aspects of banking & budget functions.

Recommendations to Director - Finance are expected to be detailed, well researched, accurate and in the overall best interest of WAPDA.

d. Authority to Make Commitments

Has full authority to commit the Authority within the limits of established financial powers of Deputy Director and approved policies and procedures.

e. Nature, Level and Purpose of Contact

Meets with higher level WAPDA management personnel to advise and report on matters concerning budget & controls functions.

f. Supervision Exercised

Exercises direct supervision over subordinate officers and support staff within the financial and administrative powers vested in him.

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POSITION TITLE: Assistant Director - Banking (AEB)

GRADE: BPS 17

BASIC FUNCTIONAL DESCRIPTION

The Assistant Director - Banking is functionally and administratively responsible to Deputy Director - Banking and Budget for banking concerning control of funds collection in the AEB banks and their remittances to the Headquarters and to subordinate accounting units. Assists Deputy Director - Banking and Budget in implementation of policies and procedures governing banking.

MAJOR DUTIES AND RESPONSIBILITIES

- o Organizes, directs and controls the following activities:
 - Processes the documents concerning movement of cash from the subordinate units to the AEB and Headquarters and vice versa and after ensuring correctness forwards to the Deputy Director Banking and Budgets for his review and authentication.
 - Exercises direct control over the AEB cash books, preparing their reconciliation with the bank statements and other related documents.
 - Determines and analyses the items of cash in transit, brings to the notice of Deputy Director Banking & Budget for necessary corrective actions.
 - Keeps necessary record of cash movements, watches the cash transfers with reference to the cash budget. Seeks advice in situations where cash budget is insufficient.
 - Ensures the checking of divisional cash books to see that they are correct.
 - Monitors divisional bank reconciliation, remittance returns and reconciliation of divisional current account (cash).
- o Serves as Assistant to Deputy Director - Banking and Budget on banks related matters.
- o Provides advice, guidance and direction to subordinate staff.
- o Prepares performance evaluations for the next lower level of management.
- o Provides subordinate personnel with the education and training required for proper job performance.

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DESIRED QUALIFICATIONS

a. Education

Masters Degree in Commerce or Business Administration, Chartered Accountant (Intermediate) or Cost and Management Accountant.

In the cases of existing WAPDA employees, alternative qualifications specified for this grade level in GOP and/or WAPDA Accounts service rules are acceptable.

b. Language Proficiency

Total fluency in spoken and written Urdu and English.

c. Knowledge of Specific Areas

General knowledge of accounting principles.

Basic knowledge of the methods used to motivate employees.

d. Abilities and Skills

Ability to interpret and analyse Authority's policies and Government directives on financial controls and managerial reporting.

Ability to direct and exercise management control over banking function.

Ability to analyse financial and operational data.

Ability to effectively communicate with higher level management.

POSITION ELEMENTS

a. Supervision Received

Directions are received from Deputy Director - Banking and Budget regarding policies, procedures and operations. Required to make independent decisions involving all aspects of banking function.

b. Available Guidance

Has available all policies and procedures approved by the Authority and is expected to ensure their implementation, using the Pakistan Water & Power Development Authority Act, 1958 and the WAPDA Book of Financial Powers, 1977 as amended as basic documents and various Accounting Manuals.

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c. Exercise of Judgement

Required to exercise sound judgement and arrive at correct decisions on a wide range complex problems relating to banking and imprest management function.

Recommendations to Deputy Director - Banking and Budget are expected to be detailed, well researched, accurate and in the overall best interest of WAFDA.

d. Authority to Make Commitments

Has full authority to commit the Authority within the limits of established financial powers of Assistant Director and approved policies and procedures.

e. Supervision Exercised

Exercises direct supervision over subordinate officers and support staff within the financial and administrative powers vested in him.

POSITION TITLE: Deputy Director - General Accounting
& Financial Reports (AEB)

GRADE: BPS 10

BASIC FUNCTIONAL DESCRIPTION

The Deputy Director - General Accounting and Financial Reports is functionally and administratively responsible to Director - Finance for management of general accounting, fixed assets accounting, post audit, financial and managerial reporting, implementation of financial systems and procedures. Responsible to keep functional liaison with Director - General Accounting (Headquarters) and Director Assets (Headquarters) on all matters concerning general accounting and financial reporting.

MAJOR DUTIES AND RESPONSIBILITIES

- o Plans, organizes, directs and controls the following activities:
 - Preparation of the monthly and yearly accounts and management reports by the subordinate offices and their consolidation.
 - Timely reconciliation and preparation of current accounts.
 - Despatch of accounting and management reports to all concerned on due dates.
 - Reviews the monthly/yearly accounts and management reports to detect posting discrepancies, accounts misclassifications, unusually high or low income, expenses or balances etc.
 - Post-audit covering scrutiny of all payments made to ensure that all the accounting, legal and other requirements necessary for making payments, were fulfilled.
 - Review of construction Work-in-Progress, maintenance of assets records, assets completion and application of proper depreciation rate.
- o Ensures that all financial and accounting policies and procedures are being followed by the subordinate accounting units.
- o Serves as Deputy to Director - Finance on all matters concerning general accounting, financial reporting and fixed assets.
- o Provides advice, guidance and direction to subordinate staff of AEB and subordinate Circle/Division accounting units.
- o Prepares performance evaluations for the next lower level of management.
- o Provides subordinate personnel with the education and training required for proper job performance.

DESIRED QUALIFICATIONS

a. Education

- Masters degree in Commerce or Business Administration, Cost and Management Accountant or Chartered Accountant.
- In the cases of existing WAPDA employees, alternative qualifications specified for this grade level in GOP and/or WAPDA Accounts service rules are acceptable.

b. Prior Work Experience

Minimum of six (6) years experience at level of Assistant Director - Finance or equivalent position in a major utility and/or industrial organization. No prior work experience is required for Chartered Accountant or Cost and Management Accountant.

c. Language Proficiency

Total fluency in spoken and written Urdu and English.

d. Knowledge of Specific Areas

Good knowledge and practical understanding of management and accounting principles.

Basic knowledge of the methods used to motivate employees.

e. Abilities and Skills

Ability to interpret and analyse Authority's policies and Government directives on managerial reporting and financial controls.

Ability to direct and exercise management control over general accounting functions.

Ability to analyse financial and operational data.

Ability to effectively communicate with higher level management.

POSITION ELEMENTS

a. Supervision Received

Directions are received from Director - Finance regarding policies, procedures and operations. Required to make independent decisions involving all aspects of general accounting based on sound interpretation of the policies and procedures.

BEST AVAILABLE DOCUMENT

b. Available Guidance

Has available all policies and procedures approved by the Authority and is expected to insure their implementation, using the Pakistan Water & Power Development Authority Act, 1959 and the WAPDA Book of Financial Powers, 1977 as amended as basic documents and various Accounting Manuals.

c. Exercise of Judgment

Required to exercise sound judgment and arrive at correct decisions on a wide range of complex problems related to general accounting function.

Recommendations to Director - Finance are expected to be detailed, well researched, accurate and in the overall best interest of WAPDA.

d. Authority to Make Commitments

Has full authority to commit the Authority within the limits of established financial powers of Deputy Director and approved policies and procedures.

e. Nature, Level and Purpose of Contact

Meets with higher level WAPDA management personnel to advise and report on matters relating to general accounting.

f. Supervision Exercised

Exercises direct supervision over subordinate officers and support staff within the financial and administrative powers vested in him.

POSITION TITLE: Assistant Director - Implementation (AEB)

GRADE: BPS 17

BASIC FUNCTIONAL DESCRIPTION

The Assistant Director - Implementation is functionally and administratively responsible to Deputy Director - General Accounting and Financial Reports on all matters relating to implementation of financial systems and procedures as specified in the accounting manuals. Insures that all policies and procedures concerning financial systems and procedures are being followed by the subordinate accounting units.

MAJOR DUTIES AND RESPONSIBILITIES

- o Organizes, directs and controls the following activities:
 - Keeps record of all financial and accounting procedures that are applicable.
 - Ensures that financial and accounting policies and procedures are available with the formations.
 - Visits the subordinate formations and ensures that the accounting and financial policies and procedures are being followed by them.
 - Prepares monthly progress reports on visits to divisions and writes critical reviews on divisional accounts.
 - Makes recommendations for improvements in the financial and accounting policies and procedures.
- o Serves as Assistant to Deputy Director - General Accounting and Financial Reports on all matters concerning implementation of financial systems and procedures.
- o Provides advice, guidance and direction to subordinate staff.
- o Prepares performance evaluations for the next lower level of management.
- o Provides subordinate personnel with the education and training required for proper job performance.

DESIRED QUALIFICATIONS

- a. Education
 - Masters degree in Commerce or Business Administration.
 - In the cases of existing WAPDA employees, alternative qualifications specified for this grade level in GOP and/or WAPDA Accounts service rules are acceptable.

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b. Language Proficiency

Total fluency in spoken and written Urdu and English.

c. Knowledge of Specific Areas

- General knowledge of accounting principles.
- Basic knowledge of the methods used to motivate employees.

d. Abilities and Skills

- Ability to interpret and analyse Authority's policies and Government directives on financial controls and managerial reporting.
- Ability to direct and exercise management control over implementation of financial systems and procedures.
- Ability to analyse financial and operational data.
- Ability to effectively communicate with higher level management.

POSITION ELEMENTS

a. Supervision Received

Directions are received from Deputy Director - General Accounting and Financial Reports regarding policies, procedures and operations. Required to make independent decisions involving all aspects of implementation of financial systems and procedures.

b. Available Guidance

Has available all policies and procedures approved by the Authority and is expected to ensure their implementation, using the Pakistan Water & Power Development Authority Act, 1958 and the WAPDA Book of Financial Powers, 1977 as amended as basic documents and various Accounting Manuals.

c. Exercise of Judgment

- Required to exercise sound judgment and arrive at correct decisions on a wide range complex problems relating to implementation of financial systems and procedures.
- Recommendations to Deputy Director - General Accounting and Financial Reports are expected to be detailed, well researched, accurate and in the overall best interest of WAPDA.

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d. Authority to Make Commitments

Has full authority to commit the Authority within the limits of established financial powers of Assistant Director and approved policies and procedures.

e. Supervision Exercised

Exercises direct supervision over subordinate officers and support staff within the financial and administrative powers vested in him.

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POSITION TITLE: Assistant Director - Consolidations/IOT (AEB)

GRADE: OPS 17

BASIC FUNCTIONAL DESCRIPTION

The Assistant Director - Consolidations and IOT (Inter Office Transactions) is functionally and administratively responsible to Deputy Director - General Accounting and Financial Reports for consolidation of accounts and preparation of financial reports and matters relating to Inter-Office Transactions. Assists Deputy Director - General Accounting and Financial Reports to implement policies and procedures concerning consolidation of accounts and IOT of the subordinate accounting units of the AEB.

MAJOR DUTIES AND RESPONSIBILITIES

- o Organizes, directs and controls the following activities:
 - Consolidates the accounts of all Divisions under an AEB.
 - Reconciles the balance of current accounts (IOT & SS cheques) with the divisions and issues Reconciliation Statements to the Divisions.
 - Ensures that all inter office transactions (except cash) are properly processed and adjusted in the books.
 - Prepares financial and managerial reports.
- o Serves as Assistant to Deputy Director - General Accounting Financial Reports on matters concerning consolidation of accounts, IOT and financial & managerial reports.
- o Provides advice, guidance and direction to subordinate staff.
- o Prepares performance evaluations for the next lower level of management.
- o Provides subordinate personnel with the education and training required for proper job performance.

DESIRED QUALIFICATIONS

a. Education

- Masters degree in Commerce or Business Administration.
- In the cases of existing WAPDA employees, alternative qualifications specified for this grade level in GOP and/or WAPDA Accounts service rules are acceptable.

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b. Language_Proficiency

Total fluency in spoken and written Urdu and English.

c. Knowledge_of_Specific_Areas

- General knowledge of accounting principles.
- Basic knowledge of the methods used to motivate employees.

d. Abilities_and_Skills

- Ability to interpret and analyse Authority's policies and Government directives on financial controls and managerial reporting.
- Ability to direct and exercise management control over consolidation of accounts and inter office transactions.
- Ability to analyse financial and operational data.
- Ability to effectively communicate with higher level management.

POSITION_ELEMENTS

a. Supervision_Received

Directions are received from Deputy Director - General Accounting Financial Reports regarding policies, procedures and operations. Required to make independent decisions involving all aspects of consolidation of accounts and inter office transactions.

b. Available_Guidance

Has available all policies and procedures approved by the Authority and is expected to ensure their implementation, using the Pakistan Water & Power Development Authority Act, 1958 and the WAPDA Book of Financial Powers, 1977 as amended as basic documents and various Accounting Manuals.

c. Exercise_of_Judgment

- Required to exercise sound judgment and arrive at correct decisions on a wide range complex problems relating to consolidation of accounts.
- Recommendations to Deputy Director - General Accounting and Financial Reports are expected to be detailed, well researched, accurate and in the overall best interest of WAPDA.

BEST AVAILABLE DOCUMENT

d. Authority to Make Commitments

Has full authority to commit the Authority within the limits of established financial powers of Assistant Director and approved policies and procedures.

e. Supervision Exercised

Exercises direct supervision over subordinate officers and support staff within the financial and administrative powers vested in him.

BEST AVAILABLE DOCUMENT

POSITION TITLE: Assistant Director - Payments (AEB)

GRADE: BPS 17

BASIC FUNCTIONAL DESCRIPTION

The Assistant Director - Payments is functionally and administratively responsible to Deputy Director - Payables/Inventory Accounts for making payments to suppliers, contractors, creditors, employees and for accounts classification of the payments. Assists Deputy Director - Payables/Inventory Accounts in implementation of policies and procedures governing payments and ensures that such policies are being followed by the subordinate accounting units.

MAJOR DUTIES AND RESPONSIBILITIES

- o Organizes, directs and controls the following activities:
 - Ensures that all policies and procedures relating to payments are being followed by the staff members while processing the claims.
 - Ensures that all claims concerning creditors, contractors and employees for payments are properly logged and processed.
 - Examines the claims with reference to the relevant contracts to see that all conditions of the contract are satisfied in each case or claim for payment. Also examines that all legal and accounting provisions necessary for making payments are met. Claims of employees are examined with reference to their particulars, pay and relevant rules.
 - Before authorizing the payments ensures that budget provisions are not exceeded at any time.
 - When satisfied in all respects authorizes payments, records necessary certificate of authorization on documents.
 - Administration concerning payroll calculations and maintenance of pay records.
 - Ensures the carrying out of post-audit concerning all payments made to see that all the accounting, legal and other conditions necessary for making payments under the review of post-audit were fulfilled.
- o Serves as Assistant to Deputy Director - Payables/Inventory Accounts for management of payments, accounts classification and administration.
- o Serves as Assistant to Deputy Director - General Accounting & Financial Reports for post-audit.
- o Provides advice, guidance and direction to subordinate staff and officers.

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- o Prepares performance evaluations for the next lower level of management.
- o Provides subordinate personnel with the education and training required for proper job performance.

DESIRED_QUALIFICATIONS

a. Education

- Masters degree in Commerce or Business Administration.
- In the cases of existing WAPDA employees, alternative qualifications specified for this grade level in GOP and/or WAPDA Accounts service rules are acceptable.

b. Language Proficiency

Total fluency in spoken and written Urdu and English.

c. Knowledge of Specific Areas

- General knowledge of accounting principles.
- Basic knowledge of the methods used to motivate employees.

d. Abilities and Skills

- Ability to interpret and analyse Authority's policies and Government directives on financial controls and managerial reporting.
- Ability to direct and exercise management control over policies and procedures governing payments and accounts classification.
- Ability to analyse financial and operational data.
- Ability to effectively communicate with higher level management.

POSITION_ELEMENTS

a. Supervision Received

Directions are received from Deputy Director - Payables/Inventory Accounts regarding policies, procedures and operations and accounts classifications. Required to make independent decisions involving all aspects of payments to creditors, employees and others and accounts classification.

BEST AVAILABLE DOCUMENT

b. Available Guidance

Has available all policies and procedures approved by the Authority and is expected to ensure their implementation, using the Pakistan Water & Power Development Authority Act, 1958 and the WAPDA Book of Financial Powers, 1977 as amended as basic documents and various Accounting Manuals.

c. Exercise of Judgment

- Required to exercise sound judgment and arrive at correct decisions on a wide range complex problems relating to payments to creditors, employees and others and accounts classification.
- Recommendations to Deputy Director - Payables/Inventory Accounts are expected to be detailed, well researched, accurate and in the overall best interest of WAPDA.

d. Authority to Make Commitments

Has full authority to commit the Authority within the limits of established financial powers of Assistant Director and approved policies and procedures.

f. Supervision Exercised

Exercises direct supervision over subordinate officers and support staff within the financial and administrative powers vested in him.

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POSITION TITLE: Assistant Director - Assets (AEB)

GRADE: BPS 17

BASIC FUNCTIONAL DESCRIPTION

The Assistant Director - Assets Accounts is functionally and administratively responsible to Deputy Director - General Accounting and Financial Report for accounting for the construction, acquisition and retirement of Assets. Assists Deputy Director - General Accounting & Financial Reports in implementation of policies and procedures governing accounting of fixed assets in Divisions and AEBs.

MAJOR DUTIES AND RESPONSIBILITIES

- o Organizes, coordinates, directs and controls the following activities:
 - Receives the completion reports and develops the assets records as per procedure laid down in the Assets Accounting Manual.
 - Receives the authorized changes reports in the assets, through work or retirement orders and updates the assets records.
 - Records depreciation against the completed assets.
 - Reconciles the details of assets with the control account balance.
 - Monitors the functions concerning allotment of Work Order/Job Order numbers in the AEB.
 - Ensures that construction cost accounting is properly handled at divisions.
- o Serves as Assistant to Deputy Director - General Accounting & Financial Reports on matters concerning accounting of construction, acquisition, transfer, custodial responsibility and retirement of fixed Assets.
- o Provides advice, guidance and direction to subordinate staff.
- o Prepares performance evaluations for the next lower level of management.
- o Provides subordinate personnel with the education and training required for proper job performance.

DESIRED QUALIFICATIONS

a. Education

- Masters degree in Commerce or Business Administration.

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- In the cases of existing WAPDA employees, alternative qualifications specified for this grade level in GDF and/or WAPDA Accounts service rules are acceptable.

b. Language Proficiency

Total fluency in spoken and written Urdu and English.

c. Knowledge of Specific Areas

- General knowledge of accounting principles.
- Basic knowledge of the methods used to motivate employees.

d. Abilities and Skills

- Ability to interpret and analyse Authority's policies and Government directives on financial controls and managerial reporting.
- Ability to direct and exercise management control over Fixed Assets accounting functions.
- Ability to analyse financial and operational data.
- Ability to effectively communicate with higher level management.

POSITION ELEMENTS

a. Supervision Received

Directions are received from Deputy Director - General Accounting & Financial Reports regarding policies, procedures and operations. Required to make independent decisions involving all aspects of assets accounting functions.

b. Available Guidance

Has available all policies and procedures approved by the Authority and is expected to ensure their implementation, using the Pakistan Water & Power Development Authority Act, 1958 and the WAPDA Book of Financial Powers, 1977 as amended as basic documents and various Accounting Manuals.

c. Exercise of Judgment

- Required to exercise sound judgment and arrive at correct decisions on a wide range complex problems relating to assets accounting functions.
- Recommendations to Deputy Director - General Accounting & Financial Reports are expected to be detailed, well researched, accurate and in the overall best interest of WAPDA.

BEST AVAILABLE DOCUMENT

d. Authority to Make Commitments

Has full authority to commit the Authority within the limits of established financial powers of Assistant Director and approved policies and procedures.

e. Supervision Exercised

Exercises direct supervision over subordinate officers and support staff within the financial and administrative powers vested in him.

POSITION TITLE: Deputy Director - Payables/Inventory Accounts (AEB)

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION

The Deputy Director - Payables/Inventory Accounts is functionally and administratively responsible to Director - Finance on all matters relating to payables, payroll, inventory accounts and administration. Assists Director - Finance in disbursing funds to creditors, suppliers, contractors and employees working in the AEB. Also assists Director Finance on all matters relating to inventory accounting. Responsible to keep functional liaison with Director - Payables (Headquarters) on all matters concerning payables. Insures that all policies and procedures concerning payables, payroll, and administration and inventory accounts are being followed by the subordinate accounting units.

MAJOR DUTIES AND RESPONSIBILITIES

- o Plans, organizes, directs and controls the following activities:
 - Keeping of stores accounts at the AEB level and reconciling them with the balances of Regional and Field stores and maintenance of books of accounts of Inventory Organization.
 - Supervision of accounting activities of regional/field stores including reconciliation of their balances. Payroll disbursements of regional/field stores, receipts and issues of material etc.
 - Reconciliation of current account with the AEB.
 - Preparation of the management and accounting reports concerning stores activity.
 - Payments of claims concerning creditors, contractors and employees according to the prescribed legal and accounting provisions.
 - Controlling of the documents concerning the disbursements.
 - Accounting classification of payments.
- o Serves as a Deputy to Director - Finance on all matters concerning administration, payables, payroll and inventory accounting.
- o Maintains functional liaison with Director - Payables (Headquarters).
- o Monitors policies for implementation of payments, accounts classification, payroll and inventory accounts.
- o Provides advice, guidance and direction to subordinate staff of AEB and subordinate Circles/Division accounting units.

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DESIRED QUALIFICATIONS

a. Education

- Masters degree in Commerce or Business Administration, Cost and Management Accountant or Chartered Accountant.
- In the cases of existing WAPDA employees, alternative qualifications specified for this grade level in GOP and/or WAPDA Accounts service rules are acceptable.

b. Prior Work Experience

Minimum of six (6) years experience at level of Assistant Director - Finance or equivalent position in a major utility and/or industrial organization. No prior work experience is required for Chartered Accountant.

c. Language Proficiency

Total fluency in spoken and written Urdu and English.

d. Knowledge of Specific Areas

- Good knowledge and practical understanding of management and accounting principles.
- Basic knowledge of the methods used to motivate employees.

e. Abilities and Skills

- Ability to interpret and analyse Authority's policies and Government directives on managerial reporting and financial controls.
- Ability to direct and exercise management control over management of payables, payroll and coordination of AED and subordinate Accounts staff.
- Ability to analyse financial and operational data.
- Ability to effectively communicate with higher level management.

POSITION ELEMENTS

a. Supervision Received

Directions are received from Director - Finance regarding policies, procedures and operations. Required to make independent decisions involving all aspects of management of payables, payroll and coordination of Accounts staff based on sound interpretation of the policies and procedures.

b. Available Guidance

Has available all policies and procedures approved by the Authority and is expected to insure their implementation, using the Pakistan Water & Power Development Authority Act, 1958 and the WAPDA Book of Financial Powers, 1977 as amended as basic documents and various Accounting Manuals.

c. Exercise of Judgment

- Required to exercise sound judgment and arrive at correct decisions on a wide range of complex problems covering all aspects of payables, payroll and coordination functions.
- Recommendations to Director - Finance are expected to be detailed, well researched, accurate and in the overall best interest of WAPDA.

d. Authority to Make Commitments

Has full authority to commit the Authority within the limits of established financial powers of Deputy Director and approved policies and procedures.

e. Nature, Level and Purpose of Contact

Meets with higher level WAPDA management personnel to advise and report on matters concerning payables, payroll and coordination.

f. Supervision Exercised

Exercises direct supervision over subordinate officers and support staff within the financial and administrative powers vested in him.

POSITION TITLE: Assistant Director - Payments (AEB)

GRADE: BPS 17

BASIC FUNCTIONAL DESCRIPTION

The Assistant Director - Payments is functionally and administratively responsible to Deputy Director - Payables/Inventory Accounts for making payments to suppliers, contractors, creditors, employees and for accounts classification of the payments. Assists Deputy Director - Payables/Inventory Accounts in implementation of policies and procedures governing payments and ensures that such policies are being followed by the subordinate accounting units.

MAJOR DUTIES AND RESPONSIBILITIES

- o Organizes, directs and controls the following activities:
 - Ensures that all policies and procedures relating to payments are being followed by the staff members while processing the claims.
 - Ensures that all claims concerning creditors, contractors and employees for payments are properly logged and processed.
 - Examines the claims with reference to the relevant contracts to see that all conditions of the contract are satisfied in each case or claim for payment. Also examines that all legal and accounting provisions necessary for making payments are met. Claims of employees are examined with reference to their particulars, pay and relevant rules.
 - Before authorizing the payments ensures that budget provisions are not exceeded at any time.
 - When satisfied in all respects authorizes payments, records necessary certificate of authorization on documents.
 - Administration concerning payroll calculations and maintenance of pay records.
 - Ensures the carrying out of post-audit concerning all payments made to see that all the accounting, legal and other conditions necessary for making payments under the review of post-audit were fulfilled.
- o Serves as Assistant to Deputy Director - Payables/Inventory Accounts for management of payments, accounts classification and administration.
- o Serves as Assistant to Deputy Director - General Accounting & Financial Reports for post-audit.
- o Provides advice, guidance and direction to subordinate staff and officers.

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- o Prepares performance evaluations for the next lower level of management.
- o Provides subordinate personnel with the education and training required for proper job performance.

DESIRED QUALIFICATIONS

a. Education

- Masters degree in Commerce or Business Administration.
- In the cases of existing WAPDA employees, alternative qualifications specified for this grade level in GOP and/or WAPDA Accounts service rules are acceptable.

b. Language Proficiency

Total fluency in spoken and written Urdu and English.

c. Knowledge of Specific Areas

- General knowledge of accounting principles.
- Basic knowledge of the methods used to motivate employees.

d. Abilities and Skills

- Ability to interpret and analyse Authority's policies and Government directives on financial controls and managerial reporting.
- Ability to direct and exercise management control over policies and procedures governing payments and accounts classification.
- Ability to analyse financial and operational data.
- Ability to effectively communicate with higher level management.

POSITION ELEMENTS

a. Supervision Received

Directions are received from Deputy Director - Payables/Inventory Accounts regarding policies, procedures and operations and accounts classifications. Required to make independent decisions involving all aspects of payments to creditors, employees and others and accounts classification.

b. Available Guidance

Has available all policies and procedures approved by the Authority and is expected to ensure their implementation, using the Pakistan Water & Power Development Authority Act, 1958 and the WAPDA Book of Financial Powers, 1977 as amended as basic documents and various Accounting Manuals.

c. Exercise of Judgment

- Required to exercise sound judgment and arrive at correct decisions on a wide range complex problems relating to payments to creditors, employees and others and accounts classification.
- Recommendations to Deputy Director - Payables/Inventory Accounts are expected to be detailed, well researched, accurate and in the overall best interest of WAPDA.

d. Authority to Make Commitments

Has full authority to commit the Authority within the limits of established financial powers of Assistant Director and approved policies and procedures.

e. Supervision Exercised

Exercises direct supervision over subordinate officers and support staff within the financial and administrative powers vested in him.

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POSITION TITLE: Assistant Director - Inventory Accounts (AED)

GRADE: OPS 17

BASIC FUNCTIONAL DESCRIPTION

The Assistant Director - Inventory Accounts is functionally responsible to Deputy Director - Payables/Inventory Accounts for inventory accounting and administratively responsible to Stores Manager on all financial matters. Assists Deputy Director - Payables/Inventory Accounts in implementation of policies and procedures governing accounting of inventory in Divisions and AEBs.

MAJOR DUTIES AND RESPONSIBILITIES

- o Organizes, directs and controls the following activities:
 - Processes documents concerning receipt, issue, return and transfer of material in Regional Stores.
 - Keeps the account books for stores held at regional stores and reconciles the current accounts. Updates these on the basis of documents received from different sources.
 - Reconciles the value balances held in control accounts with the balances in the Regional and Field Stores.
 - Prepares the accounting and management reports concerning stores activity.
- o Serves as Assistant to Deputy Director - Payables/Inventory Accounts on matters concerning inventory accounting.
- o Provides advice, guidance and direction to subordinate staff in Regional Stores.
- o Prepares performance evaluations for the next lower level of management.
- o Provides subordinate personnel with the education and training required for proper job performance.
- o Serves as financial advisor to Regional Stores Manager.

DESIRED QUALIFICATIONS

- a. Education
 - Masters degree in Commerce or Business Administration.
 - In the cases of existing WAPDA employees, alternative qualifications specified for this grade level in GOP and/or WAPDA Accounts service rules are acceptable.

BEST AVAILABLE DOCUMENT

b. Language Proficiency

Total fluency in spoken and written Urdu and English.

c. Knowledge of Specific Areas

- General knowledge of accounting principles.
- Basic knowledge of the methods used to motivate employees.

d. Abilities and Skills

- Ability to interpret and analyse Authority's policies and Government directives on financial controls and managerial reporting.
- Ability to direct and exercise management control over inventory accounting functions.
- Ability to analyse financial and operational data.
- Ability to effectively communicate with higher level management.

POSITION ELEMENTS

a. Supervision Received

Directions are received from Deputy Director - Payables/Inventory Accounts regarding policies, procedures and operations. Required to make independent decisions involving all aspects of inventory accounting functions.

b. Available Guidance

Has available all policies and procedures approved by the Authority and is expected to ensure their implementation, using the Pakistan Water & Power Development Authority Act, 1959 and the WAPDA Book of Financial Powers, 1977 as amended as basic documents and various Accounting Manuals.

c. Exercise of Judgment

- Required to exercise sound judgment and arrive at correct decisions on a wide range complex problems relating to inventory accounting functions.
- Recommendations to Deputy Director - Payables/Inventory Accounts are expected to be detailed, well researched, accurate and in the overall best interest of WAPDA.

BEST AVAILABLE DOCUMENT

d. Authority to Make Commitments

Has full authority to commit the Authority within the limits of established financial powers of Assistant Director and approved policies and procedures.

e. Supervision Exercised

Exercises direct supervision over subordinate officers and support staff within the financial and administrative powers vested in him.

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POSITION TITLE: Director - Customer Services (AEB)

GRADE: DFS-19

BASIC FUNCTIONAL DESCRIPTION:

The Director - Customer Services (AEB) is responsible to the Chairman (AEB) for directing and administering the policies, procedures, and practices of WAPDA's Customer Services function dealing with customer relations, customer contact, energy surveillance, customer energy conservation and load management; for recommending changes in such policies, procedures, practices and programs that affect all classes of customers; for implementing Customer Services policies, procedures and practices.

MAJOR DUTIES AND RESPONSIBILITIES:

- Responsible for the functional operation of, and providing functional guidance to, Customer Services personnel in the Circles and Divisions.
- Directs policies, procedures and practices relating to the rendering of electric service to customers and customer complaints by monitoring such activities to ensure prompt and fair treatment to all customers.
- Directs Customer Services policies, procedures and practices relating to customer energy conservation and load management efforts, improved customer relations, reducing waste of electrical energy and improving the load factor of the WAPDA system.
- Identifies training needs and provides for such training through the training function to assure quality customer service.
- Coordinates the development of a cogeneration program by evaluating potential installations to reduce peak system demand and improve the load factor on the WAPDA system.
- Coordinates all Customer Services activities with other AEB sections through written and verbal communication to assure a united and concentrated effort to improve service to the customer.
- Directs the proper application of tariffs, and provides input to tariff development by monitoring both customers' usage and WAPDA's load to accomplish energy conservation and load management objectives.
- Prepares formal monthly reports and submits to the Chairman (AEB) and others detailing customer services activities to keep superiors informed and recommending changes in policies and procedures to improve service to customers.
- Directs the Energy Surveillance Program throughout the AEB.
- Directs Customer Accounts activities.

- Directs implementation of amendments in the Commercial Procedures Manual.
- Keeps abreast of current affairs affecting customer service through necessary relationships with other units of the AED, architects and engineers, customers, governmental agencies, and professional and technical organizations to assure quality service to customers.
- Determines the need for surveys and special studies, providing analysis of the data to assure that policies and procedures are effective.
- Assures qualified staffing of Customer Services by approval of wage and salary changes, promotions, demotions, transfers, leaves of absence, hiring and release of personnel to maintain a high level of customer confidence.
- Assures that provisions of the Union Agreement are followed by both labor and management.
- Assures safety of all employees and the public, endorsing and fostering safe work practices and environment.
- Administers WAFDA's safety program within the function taking appropriate action to eliminate problem areas.
- Practices cost control through the preparation and administration of the approved Customer Services budget to maintain fiscal responsibility.
- Undertakes other responsibilities as properly assigned.

DESIRED QUALIFICATIONS:

- a) Education
Bachelor or Master's degree and by promotion as laid down in Commercial and Revenue Officer Service Rules as well as by direct recruitment.
- b) Prior Work Experience
Minimum of 15 years' experience with at least 5 years' associated with customer contact or customer relations.
- c) Abilities and Skills/Knowledge
 - Strong communication skills both in written and spoken English and Urdu.
 - Technical knowledge of electrical applications, engineering and techniques.
 - Deal effectively with people, both customers and employees.

- Possess supervisory skills to deal with complex problems and develop practical solutions.
- Able to react in a composed manner to a wide range of stressful situations.

POSITION ELEMENTS:

a) Supervision Received

Reports directly to the Chairman (AEB).

b) Available Guidelines

Guidelines are available from WAPDA manuals, policies, procedures and other documents issued from time to time.

c) Exercise of Judgment

Must be able to analyse complex problems resulting in proposals and their implementation. Will be directing policy and procedures in Circles and Divisions.

d) Authority to Make Commitments

Has full authority to make commitments to the level authorized by the Chairman (AEB).

e) Nature, Level, and Purpose of Contacts

Contacts with customers, governmental agencies, professional and technical organizations, architects and engineers, and other WAPDA personnel as necessary in the execution of responsibilities.

f) Supervision Exercised

Directly supervises the work of his staff, plans their workload and assignments, provides assistance when dealing with complex administrative problems, evaluates performance and ensures that work is carried out in compliance with plans. Directs the functional activities of Circle and Division personnel.

POSITION TITLE: Deputy Director - Customer Assistance (AEB)

GRADE: DFS - 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director - Customer Assistance is responsible to the Director - Customer Services for directing and administering the policies, procedures and practices of WAPDA's commercial function dealing with Customer Assistance; for recommending changes in such policies, procedures, practices and programs that affect all classes of customers; for implementing instructions concerning commercial policies, procedures and practices.

MAJOR DUTIES AND RESPONSIBILITIES:

- Responsible for the functional operation of, and providing functional guidance to Customer Services personnel in the Circles and Divisions pertaining to the Customer Assistance function.
- Responsible for obtaining billing data dealing with complaints received by the Secretary from the office of Mafazi Kohlasib (Ombudsman).
- Directs policies, procedures and practices relating to customers application for service, and billing complaints and insures prompt assistance and service to customers in this respect.
- Prepares formal monthly reports and submits to the Director - Customer Services and others detailing customer service activities to keep supervisors informed and recommending changes in policies and procedures for overall improvement.
- Carries out amendments in the area of customer application for service in the Commercial Procedures Manual.
- Coordinates all customer assistance activities with other WAPDA AEB sections through written and verbal communications to assure a united and concentrated effort to improve service to the customer.
- Identifies training needs in the Customer Assistance function and provides for such training through the training function.
- Assures qualified staffing of Customer Assistance function by approval of wage and salary changes, promotions, demotions, transfers, leaves of absence, hiring and release of personnel within the level of authority given to him by the Director - Customer Services.
- Assures that provisions of the Union Agreements are followed by both labor and management.
- Assures safety of the employees and the public, endorsing and fostering safe work practices and environment.

(RD 28 Nov. 98)

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- Determines the need for surveys and special studies in the area of Customer Assistance providing analysis of the data to assure that policies and procedures are effective.
- Practices cost control through the preparation and administration of Customer Assistance section of the approved Customer Services budget to maintain fiscal responsibility.
- Undertakes other responsibilities as properly assigned.

DESIRED QUALIFICATIONS:

a) Education

Bachelor or Master's degree and by promotion as laid down in Commercial and Revenue Officer Service Rules as well as by direct recruitment.

b) Prior Work Experience

Minimum of 10 years experience with at least 5 years associated with customer contact or customer services.

c) Abilities and Skills/Knowledge

- Strong communication skills both in written and spoken English and Urdu.
- Technical knowledge of electrical applications and techniques.
- Possess supervisory skills to deal with complex problems and develop practical solutions.
- Able to react in a reasonable manner to a wide range of stressful situations.

POSITION ELEMENTS:

a) Supervision Received

Reports directly to the Director - Customer Services.

b) Available Guidelines

Guidelines are available from WAPDA manuals, policies, procedures and other documents issued from time to time.

c) Exercise of Judgment

Must be able to analyze complex problems resulting in proposals and their implementation. Will be directing policy and procedures to Circles and Divisions.

d) Authority to Make Commitments

Has full authority to make commitments to the level authorized by the Director - Customer Services.

e) Nature, Level and Purpose of Contacts

Contacts with customers, governmental agencies, professional and technical organizations, architects and engineers, and other WAPDA personnel as necessary in the execution of responsibilities.

f) Supervision Exercised

Supervises the work of section staff, plans their workload and assignments, provides assistance when dealing with complex administrative problems, evaluates performance and ensures that their work is carried out in compliance with plans. Directs the functional activities of Circle and Division personnel.

POSITION TITLE: Assistant Director - Customer Assistance (AEB)

GRADE: PFS - 17

BASIC FUNCTIONAL DESCRIPTION:

The Assistant Director - Customer Assistance is responsible to the Deputy Director - Customer Assistance for supervising and assisting in the proper application of policies, procedures, and practices of WAPDA commercial function dealing with Customer Accounts in the Circles and Divisions; for recommending changes in such policies, procedures and practices; for assisting Circle and Divisional personnel in implementing revised or new instructions concerning commercial policies, procedures and practices.

MAJOR DUTIES AND RESPONSIBILITIES:

- * Responsible for supervising the functional operation of, and providing functional guidance to, Customer Services personnel in the Circles and Divisions.
- * Fill temporary vacancies of Customer Assistance supervisors in the Divisions as required.
- * Participates in 'on the job' training programs.
- * Assures safety of employees and the public, endorsing and fostering safe work practices and environment.
- * Participate in special studies and surveys.
- * Undertake other responsibilities as properly assigned.

DESIRED QUALIFICATIONS:

a) Education

Bachelor or Master's degree and by promotion as laid down in Commercial and Revenue Officer Service Rules.

b) Prior Work Experience

Minimum of 5 years experience with at least 5 years associated with computer application of customer services.

c) Abilities and Skills/Knowledge

- Communication skills both in written and spoken English and Urdu.
- Deal effectively with people, both customers and employees.
- Possess supervisory skills to deal with complex problems and develop practical solutions.
- Able to react in a reasonable manner to a wide range of stressful situations.

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POSITION ELEMENTS:

- a) Supervision Received
Reports direct to Deputy Director - Customer Assistance.
- b) Available Guidelines
Guidelines are available from WAPDA manuals, policies, procedures and other documents issued from time to time.
- c) Exercise of Judgment
Must be able to analyze problems resulting in proposals.
- d) Authority to Make Commitments
Has full authority to make commitments to the level authorized by the Deputy Director - Customer Assistance.
- e) Nature, Level and Purpose of Contacts
Contacts with customers and other WAPDA personnel as necessary in the execution of responsibilities.
- f) Supervision Exercised
Supervises the work of Clerical staff, plans their workload and assignments, provides assistance when required.

POSITION TITLE: Deputy Director - Customer Accounts (AEB)

GRADE: BPS-10

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director - Customer Accounts is responsible to the Director Customer Services, for directing and administering the policies, procedures and practices of WAPDA's customer accounts, for recommending changes in such policies, procedures, practices and programs that affect all classes of customers; for implementing instructions concerning customer accounting policies, procedures and practices.

MAJOR DUTIES AND RESPONSIBILITIES:

- Responsible for the functional operation of, and providing functional guidance to Customer Services personnel in the Circles and Divisions pertaining to the Customer Accounts function.
- Directs policies, procedures and practices relating to Customer Accounts, billing, collection, and arrears and insures prompt service to customers in this respect.
- Prepares formal monthly reports and submits to the Director - Customer Services and others detailing customer accounting activities to keep superiors informed and recommending changes in policies and procedures for overall improvement.
- Carries out amendments in the Commercial Procedures Manual.
- Directs all customer accounts activities.
- Coordinates all customer accounts activities with other WAPDA sections through written and verbal communications to assure a united and concentrated effort to improve service to the customer.
- Identifies training needs in the Customer Accounting function and provides for such training through the training function.
- Assures qualified staffing of Customer Accounting function by approval of wage and salary changes, promotions, demotions, transfers, leaves of absence, hiring and release of personnel within the level of authority given to him by the Director - Customer Services.
- Assures that provisions of the Union Agreements are followed by both labor and management.
- Assures safety of the employees and the public, endorsing and fostering safe work practices and environment.
- Determines the need for surveys and special studies in the area of Customer Accounting providing analysis of the data to assure that policies and procedures are effective.

(RD 15 Nov. 80)

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- Practices cost control through the preparation and administration of Customer Accounting Section of the approved customer services budget to maintain fiscal responsibility.
- Undertakes other responsibilities as properly assigned.

DESIRED QUALIFICATIONS:

a) Education

Bachelor or Master's degree and by promotion as laid down in Commercial and Revenue Officer Service Rules as well as by direct recruitment.

b) Prior Work Experience

Minimum of 10 years experience with at least 5 years associated with customer contact or customer services.

c) Abilities and Skills/Knowledge

- Strong communication skills both in written and spoken English and Urdu.
- Technical knowledge of electrical applications and techniques.
- Deal effectively with people, both customers and employees.
- Possess supervisory skills to deal with complex problems and develop practical solutions.
- Able to react in a reasonable manner to a wide range of stressful situations.

POSITION ELEMENTS:

a) Supervision Received

Reports directly to the Director - Customer Services.

b) Available Guidelines

Guidelines are available from WAPDA manuals, policies, procedures and other documents issued from time to time.

c) Exercise of Judgment

Must be able to analyze complex problems resulting in proposals and their implementation. Will be administering policy and procedures to Circles and Divisions.

d) Authority to Make Commitments

Has full authority to make commitments to the level authorized by the Director - Customer Services.

e) Nature, Level and Purpose of Contacts

Contacts with customers, governmental agencies, professional and technical organizations, architects and engineers, and other KAPDA personnel as necessary in the execution of responsibilities.

f) Supervision Exercised

Supervises the work of his staff, plans their workload and assignments, provides assistance when dealing with complex administrative problems, evaluates performance and ensures that their work is carried out in compliance with plans. Directs the functional activities of Circle and Division personnel.

POSITION TITLE: Assistant Director - Customer Accounts (ACB)

GRADE: BPS - 17

BASIC FUNCTIONAL DESCRIPTION:

The Assistant Director - Customer Accounts is responsible to the Deputy Director - Customer Accounts for supervisory and assisting in the proper application of policies, procedures, and practices of WAPDA commercial function dealing with Customer Accounts in the Circles and Divisions; for recommending changes in such policies, procedures and practices; for assisting Circle and Divisional personnel in implementing revised or new instructions concerning commercial policies, procedures and practices.

MAJOR DUTIES AND RESPONSIBILITIES:

- * Responsible for supervising the functional operation of, and providing functional guidance to, Customer Services personnel in the Circles and Divisions.
- * Fill temporary vacancies of Customer Accounts supervisors in the Divisions as required.
- * Participates in 'on the job' training programs.
- * Assures safety of employees and the public, endorsing and fostering safe work practices and environment.
- * Participate in special studies and surveys.
- * Undertake other responsibilities as properly assigned.

DESIRED QUALIFICATIONS:

a) Education

Bachelor or Master's degree and by promotion as laid down in Commercial and Revenue Officer Service Rules.

b) Prior Work Experience

Minimum of 5 years experience with at least 2 years associated with computer application of customer services.

c) Abilities and Skills/Knowledge

- Communication skills both in written and spoken English and Urdu.
- Deal effectively with people, both customers and employees.
- Possess supervisory skills to deal with complex problems and develop practical solutions.
- Able to react in a reasonable manner to a wide range of stressful situations.

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POSITION ELEMENTS:

a) Supervision Received

Reports direct to Deputy Director - Customer Accounts.

b) Available Guidelines

Guidelines are available from WAPDA manuals, policies, procedures and other documents issued from time to time.

c) Exercise of Judgment

Must be able to analyze problems resulting in proposals.

d) Authority to Make Commitments

Has full authority to make commitments to the level authorized by the Deputy Director - Customer Accounts.

e) Nature, Level and Purpose of Contacts

Contacts with customers and other WAPDA personnel as necessary in the execution of responsibilities.

f) Supervision Exercised

Supervises the work of Clerical staff, plans their workload and assignments, provides assistance when required.

POSITION TITLE: Deputy Director - Energy Surveillance (AEB)

GRADE: BPS-18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director - Energy Surveillance is responsible to the Director - Customer Services for directing and administering the policies, procedures, and practices of WAPDA's Energy Surveillance Programs dealing with non-technical electric energy loss and associated recovery of revenue; for recommending changes in such policies, procedures and practices; for implementing energy surveillance instructions and approved programs.

MAJOR DUTIES AND RESPONSIBILITIES:

- o Responsible for providing functional guidance to Energy Surveillance personnel in the Divisions and directing their functional activities assuring adherence to approved policies, practices and procedures.
- o Directs policies, practices and procedures relating to non-technical energy loss and the associated recovery of revenue.
- o Directs activities related to the detection of potential cases of non-technical energy loss, coordinating activities with other AEB personnel, as necessary.
- o Under the advise of Director - Customer Services, carries out site testing and check of customer metering equipment and installation for suspected unauthorized use of energy.
- o Prepares formal monthly reports and submits to the Director - Customer Services detailing Energy Surveillance activities and results.
- o Recommends changes in policies, practices and procedures designed to improve results in Energy Surveillance activities.
- o Identifies training needs and provides for such training through the Training Section.
- o Assures qualified staffing of Energy Surveillance function by approval of wage and salary changes, promotions, demotions, transfers, leaves of absence, hiring and release of personnel within the level of authority given to him by the Director - Customer Services.
- o Determines the need for surveys and special studies, providing analysis of the data to assure that policies and procedures are effective.
- o Undertakes other responsibilities as properly assigned.

DESIRED QUALIFICATIONS:

a) Education

Bachelor's degree in Engineering. Additional Master's degree in Business Administration would be preferable.

BEST AVAILABLE DOCUMENT

b) Prior Work Experience

Minimum of 10 years experience with at least 5 years associated with customer contact or customer services.

c) Abilities and Skills/Knowledge

- Strong communication skills both in written and spoken English and Urdu.
- Technical knowledge of electrical applications and techniques.
- Possess supervisory skills to deal with complex problems and develop practical solutions.
- Able to react in a reasonable manner to a wide range of stressful situations.

POSITION ELEMENTS:

a) Supervision Received

Reports directly to the Director - Customer Services.

b) Available Guidelines

Guidelines are available from WAPDA manuals, policies, procedures and other documents issued from time to time.

c) Exercise of Judgment

Must be able to analyze complex problems resulting in proposals and their implementation.

d) Authority to Make Commitments

Has full authority to make commitments to the level authorized by the Director - Customer Services.

e) Nature, Level and Purpose of Contacts

Contacts with customers, law enforcement agencies, courts, and other WAPDA personnel as necessary in the execution of responsibilities.

f) Supervision Exercised

Supervises the work of section staff, plans their workload and assignments, provides assistance when dealing with complex administrative problems, evaluates performance and ensures that their work is carried out in compliance with plans. Directs the functional activities of Circle and Division personnel.

POSITION TITLE: Assistant Director - Energy Surveillance (AEB)

GRADE: DPS - 17

BASIC FUNCTIONAL DESCRIPTION

The Assistant Director - Energy Surveillance is responsible to the Deputy Director - Energy Surveillance for carrying out the policies, procedures and practices of WAPDA's Energy Surveillance program dealing with non-technical energy loss and associated recovery of revenue; for recommending changes in such policies, procedures, and practices; for supervising Energy Surveillance field activities.

MAJOR DUTIES AND RESPONSIBILITIES:

- o Responsible for supervising AED personnel in Energy Surveillance field activities assuring compliance with approved policies, procedures and practices.
- o Coordinates Energy Surveillance activities with other AED sections as required and authorized by the Assistant Director - Energy Surveillance.
- o Assists Deputy Director - Energy Surveillance in the field testing and checking, and Circle and Division personnel as required and properly assigned.
- o Prepares reports as required by approved policies and procedures.
- o Recommends changes in operating policies and procedures.
- o Evaluates performance of subordinates.
- o Recommends training to improve effectiveness of the Energy Surveillance field activities.
- o Participates in and supervises surveys and special studies.
- o Assures safety of personnel and the public endorsing and fostering of work practices and environment.
- o Undertakes other responsibilities as properly assigned.

DESIRED QUALIFICATIONS:

a) Education

Bachelor's degree in Engineering.

b) Prior Work Experience

Minimum 5 years experience

c) Abilities and Skills/Knowledge

- Communication skills in written and spoken Urdu and English.

- Strong technical knowledge of electrical application and techniques.
- Possess supervisory skills to deal with problems and develop practical solution able to react in a reasonable manner to a wide range of stressful situations.

POSITION ELEMENTS

a) Supervision Received

Reports directly to the Deputy Director - Energy Surveillance.

b) Available Guidelines

Guidelines are available from WAPDA manuals, policies, procedures and other documents issued from time to time.

c) Exercise of Judgment

Must be able to analyze technical field situation involving unauthorized use of electrical energy.

d) Authority to Make Commitments

Has full authority to make commitments to the level authorized by the Deputy Director - Energy Surveillance.

e) Nature and Level of Contacts

Contacts with customers, law enforcement agencies, courts, and other WAPDA personnel as required in the execution of responsibilities.

f) Supervision Exercised

Supervises the work of section staff, plans their workload and assignments, provides assistance, evaluates performance, and assures that their work is carried out in compliance with plans.

POSITION TITLE: Deputy Director - Customer Relations, EC/LM (Area Board)

GRADE: BPS - 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director - Customer Relations EC/LM is responsible to the Director - Customer Service for administration of WAPDA's policies, procedures, and practices dealing with customer relations and customer contact with emphasis on energy conservation and load management; and for directing activities related to customer education, inquiries, contracts, rates and terms and conditions of service of the Area Electricity Board.

MAJOR DUTIES AND RESPONSIBILITIES:

- o Administers and evaluates existing EC/LM policies, procedures, and practices through subordinates to improve customer relations, reduce waste of electrical energy, and improve the load factor and power factor of the WAPDA customers.
- o Coordinate training programs through the Training Section as needed and recommend training activities leading to the development of all personnel to assure quality customer contacts.
- o Administers the self-generation program by evaluation and proposals.
- o Coordinates all EC/LM activities with other WAPDA sections through written and verbal communication to assure a united and concentrated effort to improved service to the customer.
- o Prepares prescribed monthly reports and submits to the Director - Customer Service in the Area Board and the Director - Customer Relations EC/LM (HD) to keep superiors informed.
- o Keeps abreast of current affairs affecting customer service through necessary relationships with other units of WAPDA, architects and engineers, customers, governmental agencies, and professional and technical organizations to assure quality service to customers.
- o Conducts surveys and special studies, providing analysis of the data as appropriate to assure that current policies and practices are effective.
- o Carries out detailed audit of customers when required to identify the need for EC/LM and directs the customers to adopt EC techniques to reduce wasteful use of energy and improve the power factor.
- o Cooperates and maintains relationships with other sections of WAPDA as is required to perform job function.
- o Represents WAPDA before outside organizations in connection with EC/LM of AEB.
- o Observes safety regulations and ensures their compliance.

- o Recommends changes in policies and procedures to ensure that EC/LM measures are effective.
- o Undertakes other responsibilities as assigned.

DESIRED QUALIFICATIONS:

a) Education

Bachelor's degree in Engineering

b) Prior Work Experience

Minimum of 10 years experience with at least 5 years associated with customer contact or customer relations.

c) Abilities and Skills/Knowledge

- Strong communication skills both in written and spoken English and Urdu.
- Technical knowledge of electrical applications, engineering, and techniques with emphasis in the industrial sector.
- Deal effectively with people, both customers and employees.
- Possess technical skills to deal with complex problems.

POSITION ELEMENTS:

a) Supervision Received

Reports directly to the Deputy Director Customer Relations EC/LM.

b) Available Guidelines

Customer Service Assistant Director - Industrial manual.

c) Exercise of Judgment

Must be able to analyze problems resulting in proposals for solution. Will be responsible for major industrial accounts.

d) Authority to Make Commitments

Has full authority to make commitments to the level authorized by the Dy. Director Customer Relations EC/LM.

e) Nature, Level, and Purpose of Contacts

Regular contacts with customers, equipment suppliers, architects and engineers, and other WAPDA personnel will be necessary in the execution of responsibilities.

f) Supervision Exercised

There is no direct line or functional supervision required.

POSITION TITLE: Assistant Director - Industrial/Commercial (AEB)

GRADE: BPS - 17

BASIC FUNCTIONAL DESCRIPTION:

The Assistant Director - Industrial/Commercial is responsible to the Deputy Director Customer Relations EC/LM; for initiating and maintaining a close relationship between WAPDA and large industrial, commercial, and institutional customers; for encouraging efficient and economic use of energy in customer operations; for assisting immediate supervisor in executing EC/LM policies and procedures of the Area Electricity Board.

MAJOR DUTIES AND RESPONSIBILITIES:

- o Serves as designated contact representative for industrial and commercial accounts through personal calls and by written correspondence to assure quality service to the customer, to advise on energy conservation and load management equipment and techniques, to advise on power factor correction and tariff application, to resolve customer complaints, and to advise on self-generation application.
- o Keeps Deputy Director EC/LM (AEB) informed and advised of all activities by weekly reports and other reports as required.
- o Maintains contact with applicable industry allies, including dealers, manufacturers, architects, and contractors whose activities have a bearing on efficient electrical energy use of the customer.
- o Advises the customer in the wise selection proper sizing, and efficient application of energy consuming and load management equipment.
- o Keeps abreast of customer plans for changes in existing power requirements.
- o Carries out detailed audit of selected groups of all categories of the customers to identify the need for EC/LM and directs the customers to adopt EC/LM techniques to reduce wasteful use of energy and improve the power factor.
- o Cooperates and maintains relationships with other sections of WAPDA as is required to perform job function.
- o Represents WAPDA before outside organizations.
- o Observes safety regulations and ensures their compliance.
- o Undertakes other responsibilities as assigned.
- o Recommends changes in policies and procedures to ensure that EC/LM measures are effective.

DESIRED QUALIFICATIONS:

a) Education

Bachelor's degree in Engineering

b) Prior Work Experience

Minimum of 5 years experience with at least 2 years associated with customer contact or customer relations.

c) Abilities and Skills/Knowledge

- Strong communication skills both in written and spoken English and Urdu.
- Technical knowledge of electrical applications, engineering, and techniques with emphasis in the industrial sector.
- Deal effectively with people, both customers and employees.
- Possess technical skills to deal with complex problems.

POSITION ELEMENTS:

a) Supervision Received

Reports directly to the Deputy Director Customer Relations EC/LM.

b) Available Guidelines

Customer Service Assistant Director - Industrial manual.

c) Exercise of Judgment

Must be able to analyze problems resulting in proposals for solution. Will be responsible for major industrial accounts.

d) Authority to Make Commitments

Has full authority to make commitments to the level authorized by the Deputy Director Customer Relations EC/LM.

e) Nature, Level, and Purpose of Contacts

Regular contacts with customers, equipment suppliers, architects and engineers, and other WAPDA personnel will be necessary in the execution of responsibilities.

f) Supervision Exercised

There is no direct line or functional supervision required.

POSITION TITLE: Assistant Director - Residential/Agricultural (AEB)

GRADE: BPS - 17

BASIC FUNCTIONAL DESCRIPTION:

The Assistant Director - Residential/Agricultural is responsible to the Deputy Director Customer Relations, EC/LM; for initiating and maintaining a close relationship between WAPDA and domestic and small commercial customers; for encouraging efficient and economic use of energy in customer operations; for assisting immediate supervisor in executing policies and procedures.

MAJOR DUTIES AND RESPONSIBILITIES:

- o Serves as designated contact representative for residential/ agricultural (including tubewells) and small commercial accounts through personal calls and by written correspondence to assure quality service to the customer, to advise customer on energy conservation and load management equipment and techniques, to advise customer on power factor correction and tariff application and to resolve customer complaints.
- o Keeps Deputy Director EC/LM (AEB) informed and advised of all activities by prescribed reports as required.
- o Maintains contact with applicable industry allies, including dealers, manufacturers, architects, and contractors whose activities have a bearing on efficient electrical energy use of the customer.
- o Advises the customer in the wise selection, proper sizing, and efficient application of energy consuming appliances and load management techniques.
- o Keeps abreast of assigned customer plans for changes in existing power requirements.
- o Carries out detailed audit of selected groups of all categories of the customers to identify the need for EC/LM and directs the customers to adopt EC/LM techniques to reduce wasteful use of energy and improve the power factor.
- o Cooperates and maintains relationships with other sections of WAPDA as is required to perform job function.
- o Represents WAPDA before outside organizations.
- o Observes safety regulations and ensures their compliance.
- o Undertakes other responsibilities as assigned.
- o Recommends changes in policies and procedures to ensure that EC/LM measures are effective.

BEST AVAILABLE DOCUMENT

DESIRED QUALIFICATIONS:

a) Education

Bachelor's degree in Engineering

b) Prior Work Experience

Minimum of 5 years experience with at least 2 years associated with customer contact or customer relations.

c) Abilities and Skills/Knowledge

- Strong communication skills both in written and spoken English and Urdu.
- Technical knowledge of electrical applications, engineering, and techniques with emphasis in the residential and small commercial sector.
- Strong public speaking skills.
- Deal effectively with people, both customers and employees.
- Possess technical skills to deal with complex problems.

POSITION ELEMENTS:

a) Supervision Received

Reports directly to the Deputy Director Customer Relations, EC/LM.

b) Available Guidelines

Customer Service Assistant Director - Residential (Domestic) manual.

c) Exercise of Judgment

Must be able to analyze problems resulting in proposals for solution. Will be responsible for residential and small commercial accounts.

d) Authority to Make Commitments

Has full authority to make commitments to the level authorized by the Customer Relations EC/LM.

e) Nature, Level, and Purpose of Contacts

Regular contacts with customers, equipment suppliers, architects and engineers, and other WAPDA personnel will be necessary in the execution of responsibilities.

f) Supervision Exercised

There is no direct line or functional supervision required.

POSITION TITLE: Director Planning & Engineering (AEB)

GRADE: SPS-17

BASIC FUNCTIONAL DESCRIPTION:

The Director Planning and Engineering (AEB) is responsible to the Chairman AEB. He administers the policies, practices and procedures of planning and engineering within the AEB by monitoring and controlling the activities of the Dy. Director Planning (AEB) and Dy. Director Mapping and Records (AEB). He also provides functional guidance to the Dy. Director Engineering (Circle) and the Planning Engineer (Division). The planning responsibilities within the AEB include short term and long range planning for all distribution facilities within the AEB to anticipate and provide for system expansion, to ensure efficient, economic operation of the distribution system, and to provide adequate and reliable service to existing consumers. The engineering responsibilities within the AEB include administration of the Work Order System throughout the AEB, the maintenance of technical records, and the administration of the mapping system with its computer center at the AEB.

MAJOR DUTIES & RESPONSIBILITIES:

- Oversees, monitors, and controls the activities of the Dy. Director Planning (AEB) and the Dy. Director Mapping & Records (AEB).
- Provides functional guidance to the Dy. Directors Engineering (Circle) and the Planning Engineer (Div.).
- Reviews and approves or forwards Planning Proposals within the limits of his authority.
- Reviews and approves or forwards Work Orders within the limits of his authority.
- Coordinates planning activities with the Chief Engineer Planning (HQ) as required.
- Coordinates engineering activities with the Chief Engineer Engineering (HQ) as required.
- Recommends to WAPDA HQ changes in policies, practices, procedures, standards and specifications which will result in improvements to the distribution system.
- Oversees all technical activities within the AEB to ensure compliance with WAPDA's technical reports and guidelines.
- Monitors all major projects within the AEB to ensure compatibility with program objectives.
- Keeps management informed on the activities of the planning and engineering functional organization.
- Prepares and monitors the cumulative annual Planning and Engineering budget for the AEB and all of its respective Circles and Divisions.

- Prepares periodic material forecasts for the AED as required by material forecasting procedures.
- Directs and controls the financial and administrative activities related to his subordinate offices.
- Monitors and controls the schedules for preparation of planning proposals and updating distribution maps.
- Controls and supervises the procurement, replacement, and maintenance of necessary equipment and supplies utilized by Planning and Engineering personnel (excluding computer equipment).
- Performs assigned duties in a manner consistent with the WAPDA Safety Program and enforces the program within his area of responsibility.
- Makes performance evaluation, initiates disciplinary action, and approves leave of absence of personnel supervised.
- Assumes all other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS:

a) Education:

Bachelor's degree in the electrical engineering discipline.

b) Prior Work Experience:

Minimum 10 years experience of a technical nature in a major functional area of distribution.

c) Language Proficiency:

Must be fluent in written and spoken Urdu and English and the appropriate regional language.

d) Knowledge of Specific Areas:

- Technical knowledge of distribution system and distribution equipment.
- Knowledge of distribution line construction.
- Knowledge of standards, specifications, guides and safety codes, Electricity Act and Rules made thereunder.

e) Abilities and Skill:

- Knowledge of the Work Order and Mapping systems.
- Strong communication skills in both written and oral form.
- Technical ability to comprehend, evaluate and solve complex problems and develop practical solutions.

POSITION ELEMENTS

a) Supervision Required:

Under general direction of Chairman AEB follows approved policies, criteria and standards.

b) Available Guidelines:

Has available guidelines towards consolidation and collection of data; carrying out circuit analysis on computer/manually of primary circuits; AEB planning guide; WAPDA distribution standards and specifications; Technical Reports; Dist. Protection Program; Mapping Report; Work Order Manual; WAPDA construction standards; Standard Design Instructions (SDIs); Technical Instructions Construction (TICs); Technical Instructions Operation (TIOs) and procedures; long term area improvement plans; engineering service rules; safety codes; financial budgets; approved power system statistics; Electricity Act and Rules made thereunder and any other matter that is required for the performance of his duties.

c) Exercise of Judgment:

Substantial judgement, discretion and professional integrity is required to supervise work and assign personnel.

d) Authority to Make Commitments:

Has authority to make commitments on approved policies, procedures and budgets within the limits as assigned.

e) Nature, Level and Extent of Contact:

Frequent contact with technical management within WAPDA headquarters, Circles and operating divisions to exchange information on job related matters. Contact with public and industry with regard to technical requirements of area development plans and large load requests.

f) Supervision Exercised:

Direct supervision of deputy directors assigned and functional guidance supervision to field personnel assigned in planning section of the divisions.

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Aug 18, 1997

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POSITION TITLE: Deputy Director Planning (AEB)

GRADE: SPS-18

BASIC POSITION DESCRIPTION:

The Deputy Director Planning is responsible to the Director Planning & Engineering (AEB). His functional responsibilities include all aspects of planning at the AEB level, including: collection of data to maintain planning data bases; development of load forecasts; development of planning proposals; preparation of proposals to serve new loads of 500 kW and above; coordination with grid system expansion.

MAJOR DUTIES AND RESPONSIBILITIES:

- * Directs the collection and consolidation of Planning data bases describing the potential for system expansion including urban and rural domestic, commercial, agricultural and industrial consumers.
- * Directs the preparation of short term and medium term load forecasts on small area basis.
- * Directs the implementation of the load research program under guidance from the WAPCA headquarters PMS&E staff.
- * Directs the preparation of planning proposals, based on computer modeled circuit analysis, for system expansion and energy loss reduction, and maintenance of adequate and reliable service to existing consumers.
- * Projects the need for future grid stations based on distribution line performance. Using long term area improvement plans proposes locations for new grid station sites in cooperation with C.E. Planning (HQ).
- * Directs the preparation of plans of service to serve new loads of more than 70 kW. Forwards the plans of service to the appropriate operating division for work order preparation.
- * Directs monitoring of system performance for detection and correction of abnormal operating conditions including inadequate thermal capacity, high energy losses, inadequate voltage profile, and poor reliability.
- * Directs the implementation and then continued use of line protective devices within the AEB including reclosers, sectionalizers, and fuses.
- * Requests modifications in feeder relay settings or electronic control settings from devices. Grid Station Operations as required to accommodate line devices.

- Determines appropriate control settings for line voltage regulators and switched capacitors. Reviews settings and equipment performance as requested by operating division personnel.
- Performs assigned duties in a manner consistent with the WAPDA Safety Program and enforces the program within his area of responsibility.
- Makes performance evaluation, initiates disciplinary action, and approves leave of absence of personnel supervised.
- Assumes all other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS:

a) Education:

Bachelor's degree in electrical engineering.

b) Prior Work Experience:

Minimum 5 years experience in a major functional area of distribution.

c) Language Proficiency:

Must be fluent in written and spoken Urdu and English, and the appropriate regional language.

d) Knowledge of Specific Areas:

- Technical knowledge of distribution systems and equipment involved.
- Knowledge of load forecasting and distribution planning techniques.
- Knowledge of techniques for economic evaluation of planning alternatives.

e) Abilities and Skill:

- Strong communications skills in both written and oral forms.
- Technical ability to comprehend, evaluate and solve complex problems and develop practical solutions.

POSITION ELEMENTS:

a) Supervision Required:

Under general guidance of the Director Planning and Engineering, to follow approved policies, criteria and standards established.

b) Available Guidelines:

Has available Technical reports, Distribution Protection Program, power market survey and load forecasting procedures and planning criteria including requirements of village data base; approved planning policies, procedures and criteria; approved electrical standards; engineering service rules; safety codes; and financial budgets, approved power system statistics.

c) Exercise of Judgment:

Substantial judgement discretion and professional integrity is required to supervise work and assign personnel.

d) Authority to Make Commitments:

Has no particular authority to make commitments.

e) Nature and Purpose of Contact:

Frequent contact with technical management and with Headquarters and divisions to exchange job related matters. Frequent contact on a working level with public agencies such as census bureaus, development authorities, political subdivisions.

f) Supervision Exercised:

Direct supervision of assistant directors and functional guidance supervision to field personnel assigned to planning.

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Jan. 01, 1983

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POSITION TITLE: Assistant Director Planning (AEB)

GRADE: DPS-17

BASIC POSITION DESCRIPTION:

The Assistant Director Planning is responsible to the Deputy Director Planning (AEB). He assists in: preparation of long term area planning proposals; computer modeled circuit analysis of feeders; preparation of proposals to serve new loads of more than 70 kW; coordination with grid system expansion.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assists in the preparation and updating of long term area planning proposals based on load forecasts prepared by the Assistant Director Load Forecasting.
- Performs computer modeled feeder analysis for the preparation of planning proposals for system expansion, energy loss reduction, and maintenance of adequate and reliable service to existing consumers.
- Coordinates and cooperates with the Assistant Director Mapping to obtain data necessary to prepare area improvement plans, and to provide drawings illustrating proposed improvements.
- Assists in determination of locations of proposed grid stations as per the area improvement plans.
- Assists in the preparation of plan of service to serve new loads above 70 kW.
- Assists in the monitoring of system performance for detection and correction of abnormal operating conditions including inadequate thermal capacity, high energy losses, inadequate voltage profile, or poor reliability.
- Assists with the implementation and then continued use of line protective devices within the AEB including reclosers, manual sectionalizing devices, and fuses.
- Assists with the determination of feeder relay settings or electronic control settings to be requested from Grid Station Operations.
- Assists with determination of control settings for line voltage regulators and switched capacitors. Reviews settings as requested by operating division personnel.
- Performs assigned duties in a manner consistent with the WAPDA Safety Program and enforces the program within his area of responsibility.
- Makes performance evaluation, initiates disciplinary action, and approves leave of absence of personnel supervised.

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Assumes all other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS:

a) Education:

Bachelor's degree in the Engineering discipline.

b) Prior Work Experience:

Minimum 3 years experience in a major functional area of distribution.

c) Language Proficiency:

Must be fluent in written and spoken Urdu and English.

d) Knowledge of Specific Areas:

- Technical knowledge of the distribution planning and equipment.
- Knowledge of statistics and economical evaluation of planning alternatives.

e) Abilities and Skill:

- Strong communications skills both in written and oral forms.
- Technical ability to comprehend, evaluate and solve complex problems under guidance of supervisory staff.
- Ability to prepare spread sheets and reports using micro computers.

POSITION ELEMENTS:

a) Supervision Received:

Under general direction of the Deputy Director Rural Planning, follows approved policies, criteria and standards established.

b) Available Guidelines:

Has available: power market survey and load forecasting procedures and criteria approved; planning policies, procedures and criteria approved; electrical standards; engineering service rules; safety codes; and financial budgets, power system statistics.

c) Exercise of Judgement:

Substantial judgement discretion and professional integrity is required to supervise work and assign personnel.

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d) Authority to Make Commitments:

Has no particular authority to make commitments.

e) Nature, Level and Purpose of Contact:

Frequent contact with technical and non-technical personnel of Headquarters and with field personnel to exchange job-related matters.

f) Supervision Exercised:

Direct supervision of estimators, skilled and semi-skilled engineering staff assigned to him and provides functional guidance to field personnel assigned to planning.

"adplng/091/ms"

Jan. 04, 1989

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POSITION TITLE: Assistant Director Load Forecasting (AED)

GRADE: BPS-17

BASIC POSITION DESCRIPTION:

The Assistant Director Load Forecasting is responsible to the Deputy Director Planning (AED). He assists in: collection of data for development of planning data bases; development of load forecasts; implementation of load research program.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assists in the collection and consolidation of planning data bases describing the potential for system expansion including urban and rural domestic, commercial, agricultural, and industrial consumers.
- Continuously updates, planning databases such as the Village Data Base and the Feeder Data Base.
- Develops and updates short term and medium term load and demand forecasts on small area basis.
- Assists in the implementation of the load research program as directed by the WAPDA headquarters PMS&LF.
- Performs assigned duties in a manner consistent with the WAPDA Safety Program and enforces the program within his area of responsibility.
- Makes performance evaluation, initiates disciplinary action, and approves leave of absence of personnel supervised.
- Assumes all other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS:

a) Education:

Bachelor's degree in Electrical Engineering discipline.

b) Prior Work Experience:

Minimum 3 years experience in a major functional area of distribution.

c) Language Proficiency:

Must be fluent in written and spoken Urdu and English, and the appropriate regional language.

d) Knowledge of Specific Areas:

- Technical knowledge of distribution systems and equipment.
- Knowledge of load forecasting techniques.
- Knowledge of statistics and economics.

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e) Abilities and Skill:

- Strong communications skills both in written and oral forms.
- Technical ability to comprehend, evaluate and solve complex problems under guidance of supervisory staff.
- Ability to prepare spread sheets and reports using micro computers.

POSITION ELEMENTS:

a) Supervision Received:

Under general direction of the Deputy Director Planning (AEB), to follow approved policies, criteria and standards established.

b) Available Guidelines:

Has available: power market survey and load forecasting procedures and criteria approved; planning policies, procedures and criteria approved; electrical standards; engineering service rules; safety codes; and financial budgets, power system statistics.

c) Exercise of Judgement:

Substantial judgement discretion and professional integrity is required to supervise work and assign personnel.

d) Authority to Make Commitments:

Has no particular authority to make commitments.

e) Nature, Level and Purpose of Contact:

Frequent contact with technical and non-technical personnel of Headquarters and with field personnel to exchange job-related matters. Frequent contact on a working level with public agencies such as census bureaus, development authorities, and political subdivisions.

f) Supervision Exercised:

Direct supervision of skilled and semi-skilled engineering staff assigned.

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Jan. 04, 1998
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POSITION TITLE: Assistant Director Protection (AEB)

GRADE: BFS-17

BASIC POSITION DESCRIPTION:

The Assistant Director Protection is responsible to the Deputy Director Planning (AEB). He assists in oversight of the Protection Program throughout the AEB.

MAJOR DUTIES AND RESPONSIBILITIES:

- * Assists in the monitoring of system performance for detection and correction of abnormal operating conditions including inadequate thermal capacity, high energy losses, inadequate voltage profile, or poor reliability.
- * Assists with the implementation and then continued use of line protective devices within the AEB including reclosers, sectionalizers, and fuses.
- * Assists with the establishment of feeder relay settings or electronic control settings in cooperation with Grid Station Operations.
- * Monitors and oversees the implementation of the Protection Program within the AEB.
- * Assists the Asst. Director Planning with the design of feeder protection systems.
- * Assists with fault analysis required for protection studies.
- * Liaises with GSO to coordinate line protection and grid station protection.
- * Monitors and responds to the need for training pertaining to the protection system. Arranges training through DTI as required.
- * Provides field personnel with recommendations on maintenance and operating practices.
- * Periodically reviews the Outage Reporting System and recommends priorities for addressing reliability problems within the AEB.
- * Performs assigned duties in a manner consistent with the WAPDA Safety Program and enforces the program within his area of responsibility.
- * Makes performance evaluation, initiates disciplinary action, and approves leave of absence of personnel supervised.
- * Assumes all other duties and responsibilities as assigned.

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DESIRED QUALIFICATIONS:

a) Education:

Bachelor's degree in the Engineering discipline.

b) Prior Work Experience:

Minimum 3 years experience in a major functional area of distribution.

c) Language Proficiency:

Must be fluent in written and spoken Urdu and English.

d) Knowledge of Specific Areas:

Technical knowledge of distribution systems.

e) Abilities and Skill:

- Strong communications skills both in written and oral forms.
- Technical ability to comprehend, evaluate and solve complex problems under guidance of supervisory staff.
- Ability to prepare spread sheets and reports using micro computers.

POSITION ELEMENTS:

a) Supervision Received:

Under general direction of the Deputy Director Planning, follows approved policies, criteria and standards established.

b) Available Guidelines:

Has available: WAFDA Distribution Protection Program, Technical Report T-8, reliability criteria approved; planning policies, electrical standards; engineering service rules; safety codes; and financial budgets, power system statistics.

c) Exercise of Judgment:

Substantial judgement discretion and professional integrity is required to supervise work and assign personnel.

d) Authority to Make Commitments:

Has no effective authority to make commitments.

e) Nature, Level and Purpose of Contact:

Frequent contact with technical and non-technical personnel of Headquarters and with field personnel to exchange job-related matters.

f) Supervision Exercised:

Direct supervision of an assistant assigned to him and provides functional guidance to field personnel involved with protection.

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POSITION TITLE: Deputy Director Mapping, Engineering & Records (AEB)

GRADE: BPS-18

BASIC POSITION DESCRIPTION:

The Deputy Director Mapping, Engineering & Records is responsible to Director Planning & Engineering (AEB). His functional responsibilities include both the distribution mapping system and technical records including the work order system. He is responsible for processing data, revising, copying, and issuing updated maps for the AEB. He has oversight of the mapping system in the circles and divisions to ensure that accurate information is provided in a timely fashion. He is responsible for maintenance of records and preparation of reports pertaining to the work order system and to the make-up and performance of the distribution facilities.

MAJOR DUTIES AND RESPONSIBILITIES:

- o Oversees the distribution mapping system throughout the AEB, working with circle and division personnel to ensure that the system's component parts work together to provide accurately updated maps in a timely fashion.
- o Directly responsible for computer mapping at the AEB where data provided by the respective circles is processed to produce an updated mapping database. Revised prints are issued, copied, and distributed to WAPDA HQ, Circles, and Divisions.
- o Provides periodic reports on mapping activity.
- o Monitors and oversees the work order system within the AEB to ensure that established procedures are properly applied. Provides periodic status reports.
- o Maintains technical records of the performance of the distribution facilities, including feeder loads, reliability performance and voltage checks. Prepares periodic reports and provides data for analysis to WAPDA HQ, AEP Planning, and operating divisions.
- o Responsible for records of installation, maintenance, operating status, and control settings for line devices such as capacitors, voltage regulators, and reclosers. Provides periodic reports as required.
- o Responsible for projects undertaken at the AEB level. Prepares associated IFB's and Bills of Material.
- o Cooperates with Deputy Director Planning (AEP) to provide necessary support including special drawings describing proposed facilities, or specified technical data for analysis from available databases.

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- c Performs assigned duties in a manner consistent with the WAPDA Safety Program and enforces the program within his area of responsibility.
- o Makes performance evaluation, initiates disciplinary action, and approves leave of absence of personnel supervised.
- o Assumes all other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS:

a) Education:

B.Sc. Degree in Electrical (Power) Engineering.

b) Prior Work Experience:

Minimum of 5 years experience in a major functional area of distribution.

c) Language Proficiency:

Fluency in written and spoken English and Urdu and the appropriate regional language.

d) Knowledge of Specific Fields:

- Knowledge of distribution systems and the equipment involved.
- Knowledge of distribution construction.
- Knowledge of standards, guides, procedures, specifications and safety code.

e) Abilities and Skill:

- Strong communication skills both in written and oral form.
- Technical ability to comprehend, evaluate and solve engineering problems.

POSITION ELEMENTS:

a) Supervision Received:

Under general direction of the Director Planning and Engineering, follows approved policies, criteria and standards.

b) Available Guidelines:

Has available planning policies, procedures and criteria approved, Dist. Mapping Report, Technical Reports, Work Order System Manual, electrical standards, engineering service rules, safety code, and financial powers.

c) Exercise of Judgment:

Substantial judgment, discretion and professional integrity is required to supervise work and assign personnel.

d) Authority to Make Commitments:

Has authority to make commitments on approved policies, procedures and budgets within the limits as assigned.

e) Nature, Level and Purpose of Contact:

- Frequent contact with technical management within WAPDA headquarters and field personnel to exchange information on job-related matters.
- Keeps liaison with line design, construction operation and maintenance functions to know field problems. When directed shall assist in preparation of Invitation for Bids (IFBs) and technical evaluation of bids for distribution equipment and materials.

f) Supervision Exercised:

Direct supervision of Assistant Directors assigned to him and functional guidance supervision to field personnel assigned to distribution system mapping, data collection, assets records keeping and updating activities.

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POSITION TITLE: Assistant Director Engineering & Records - AEB

GRADE: DPS-17

BASIC POSITION DESCRIPTION:

The Assistant Director Engineering & Records is responsible to the Deputy Director Mapping & Records. He assists in maintaining records on the Work Order system to provide accounting information required by Finance. Also maintains records on the operating status and performance of the distribution facilities.

MAJOR DUTIES AND RESPONSIBILITIES:

- o Collects feeder load voltage, and reliability performance data from the operating divisions through the Circle offices. Prepares periodic reports and provides data for analysis to WAFDA HQ, AEB Planning, and operating divisions.
- o Ensures accuracy and completeness of Work Order records and prepares periodic reports and summaries.
- o Maintains records and prepares status reports for planning proposals and associated Work Orders.
- o Reviews and assists with preparation of IFB's and Bills of Materials for projects undertaken at AEB levels.
- o Maintains records of installation, maintenance, operating status, and control settings for line devices such as capacitors, voltage regulators, and reclosers.
- o Provides direction to Circle and Division personnel for proper preparation of work order documents.
- o Performs assigned duties in a manner consistent with the WAFDA Safety Program and enforces the program within his area of responsibility.
- o Makes performance evaluation, initiates disciplinary action, and approves leave of absence of personnel supervised.
- o Assumes all other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS:

a) Education:

B.Sc. in electrical engineering.

b) Prior Work Experience:

Three years related experience with any public or private organization.

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c) Language Proficiency:

Fluency in written and spoken English, Urdu and the appropriate regional language.

d) Knowledge of Specific Fields:

- Knowledge of Work Order System;
- Technical knowledge of distribution systems and the equipment involved. Knowledge of assets record keeping; knowledge of distribution construction standards; Standard Design Instructions (SDIs); Technical Instructions Construction (TICs).

e) Abilities and Skill:

- Strong communication skills both in written and oral form.
- Technical ability to comprehend, evaluate and solve engineering problems.

POSITION ELEMENTS:

a) Supervision Received:

Under general direction of the Deputy Director Mapping & Records, follows approved policies, criteria and standards.

b) Available Guidelines:

Has available planning policies, procedures, criteria, standards, engineering service rules and safety code.

c) Exercise of Judgment:

Substantial judgment, discretion and professional integrity is required to supervise work and assign personnel.

d) Authority to Make Commitments:

Has no particular authority to make commitments.

e) Nature, Level and Purpose of Contact:

Frequent contact with technical management within WAPDA headquarters and field personnel to exchange information on job-related matters.

f) Supervision Exercised:

Functional guidance supervision to personnel assigned to him for maintaining distribution system records.

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POSITION TITLE: Assistant Director Mapping (AEB)

GRADE: BPS-17

BASIC POSITION DESCRIPTION:

The Assistant Director Mapping is responsible to the Deputy Director Mapping & Records (AEB). He assists in overseeing computer operations to update and maintain distribution maps.

MAJOR DUTIES AND RESPONSIBILITIES:

- Oversees the updating of the computer mapping database and ensures that data entries accurately reflect information provided by the Circle offices. Also ensures that data such as node numbers are entered so as to facilitate planning studies.
- Provides prints of updated maps to the Director Mapping & Records (HQ), Assistant Director Mapping (Circle), and Supervisor Technical Records (Division) as well as maintaining an up to date file within the AEB.
- Provides a magnetic disk with the PC Feeder Analysis update to the Deputy Director Engineering (Circle) and Planning Engineer (Division)
- Provides WIDGIT file update to Director Mapping & Records (HQ).
- Supervises digitizing assistants during the assigned shift to perform necessary updating of the database.
- Cooperates with Management Services personnel to ensure proper operation of computer facilities on a continuous basis.
- Maintains records on the status of map updating and prepares periodic reports.
- Provides special drawings as requested to illustrate proposed facilities.
- Performs assigned duties in a manner consistent with the WAPDA Safety Program and enforces the program within his area of responsibility.
- Makes performance evaluation, initiates disciplinary action, and approves leave of absence of personnel supervised.
- Assumes all other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS:

a) Education:

Bachelor's degree in Electrical Engineering.

b) Prior Work Experience:

Minimum 3 years experience in a major functional area of Distribution.

c) Language Proficiency:

Must be fluent in written and spoken Urdu, English and the appropriate regional language.

d) Knowledge of Specific Areas:

- Knowledge of power distribution system.
- Knowledge of surveying and mapping.
- Knowledge of distribution construction standards.
- Knowledge of safety codes.

e) Abilities and Skill:

- Strong communication skills both in written and oral form.
- Ability to comprehend, evaluate and solve engineering problems.

POSITION ELEMENTS:

a) Supervision Received:

Under general direction of the Deputy Director Mapping & Records, follows approved policies, procedures, criteria and standards.

b) Available Guidelines:

Has available planning policies, procedures, criteria, standards, engineering service rules and safety code.

c) Exercise of Judgement:

Substantial judgement and professional integrity is required.

d) Authority to Make Commitments:

Has no particular authority to make commitments.

e) Nature, Level and Purpose of Contact:

Frequent contact with technical and non-technical personnel of Headquarters and with field personnel to exchange job-related matters.

(1) Supervision Exercised:

Direct supervision of estimators, skilled and semi-skilled engineering staff assigned to him in survey and drafting sections.

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POSITION TITLE: Director Construction, Maintenance & Operation (AEB)

GRADE: EPS-19

BASIC FUNCTIONAL DESCRIPTION

The Director Construction, Maintenance and Operation is responsible to the Chairman AEB. His functions include promulgation, dissemination and field monitoring of approved distribution standards policies and procedures to maintain the integrity and continuity of the distribution system for the satisfaction of customers and protection of plant investment. He is also responsible for the implementation of the load shedding program within the AEB.

He directs and controls the activities of field units dealing with the repair and testing of meters and line distribution equipment within the AEB. He also directs and coordinates the activities of the XEN Civil Works.

MAJOR DUTIES AND RESPONSIBILITIES

- Directs the investigation and analysis of operating conditions to verify and improve performance of feeders as well as equipment reliability.
- Directs and coordinates implementation of operating instructions for communications equipment used for coordination of distribution work.
- Reviews, organizes and directs implementation of work order procedures for construction.
- Directs and coordinates implementation of operating instructions for protective and control devices installed on distribution lines for coordinated sectionalizing and protection.
- Provides functional assistance and guidance to the Circles and Divisions within the AEB.
- Recommends and directs facility maintenance schedules, test methods and monitoring frequency.
- Directs the implementation of the load shedding program within the AEB.
- Coordinates WAPDA Safety Program and enforces safety policies and practices.
- Directs the implementation of construction methods and techniques for installation of voltage regulators, capacitors, circuit reclosers, sectionalizers and other distribution network equipment.
- Coordinates construction policies, standards, designs, practices, procedures, instructions and guidelines to ensure safe and reliable construction of the power distribution system.

- Directs and coordinates field monitoring of the construction, maintenance and operation activities in the Division and Circles.
- Directs and coordinates field monitoring of the donor agency funded projects.
- Directs and coordinates the activities of XEM Civil Works within the AEB.
- Directs and coordinates the activities of the P.C. Pole Plant(s) through XEM Civil Works within the AEB.
- Directs and coordinates the activities of meter test laboratory(ies) and distribution equipment repair shop(s) within the AEB.
- Coordinates and directs the acquisition of data for the AEB distribution system database including construction equipment.
- Assists in preparation of AEB budget for construction, operation and maintenance.
- Makes performance evaluation, recommends promotions, transfers, disciplinary action, and leave of absence of the staff assigned.
- Assumes other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS

a) Education

Bachelor's degree in the engineering discipline preferably with a major in electric power.

b) Prior Work Experience

Minimum of 10 years in a major functional area of Distribution System.

c) Language Proficiency

Must be fluent in written and spoken English and Urdu.

d) Knowledge of Specific Areas

- Technical knowledge of the distribution and utilization of electric energy and the equipment involved in the construction, maintenance and operation of a power distribution network.
- Necessary knowledge and experience to handle administrative problems.
- Knowledge of office procedure.

a) Abilities & Skills

- Strong communication skill in both written and oral form.
- Ability to comprehend, evaluate and solve problems.
- Ability to lead, motivate and to exercise human relationship.

POSITION ELEMENTS

a) Supervision Received

Under general direction of Chairman AEB, follows approved policies, criteria, designs and standards established.

b) Available Guidelines

Has available planning policies, procedures and criteria, approved electrical designs and standards, safety code and procedures.

c) Exercise of Judgment

Substantial judgment, discretion, initiative and professional integrity is required to monitor and coordinate work in the Circles.

d) Authority to Make Commitments

Has authority to make commitments on approved policies and procedures within the assigned limits.

e) Nature, Level & Purpose of Contact

Frequent contact with technical management within WAPDA Headquarters and AEB to exchange information and ideas on job related matters.

f) Supervision Exercised

Monitoring and supervision of all construction, operation and maintenance activities being carried out by the Circles and Divisions under the jurisdiction of the AEB.

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POSITION TITLE: Deputy Director Construction (AEB)

GRADE DPS-18

BASIC FUNCTIONAL DESCRIPTION

The Deputy Director Construction is responsible to the Director Construction, Maintenance & Operation. His functions include monitoring and coordinating all the construction activities carried out by the circles and divisions in accordance with approved standards, policies and procedures. These activities include extensions, additions, relocation and removal in the distribution system and replacement and repairs of the construction equipment.

MAJOR DUTIES AND RESPONSIBILITIES

- Provides general guidelines and functional directions for Circles and Divisions construction staff.
- Coordinates and monitors the application of the approved construction standards, policies, practices, procedures and instructions.
- Coordinates and monitors activities of the Distribution construction section of the AEB.
- Coordinates and monitors activities of contractors employed on the distribution system of the AEB.
- Organizes construction Work Order procedures, coordinates and monitors construction schedules.
- Coordinates utilization of construction equipment.
- Coordinates and defines procedures and guidelines for safe work practice during the construction activities.
- Coordinates and provides field monitoring for the donor agency funded projects being constructed in the AEB.
- Assists the Director Construction, Maintenance & Operation in preparation of the department's budget, obtains approval for construction expenditure within approved financial limits.
- Participates in the establishment of a distribution system data base including construction system inventory control and construction equipment maintenance schedule.
- Makes performance evaluation, recommends changes in salaries, promotion, demotion, transfers, disciplinary action, leave of absence, hiring and release of personnel supervised and approves the same for lower levels of management.
- Assumes other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS

a) Education

Bachelor's degree in the engineering discipline preferably with a major in electric power.

b) Prior Work Experience

Minimum of 5 years in a major functional area of Distribution System.

c) Language Proficiency

Must be fluent in written and spoken English and Urdu.

d) Knowledge of Specific Areas

Technical knowledge of the distribution and utilization of electric energy and the equipment involved. Should be familiar with construction methods and procedures for different types of distribution equipment as well as with protection and communication equipment.

e) Abilities & Skills

Strong communication skills in both written and oral form. Technical ability to comprehend, evaluate and solve problems and develop solutions.

POSITION ELEMENTS

a) Supervision Received

Under general direction of Director Construction, Maintenance & Operation, follows approved policies, criteria, designs and standards established.

b) Available Guidelines

Has available planning policies, procedures and criteria, approved electrical standards, safety code and financial budgets.

c) Exercise of Judgment

Adequate judgment, discretion and professional integrity is required to supervise and monitor the construction activities under the jurisdiction of the AEB.

d) Authority to Make Commitments

Has authority to make commitments on approved policies and procedures within the assigned limits.

a) Nature, Level & Purpose of Contact

Frequent contact with technical management within the AEB and the circles and divisions under the jurisdiction of the AEB.

(1) Supervision Exercised

Monitoring and functional supervision of all construction activities being carried out by the Circles and Divisions under the jurisdiction of the AEB.

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POSITION TITLE: Deputy Director Maintenance & Operation (AEB)

GRADE: EFS-18

BASIC POSITION DESCRIPTION:

The Deputy Director Maintenance & Operation is responsible to the Director Construction, Maintenance & Operation. His functions include monitoring and coordinating all the maintenance and operation activities carried out by the circles and divisions in accordance with approved policies and procedures. These activities include maintenance for the integrity of the distribution system lines and equipment, its replacements and repairs, and operation of the system in a safe and continuous manner including implementation and monitoring of the load shedding programs within the AEB.

MAJOR DUTIES AND RESPONSIBILITIES

- Assists the Director Construction, Maintenance & Operation in implementing procedures and methodology for working on HT/LT overhead lines and equipment, underground cables and communication equipment. Assists on various distribution system analyses including operating conditions, faults and outages, and load levels.
- Provides general guidelines and directions for circles and divisions Maintenance and Operation staff.
- Ensures implementation and monitoring of the load shedding program within the AEB.
- Coordinates and monitors the dissemination and application of the approved Maintenance and Operation policies, standards, practices, procedures and instructions for ensuring the safe and reliable operation of power distribution lines and equipment as well as communication and metering equipment within the divisions and subdivisions of the AEB.
- Holds responsibility for coordinating, defining procedures and guidelines and its application for the safety of personnel and equipment, within the jurisdiction of the AEB.
- Coordinates and monitors activities of the distribution Maintenance and Operation section within the AEB.
- Coordinates and monitors Maintenance and Operation schedules.
- Coordinates utilization of Maintenance and Operation equipment.
- Assists the Director Construction, Maintenance and Operation in preparation of the AEB Maintenance and Operation budget.

Obtains approval for emergency repairs and replacements within approved financial limits.

Participates in the establishment of a distribution system data base including Maintenance and Operation equipment maintenance schedule.

Makes performance evaluation, initiates disciplinary action and recommends/approves leave of personnel supervising.

Assumes other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS

1) Education

Bachelor's degree in the engineering discipline preferably with a major in electric power.

2) Prior Work Experience

Minimum of 5 years in a major functional area of Distribution System.

3) Language Proficiency

Must be fluent in written and spoken English and Urdu.

4) Knowledge of Specific Areas

Technical knowledge of the distribution and utilization of electric energy and the equipment involved. Should be familiar with operating methods and procedures for different types of equipment as well as with protection and communication equipment.

5) Abilities & Skills

Strong communication skills in both written and oral form. Technical ability to comprehend, evaluate and solve problems and develop solutions.

POSITION ELEMENTS

1) Supervision Received

Under general direction of Director Construction, Maintenance and Operation, follows approved policies, criteria, designs and standards established.

2) Available Guidelines

Has available maintenance and operation policies, procedures and criteria, approved electrical standards, safety code and financial budgets.

) Exercise of Judgment

Adequate judgment, discretion and professional integrity is required to supervise and monitor the activities under the jurisdiction of the AEB.

) Authority to Make Commitments

Has authority to make commitments on approved policies and procedures within the assigned limits.

) Nature, Level & Purpose of Contact

Frequent contact with technical management within the AEB and the circles and divisions under the jurisdiction of the AEB.

) Supervision Exercised

Monitoring and supervision of all maintenance and operation activities being carried out by the Circles and Divisions under the jurisdiction of the AEB.

POSITION TITLE Regional Director Inventory Control (AEB)

GRADE SP5-17

BASIC FUNCTIONAL DESCRIPTION

The Regional Director Inventory Control (AEB) is administratively responsible to the Chairman AEB and functionally responsible to the General Manager Purchasing and Inventory Control. The Regional Director Inventory Control is responsible for implementing the Inventory policies and procedures in the AEB, and administrative control of the staff of the stores within an AEB.

MAJOR DUTIES AND RESPONSIBILITIES

Implementation of Inventory and Procurement procedures approved by the Authority.

Responsible for all issues related to inventory management within AEB and to keep the General Manager PMIC/Chairman AEB advised on all above issues.

Responsible for keeping liaison with the HQ Material Purchasing and Control for the demand and supply of material for AEB.

Responsible for keeping liaison with the Engineering, planning and field organization regarding annual material requirements of AEB.

Responsible for transferring material from store to store within an AEB as directed by Chairman AEB or his designee.

Responsible for the tendering and issuance purchase orders for the purchase of decentralized/non-catalogue material and petty items as required by Chairman AEB upon approval of competent authority.

Responsible for keeping up-to-date inventory of disposal material and to inform the Deputy General Manager Stores Surveillance (Director Disposal) of the status of such material.

Analysis of the inventory control activities and preparation of periodic reports required by the General Manager Purchasing and Inventory Control and Chairman AEB.

Preparation of performance evaluations and the recommendation of salary changes, promotions, demotions, transfers, disciplinary actions, leave of absence, hiring and release of persons supervised and approval of documents prepared by subordinates.

Assumes other duties and responsibilities as assigned by Chairman AEB and or General Manager Purchasing and Inventory Control.

Insures that appropriate training programs are available for his entire staff and their skills are properly utilized.

DESIRED QUALIFICATIONS

a) Education

Bachelor's degree in Business Administration, Engineering or related field.

b) Prior Work Experience

Minimum of eight years experience in Purchasing and Inventory Control or related field and a minimum of three years in supervisory capacity.

c) Language Proficiency

Must be fluent in written and spoken English and Urdu.

d) Knowledge in Specific Areas

- Knowledge of management principles and supervisory skills and a thorough understanding of procurement and inventory procedures.
- Knowledge of distribution material and material specifications.
- Knowledge of computer operation.

e) Abilities and Skills

- Skills in communicating with others in both written and spoken Urdu and English.
- Ability to organize, analyze, interpret and evaluate general problems concerning the material procurement, distribution and disposal functions.
- Ability to understand complex problems and develop practical solutions.

POSITION ELEMENTS

Supervision Received

Directions are received from Chairman AEB for the procurement, storage and distribution of material. Functional direction is received from General Manager Purchasing and Inventory Control regarding approved departmental and personnel administrative policies and procedures.

Available Guidelines

Has available Purchasing and Stores Procedures Manual, including material planning and control procedures, approved by the Authority.

c. Exercise of Judgment

Required to exercise sound judgment and arrive at sound decisions on a wide range of materials management problems. Recommendations to the Chairman AEB, General Manager Purchasing and Inventory Control are expected to be detailed, accurate and in the overall best interest of WAPDA.

d. Authority to Make Commitments

Has full authority to commit the Authority within the limits of the established financial powers of a Director.

e. Nature, Level and Purpose of Contacts

Frequent written and oral contact with various officials throughout WAPDA, concerning materials procurement, control and disposal, are required to carry out the duties and responsibilities of this position.

f. Supervision Exercised

Directly supervises the Deputy Director - Stores Operations (AEB), Deputy Director Purchasing (AEB), and Regional, Field and Remote Stores Managers and through them, has management and supervisory responsibility for the material procurement, control and disposal functions.

POSITION DESCRIPTION Deputy Director Purchasing (ACB)

GRADE BPS-19

ASIC POSITION DESCRIPTION

The Deputy Director Purchasing is responsible to the Regional Director Inventory Control for the implementation and administration of policies, procedures and systems for the purchase of decentralized materials for the Area Board.

MAJOR DUTIES AND RESPONSIBILITIES

Responsible for purchasing decentralized materials required for the Area Board in accordance with the approved policies, procedures and systems.

Insures that materials purchased are in accordance with the approved WAPDA distribution standards and specifications.

Responsible for processing of purchasing documents including floating of tenders; opening of tenders; scrutiny and evaluation of bids; establishing delivery schedules; securing proper expenditure approval and issuing the purchase orders.

Insure timely inspection and delivery of materials.

Handles problems with suppliers regarding delivery schedules; replacement of defective and sub-standard materials; cases of liquidated damages and cancellation of purchase orders.

Coordinates with the Deputy Director Material Inventory Control to insure the materials due from suppliers are received in time and if required, expedite them.

Prepares performance evaluations of his staff and recommends disciplinary actions and leave of absence.

Responsible for the implementation and administration of the WAPDA safety program and the enforcement of safety policies.

REQUIRED QUALIFICATIONS

Education

Bachelor's degree in Business Administration, or Electrical Engineering.

Prior Work Experience

Minimum 3 years experience of Purchasing.

c) Language Proficiency

Must be fluent in written and spoken English and Urdu.

d) Knowledge in Specific Areas

- Knowledge of management principles and supervisory skills and a thorough understanding of Purchasing procedures and contracts.
- Basic understanding computer knowledge.

e) Abilities and Skills

- Skills in communicating with others in both written and spoken Urdu and English.
- Ability to prepare, analyze, interpret, evaluate tender documents and contract matters concerning the procurement of materials.

POSITION ELEMENTS

1. Supervision Received

Directions are received from the Regional Director Inventory Control regarding approved policies and procedures for the purchasing functions and personnel administrative policies.

2. Available Guidelines

Has available Purchasing and Stores Procedures Manual, including purchasing procedures, approved by the Authority.

3. Exercise of Judgment

Required to exercise sound judgment and arrive at sound decisions on a wide range of procurement problems and tender evaluations. Recommendations to the Regional Director Inventory Control and Chairman Area Electricity Board are expected to be detailed, accurate and in the overall best interest of WAPDA.

4. Authority to Make Commitments

No Financial authority.

5. Nature, Level and Purpose of Contacts

Frequent written and oral contact with various officials throughout WAPDA, concerning procurement of Decentralized Materials are required to carry out the duties and responsibilities of this position.

6. Supervision Exercised

Not applicable.

POSITION DESCRIPTION Deputy Director Inventory Control (AEB)

GRADE BPS-18

BASIC POSITION DESCRIPTION

The Deputy Director Inventory Control is responsible to the Regional Director Inventory Control for the implementation and administration of policies, procedures, systems and practices for stores operations, surveillance and material control.

MAJOR DUTIES AND RESPONSIBILITIES

- o Responsible for keeping himself well informed about the annual development plans; current and anticipated projects; maintenance requirements and seasonal requirements of materials.
- o Responsible for implementation, monitoring and operation of the Computerized Store Inventory System at each store within the AEB.
- o Ensure that all exception reports generated by the Computerized Store Inventory System are resolved in a timely manner and the appropriate corrections are entered into the computer prior to the end of the next processing period.
- o Planning annual requirement of centralized and decentralized items of Stores and tools and plant.
- o Responsible for transferring material from store to store within the Area Board as determined by Chairman AEB.
- o Responsible for the determination and review of maximum and minimum stock levels in all stores in the region and ensure that adequate stocks of materials are made available in each store.
- o Responsible for expediting supplies of materials from Purchase organisation to meet requirements of the region.
- o Prepares inventory reports for the Area Board. Analyzes the inventory activities of the region and advises Director - Inventory Control of the changes of consumption pattern, if any.
- o Responsible for expediting the disposal of disposable materials.
- o Maintain daily, weekly and monthly Store balance of Regional and Field Stores.
- o Ensures that adequate covered and yard storage space is made available for all stores.
- o Responsible for proper storage, layout, stacking and utilization of available storage space in each store and good housekeeping practices are being followed.
- o Ensures that adequate material handling equipment and transport are available in each store.

DESIRED_QUALIFICATION

a) Education

Bachelor's degree in Business Administration, or Electrical Engineering.

b) Prior_Work_Experience

Minimum of 3 years experience in Purchasing and Stores.

c) Language_Proficiency

Must be fluent in written and spoken English and Urdu.

d) Knowledge_in_Specific_Areas

- Knowledge of management principles and supervisory skills and a thorough understanding of Stores Operations, Surveillance and Monitoring.
- Knowledge of data processing equipment and Computerized Stores Inventory System.

e) Abilities_and_Skills

- Skills in communicating with others in both written and spoken Urdu and English.
- Ability to organize, analyze, interpret, evaluate and solve general problems concerning the Material Storage and Warehouse Operations.

POSITION_ELEMENTS

a. Supervision_Received

Directors are received from the Regional Director Inventory Control regarding approved policies and procedures for Stores Operations functions and personnel administrative policies.

b. Available_Guidelines

Has available Purchasing and Stores Procedures Manual, including Stores Operation, Surveillance and Monitoring.

c. Exercise_of_Judgement

Required to exercise sound judgement and arrive at sound decisions on a wide range of Warehousing problems. Recommendations to the Regional Director Inventory Control and Chairman Area Electricity Board are expected to be detailed, accurate and in the overall best interest of WAPDA.

d. Authority_to_Make_Commitments

No Financial Powers.

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e. Nature, Level and Purpose of Contacts

Frequent written and oral contact with various officials throughout the AEB, concerning Stores Operations are required to carry out the duties and responsibilities of this position.

f. Supervision Exercised

Not applicable.

POSITION TITLE Executive Engineer (Civil Works)
GRADE BFS:18
DEPARTMENT AEB

BASIC FUNCTIONAL DESCRIPTION

The Executive Engineer - Civil Works is responsible to the Director Construction, Maintenance & Operations for the preparation of annual building construction and maintenance programme, its budgeting, planning, designing and execution. He executes his works according to approved policies, procedures and budgets. Directs and controls the work of Contractor through SDO Pole Plant for the production of PC Poles.

MAJOR DUTIES AND RESPONSIBILITIES

- Ensures construction of new offices, residences, and colonies for AEB as per approved construction programmes.
- Obtains administrative approvals and technical sanctions from the competent authority.
- Prepares estimates for all civil works in AEB and gets these sanctioned by the competent authority.
- Calls for tenders for those works for which estimates have been sanctioned and funds allotted.
- Prepares completion drawings and completion reports for works completed under his charge.
- Explains excess expenditure over sanctioned estimate in accordance with the rules.
- Arranges annual repair and maintenance of all office and residential buildings belonging to AEB.
- Maintains standard measurement books for AEB buildings for facilitating annual repairs.
- Assists in the acquisition of private buildings for use as offices and staff residences as per WAFDA procedures.
- Directs and controls the work of contractor through SDO Pole Plant for the production of PC Poles in order to ensure that the contractor manufactures PC Poles according to the WAFDA Standards and meets the production target.
- Ensures that the contractor manufactures PC poles according to the WAFDA Standard and meets the production target.

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- Selects and recommends contractors for prequalification for manufacture of PC poles and assists in the preparation of production contract.
- Responsible for the Administration of the WAPDA Safety Program and the enforcement of the safety policies and practices.
- Assumes any other responsibilities assigned by the Director CMD.
- Makes performance evaluation, initiates disciplinary action and recommends leave of absence of personnel supervised.

DESIRED QUALIFICATIONS

a. Education

Bachelor's degree in Civil Engineering.

b. Prior Work Experience

8 years experience of executing civil works as Assistant Engineer.

c. Language Proficiency

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas

- Knowledge of management principles, departmental policies and procedures.
- Knowledge of building construction techniques and materials.
- Knowledge of the methods used to motivate employees.

e. Ability and Skills

- Ability to enforce specifications of workmanship as well as materials.
- Ability to understand problems and develop practical solutions.
- Ability to understand and evaluate the recommendations of subordinates particularly those with financial implications.

POSITION ELEMENTS

a. Supervision Received

Receives functional guidance from the Director Construction, Maintenance & Operation.

b. Available Guide Lines

Policies and procedures issued by Power Distribution Wing of WAPDA and AEB.

c. Exercise of Judgment

Exercises sound judgment and arrives at correct decisions in execution of his works, incurrence of expenditure and disposal of contractor's claims etc.

d. Authority to Make Commitments

Has full authority within the limits and approved policies and procedures governing general services and land management.

e. Supervision Exercised

Directly supervises the work of his sub-divisional officers and through him has overall management and supervisory responsibility for execution of office.

XENCIVIL/TARI

POSITION TITLE S.D.O. Civil Works

GRADE DPS:17

DEPARTMENT AEB

BASIC FUNCTIONAL DESCRIPTION

The S.D.O. Civil Works is responsible to the Executive Engineer Civil Works for execution of civil engineering works that are approved in the annual development program of the AEB for which sufficient funds have been allocated. He is responsible for the execution of deposit works. He has to ensure that detailed estimates are sanctioned by the competent authority before starting any work. He is also responsible for the correctness of all measurements recorded or checked by him and that the work measured is according to the prescribed specifications. He has also to ensure that the stores in his charge or in the charge of his subordinates are properly kept, utilized and accounted for.

MAJOR DUTIES AND RESPONSIBILITIES

- o Undertakes construction of new offices, residences and colonies for AEB as per orders of the competent authority.
- o Responsible for supervising the quality of construction work as per approved specifications and drawings.
- o Controls the execution of works so that sanctioned estimates are not exceeded and if this cannot be helped then to prepare a revised estimate with justification and forward it to higher authorities for sanction.
- o Responsible for guarding against misuse or pilferage of UAFDA stores in his charge.
- o Responsible for exercising, as per rules in force, check over the correctness of measurements pertaining to works under his charge on the basis of which payments are made to the contractors.
- o Responsible for getting non-schedule rates sanctioned before hand by working out detailed analysis.
- o Responsible for controlling the execution of works under his charge in such a way that claims are not put up by the contractors.
- o Responsible for executing the works as per approved time schedules and that all unnecessary delays in execution of works are avoided.
- o Supervises the execution of civil engineering works by the Divisional and Circle office staff.
- o Any other job assigned by Executive Engineer Civil Works.

DESIRED QUALIFICATIONS

a. Education

Bachelor Degree in Civil Engineering.

b. Prior Work Experience

A minimum of 3 years experience in execution of civil works as Assistant Engineer.

c. Language Proficiency

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas

- Knowledge of building construction techniques and materials.
- Knowledge of the contract agreement and specifications.

e. Ability and Skills

- Ability to enforce specifications of materials and workmanship.
- Ability to understand implications of contractor claims.
- Ability to work within sanctioned estimates and rates.

POSITION ELEMENTS

a. Supervision Received

Receives functional guidance from Executive Engineer, Civil Works.

b. Available Guide Lines

Approved specifications, schedule of rates, and departmental procedures are available for guidance.

c. Exercise of Judgment

Exercises sound judgment and arrives at correct decisions in execution of his works, incurrence of expenditure and disposal of contractor's claims.

d. Authority to Make Commitments

Has full authority within the limits and approved policies and procedures governing general services and land management.

e. Supervision Exercised

Directly supervises the work of office staff posted under him and field staff for execution of works.

SDQREB/TARI

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POSITION TITLE: S.D.O. (Civil) P.C. Pole Plant

GRADE: DPS-17

BASIC FUNCTIONAL DESCRIPTION:

The SDO (Civil) P.C. Pole Plant is responsible to the Executive Engineer Civil Works for the management of the P.C. pole plant. He is also responsible for the inspection of P.C. poles at various stages of production by the contractor to ensure quality, verification of contractor bills and estimates etc.

MAJOR DUTIES AND RESPONSIBILITIES:

- Ensures that contractor operates and manufactures the P.C. poles in accordance with WAPDA standard and meets the production target.
- Ensures quality through inspection of P.C. poles at various stages of production by the contractor.
- Arranges issue of P.C. poles to AED stores according to the schedule issued from the office of the Director CM&O.
- Checks estimates and verifies bills submitted by the contractor.
- Ensures that contractor is paid for his work as per contract.
- Ensures that contractor hands over the plant in a fully serviceable and working condition on completion of his contract.
- Prepares and submits weekly/fortnightly/monthly progress reports and other statements as and when required.
- Prepares demands for the supply of P.C. wire and porzite (chemical) for issue to the contractor for manufacture of P.C. Poles.
- Directs and controls WAPDA staff assigned to the plant for the supervision, inspection and administration.
- Assists in the selection of contractors for prequalification for the manufacture of P.C. poles.
- Assists in the preparation of the contract for the manufacture of P.C. poles at the plant.
- Assists in the preparation of annual operation and maintenance budget for his activities.
- Implements the enforcement of WAPDA Safety Program, policies and practices.
- Develops and advises on training programs for training of his staff.

- Makes performance evaluation, recommends leave of absence, and release of personnel supervised.
- Assumes other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS:

a) Education

Bachelor's degree in Civil Engineering discipline.

b) Prior Work Experience

Minimum of 3 years experience in prestressed concrete and civil works.

c) Language Proficiency

Good in written and spoken English and Urdu.

d) Knowledge of Specific Areas

Technical knowledge of the area of prestressed concrete production and quality control.

e) Abilities and Skills

- Good communication skills in both written and oral form.
- Technical ability to comprehend, evaluate and solve problems.
- Administrative skills to deal with his staff and contractors personnel.

POSITION ELEMENTS

a) Supervision Received

Under general direction of the Executive Engineer Civil Works, follows approved policies, practices, criteria and standards established.

b) Available Guidelines

Has available WAPDA's policies, procedures, engineering standards, service rules, and safety code.

c) Exercise of Judgment

Adequate judgment, discretion and professional integrity is required to supervise in dealing with his staff and contractor and his personnel.

d) Authority to Make Commitments

Has no authority to make commitments with the contractor employed for the production of P.C. poles.

e) Nature, Level and Purpose of Contact

Contact with the personnel of P.C. pole plant and contractor.

f) Supervision Exercised

Direct supervision of personnel assigned.

POSITION TITLE: Executive Engineer Meters and Equipment

GRADE: DPS-19

BASIC FUNCTIONAL DESCRIPTION:

The Executive Engineer Meters and Equipment will be responsible to the AEB Director Construction, Maintenance & Operation for the direction, monitoring and control of central meter and equipment repair and testing workshops and any additional facilities. He will ensure that these activities perform efficiently and comply with WAPDA standards, policies, procedures and practices and achieve targets as set from time to time. He will be responsible for the installation of testing of MDI's and connections involving load from 500 KW and above. He will advise the operating divisions on matters relating to repair, testing of meters, line and communication equipment. He will also oversee the activities of the field team/s responsible for the installation and testing of the MDIs at site for 70 KW to 500 KW load.

MAJOR DUTIES AND RESPONSIBILITIES:

- Ensures that meter and equipment shops under his control are managed efficiently to complete the assigned tasks and produce quality production.
- Directs and monitors the work of Field Team/s responsible for the installation and testing of MDIs at site for connections having load from 70 KW to 500 KW.
- Ensures that his supervisors implement approved standards, procedures and practices relating to the testing, servicing and repair of meters and equipment in their workshops.
- Coordinates and schedules the allocation of new meters for issue to Field Stores for distribution to the Operation Divisions.
- Ensures that supervisors in charge of workshops prepare and submit through him for procurement, the material requirements for the repair and servicing of meters and equipment in accordance with the WAPDA procurement procedures.
- Prepares annual operation and maintenance budgets for his meter and equipment workshops and for field teams.
- Supervises the installation and testing of MDI's for connections having load 500 KW and above.
- Provides direction and guidance to his supervisors in the preparation of requisitions for purchase, replacement, repair and maintenance of workshop tools, instruments and test equipment, within the limits of management policy and authorization.
- Participates in programs to prevent tampering of energy meters and measuring equipment through unauthorized use.

- Assists in development of more efficient methods and practices for improving distribution measurement equipment, with adherence to safety and service.
- Assists in the dissemination, testing and trial implementation of new Distribution Measurement Quality Assurance concepts.
- Makes performance evaluation, recommends changes in salaries, promotion, demotion, transfers, disciplinary action, leave of absence, hiring and release of personnel supervised and approves the same for lower levels of management.
- Develops and recommends training for employees in the meter and distribution equipment repair, servicing and testing fields and assigns personnel as required.
- Implements the enforcement of WAFDA Safety Program, policies and practices.
- Assumes other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS

a) Education

Bachelor's degree in the engineering discipline preferably with a major in electric power.

b) Prior Work Experience

Minimum of 5 years experience in a major functional area of power distribution.

c) Language Proficiency

Must be fluent in written and spoken English and Urdu.

d) Knowledge of Specific Areas

Technical knowledge of the distribution and utilization of electric energy and the equipment involved. Should be familiar with various metering methods and devices, maintenance and repair of power distribution equipment, different types of control and communications equipment.

e) Abilities and Skills

- Strong communication skills in both written and oral form.
- Technical ability to comprehend, evaluate and solve problems.

POSITION ELEMENTS

a) Supervision Received

Under general supervision of the Director Construction, Maintenance & Operation, follows approved policies, standards and practices.

b) Available Guidelines

Has available policies, procedures and electrical standards, engineering service rules, safety code and financial budgets.

c) Exercise of Judgement

Adequate judgement, discretion and professional integrity is required for dealing with administrative and technical matters.

d) Authority to Make Commitments

Has authority to make commitments on approved policies, procedures and budgets within the limits assigned.

e) Nature, Level and Purpose of Contact

Frequent contact with technical management within the AEB, the Circle and Operation Divisions.

f) Supervision Exercised

Functional guidance to and supervision of Assistant Engineers and shop and field personnel assigned under his control.

POSITION TITLE: Assistant Engineer Field Metering

GRADE: BPS-17

BASIC FUNCTIONAL DESCRIPTION:

The Assistant Engineer Field Metering is responsible to the Executive Engineer Meters and Equipment. His functions include supervising installation, field testing and calibration of MDI's for load from 70 KW to 500 KW. He assists in programs to prevent unauthorized use of energy, tampering of energy meters and associated metering equipment.

MAJOR DUTIES AND RESPONSIBILITIES:

- Supervises installation, testing and field calibration of MDI meters for connections having load from 70 KW to 500 KW.
- Applies approved standards, procedures, practices related to the meters installation and field testing to ensure quality and integrity of the metering devices.
- Ensures that portable test equipment for site testing of meters is periodically checked and calibrated for accuracy.
- Ensures that portable test equipment on his charge is kept in a serviceable state and is promptly repaired and serviced when rendered defective.
- Supervises meter record keeping and meter transaction records as required.
- Assists in the development and formulation of recommendations for approval of policies, practices and procedures relating to meter installation and testing at site.
- Studies new methods, procedures, development and equipment for electrical measurement and field testing of meters to determine application in WAFDA system.
- Assists in development of more efficient methods and practices for improving, testing, storage and records of distribution measurement equipment.
- Develops and advises on training programs for training of field personnel.
- Participates in the testing and trial implementation of new distribution measurement quality assurance concepts.
- Assists in developing improved installation standards and procedures related to distribution measurement standards.
- Assists in the preparation of annual operation and maintenance budget for his activities.

- Implements programs to prevent tampering through unauthorized use of energy meters and measuring equipment.
- Implements the enforcement of WAPDA Safety Program, policies and practices.
- Makes performance evaluation, recommends changes in salaries, promotion, demotion; transfer, disciplinary action, leave of absence, hiring and release of personnel supervised.
- Assumes other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS:

a) Education

Bachelor's degree in the engineering discipline preferably with a major in power.

b) Prior Work Experience

Minimum of 3 years experience in a major functional area of power distribution.

c) Language Proficiency

Must be fluent in written and spoken English and Urdu.

d) Knowledge of Specific Areas

Technical knowledge of the distribution and utilization of electric energy and the equipment involved. Should be familiar with various metering devices and their testing and repair methods.

e) Abilities and Skills

- Effective communication skills in both written and oral form.
- Technical ability to comprehend, evaluate and solve problems.

POSITION ELEMENTS:

a) Supervision Received

Under general guidance and supervision of Executive Engineer Meters & Equipment, follows approved policies, criteria and standards established.

b) Available Guidelines

Has available planning policies, procedures and criteria approved, electrical standards, engineering service rules, safety code and financial budgets.

c) Exercise of Judgement

Adequate judgement, discretion and professional integrity is required to carry out activities of the meter field organization within the AEB jurisdiction.

d) Authority to Make Commitments

Has authority to make commitments on approved policies and budgets within the limits assigned.

e) Nature, Level and Purpose of Contact

Frequent contact with technical management within the AEB.

f) Supervision Exercised

Monitoring programs for prevention of tampering with energy meters.
Direct supervision of personnel assigned.

POSITION TITLE: Assistant Engineer Meter Shop

GRADE: DPS-17

BASIC FUNCTIONAL DESCRIPTION:

The Assistant Engineer Meter Shop is responsible to the Executive Engineer Meters and Equipment for the supervision of Meter Shop responsible for testing new meters, repair and calibration of defective meters and periodic calibration of test equipment in an AEB.

MAJOR DUTIES AND RESPONSIBILITIES:

Supervises the activities of the Meter Shop responsible for testing new meters, repair and calibration of defective meters, including PT's & CT's, and issue to the Field Stores/Operation Divisions repaired, tested and calibrated meters and PTs/CTs.

Establishes and maintains the standard wallhour for periodic calibration of wallhour measurement standard which are in use in the AEB.

Ensures through his supervisory staff that assigned production targets are accomplished as planned.

Applies approved standards, procedures, practices related to the testing, servicing and repair of energy meters to ensure quality and integrity of the metering devices.

Prepares and submits through XEN (MSE) material requirements for servicing and repair of meters and related equipment for procurement in accordance with the WAPDA procurement procedures.

Supervises meter history record keeping and meter transactions records as required.

Develops and advises on training programs for training of meter personnel.

Participates in the testing and trial implementation of new Distribution Measurement Quality Assurance concepts.

Assists in development of more efficient methods and practices for improving, testing, storage and records of distribution measurement equipment.

Assists in the development and formulation of recommendations for approval of policies, practices applicable to the Meter Shop activities.

Ensures timely repair and maintenance of the test equipment and tools used in the Meter Shop.

Submits requisitions for purchase/replacement/repair of test and related equipment and tools for the Meter Shop.

Assists in the preparation of annual operation and maintenance budget for his activities.

Studies new methods, procedures, developments and equipment for electrical measurement and meter testing to determine application in WAPDA system.

Assists in programs to prevent tampering of energy meters and measuring equipment.

Maintains close liaison with the Operation Divisions for the return of defective meters and for issue of new and repaired meters and calibrated test equipment.

Implements the enforcement of WAPDA Safety Program, policies and practices.

Makes performance evaluation, recommends changes in salaries, promotion, demotion, transfer, disciplinary action, leave of absence, hiring and release of personnel supervised.

Assumes other duties and responsibilities as assigned.

DESIRE QUALIFICATIONS:

1) Education

Bachelor's degree in the engineering discipline preferably with a major in power.

1) Prior Work Experience

Minimum of 3 years experience in a major functional area of power distribution.

1) Language Proficiency

Must be fluent in written and spoken English and Urdu.

1) Knowledge of Specific Areas

Technical knowledge of the distribution and utilization of electric energy and the equipment involved. Should be familiar with various metering devices and their testing and repair methods.

1) Abilities and Skills

- Effective communication skills in both written and oral form.
- Technical ability to comprehend, evaluate and solve problems.

POSITION TITLE Manager - Regional Store

GRADE OPS - 19

BASIC POSITION DESCRIPTION

The Manager - Regional Store is responsible to the Regional Director Inventory Control for the implementation and administration of policies, procedures and systems for the efficient operation of the regional store.

MAJOR DUTIES AND RESPONSIBILITIES

- Implement and administer procedures and systems to operate the store.
- Responsible for the overall implementation and operation of the Computerized Stores Inventory System within the Regional Store.
- Supervises all personnel assigned to the regional store, including officers and all other personnel.
- Responsible for the overall management of the store.
- Responsible for receiving properly authorized and inspected materials from suppliers.
- Responsible for the transfer of materials to field stores and the issue of materials to users.
- Insures that proper entries are made to account for the materials in the inventory records system.
- Institute a program of physical inventories to reconcile physical counts of materials to the inventory records system.
- Insures that stores statements are issued and superscribed checks are received in a timely manner.
- Prepare employee performance evaluations and recommends salary changes, promotions, demotions, transfer, discipline, leave of absence, hiring and release of personnel.
- Insures that provisions of the union agreement are followed by both management and labor.
- Administers an effective safety program in accordance with approved WAPDA procedures.
- Performs other duties as may be assigned.

DESIRED QUALIFICATIONS

a) Education

Bachelor's degree in Business Administration or Bachelor's degree in Engineering.

b) Prior Work Experience

Minimum of seven years experience in Inventory and Stores and a minimum of three years in supervisory capacity.

c) Language Proficiency

Must be fluent in written and spoken English and Urdu.

d) Knowledge in Specific Areas

- Knowledge of management principles and supervisory skills and a thorough understanding of material planning, inventory and stores procedures.
- Knowledge of distribution material and material specifications.
- Knowledge of computer operation.

e) Abilities and Skills

- Skills in communicating the others in both written and spoken Urdu and English.
- Ability to organize, analyze, interpret and evaluate general problems concerning the material planning and stores functions.
- Ability to understand complex problems and develop practical solutions.

POSITION ELEMENTS

a) Supervision Received

Directions are received from the Regional Director - Inventory Control regarding approved policies and procedures for the stores functions and personnel administrative policies.

b) Available Guidelines

Has available Purchasing and Stores Procedures Manual approved by the Authority.

c) Exercise of Judgment

Required to exercise sound judgment and arrive at sound decisions on a wide range of materials management problems. Recommendations to the Regional Director - Inventory Control are expected to be detailed, accurate and in the overall best interest of WAPDA.

POSITION ELEMENTS:

a) Supervision Received

Under general guidance and supervision of Executive Engineer Meters & Equipment, follows approved policies, criteria and standards established.

b) Available Guidelines

Has available policies, procedures, electrical standards, engineering service rules, safety code and financial budgets.

c) Exercise of Judgement

Adequate judgement, discretion and professional integrity is required to carry out activities of the meter shop.

d) Authority to Make Commitments

Has authority to make commitments on approved policies and budgets within the limits assigned.

e) Nature, Level and Purpose of Contact

Frequent contact with technical management within the AED.

f) Supervision Exercised

Direct supervision of personnel assigned.

POSITION TITLE: Assistant Engineer Equipment

GRADE: BFS-17

BASIC FUNCTIONAL DESCRIPTION:

The Assistant Engineer Equipment is responsible to the Executive Engineer, (Meters and Equipment) for the supervision of Central Equipment Shop for servicing, repair and testing of distribution line control and protection equipment, radio communication equipment, and periodic testing of personal protective equipment involving rubber gloves and D-operating rods. He maintains a close liaison with the Operation Divisions in the CB for the return of defective equipment and for issue of repaired and serviced equipment.

JOB DUTIES AND RESPONSIBILITIES:

Supervises shop activities involving servicing, repair and testing of line distribution protection and control equipment, radio communication equipment and periodic testing of rubber gloves and D-operating rods within the AEB jurisdiction.

Applies approved standards, policies, practices and procedures pertaining to servicing, repair and operation of equipment in the workshop to ensure quality output.

Ensures through his supervision that the assigned production targets are accomplished as planned.

Prepares and submits through XEM (M&C) material requirements for the servicing and repair of distribution line control and protection equipment and radio communication equipment for procurement in accordance with the WAFDA procurement procedures.

Trains assigned personnel and recommends training programs for distribution line protection and control equipment and radio communications equipment in repair, servicing and testing areas.

Maintains a close liaison with the Operation Divisions for the return of defective equipment and for issue of repaired and serviced equipment.

Implements the enforcement of WAFDA Safety Program, policies and practices.

Makes performance evaluation, recommends changes in salaries, promotion, demotion, transfer, disciplinary action, leave of absence, hiring and release of personnel supervised.

Assists in the preparation of annual operation and maintenance budget for his activities.

Submits requisitions for purchase, replacement, repair and maintenance of test equipments and tools for his activities.

Assumes other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS:

a) Education

Bachelor's degree in the engineering discipline preferably with a major in electric power.

b) Prior Work Experience

Minimum of 3 years experience in a major functional area of power distribution.

c) Language Proficiency

Must be fluent in written and spoken English and Urdu.

d) Knowledge of Specific Areas

Technical knowledge of the distribution and utilization of electric energy and the equipment involved. Should be familiar with the maintenance and repair of the distribution line and communications equipment.

e) Abilities and Skills

- Effective communication skills in both written and oral form.
- Technical ability to comprehend, evaluate and solve problems.

POSITION ELEMENTS:

a) Supervision Received

Under general guidance and supervision of Executive Engineer Meters & Equipment, follows approved policies, criteria and standards established.

b) Available Guidelines

Has available planning policies, procedures and criteria approved, electrical standards, engineering service rules, safety code and financial budgets.

c) Exercise of Judgement

Adequate judgement, discretion and professional integrity is required to carry out the maintenance and testing of the distribution equipment within the AEB.

d) Authority to Make Commitments

Has authority to make commitments on approved policies and budgets within the limits assigned.

e) Nature, Level and Purpose of Contact

Frequent contact with technical management within the AED, the Circle and the Division.

f) Supervision Exercised

Functional guidance and supervision of the AED distribution equipment workshop and the personnel.

d) Authority to Make Commitments

Has full authority to commit the Authority within the limits of the established financial powers of Manager - Regional Store.

e) Nature, Level and Purpose of Contacts

Frequent written and oral contact with various officials throughout WAPDA, concerning material planning, control and stores, required to carry out the duties and responsibilities of this positions.

POSITION TITLE Assistant Manager - Regional Store

AGE BPS - 17

SIC POSITION DESCRIPTION

The Assistant Manager - Regional Store is responsible to the Manager Regional Store and assists him in the efficient operation of the regional store.

JOB DUTIES AND RESPONSIBILITIES

Assists the Manager - Regional Store in implementing procedures and systems to operate the store.

Responsible for the operation of the store in the absence of the assigned Store Manager.

Supervises all yard and warehouse personnel.

Insures that security is maintained for all regional store facilities.

Insures that materials are received, checked and stored according to the proper procedure.

Insures that materials are transferred and issued according to the proper procedures.

Supervises the physical inventory procedures to insure that counts are made according to the procedure.

Supervises the training of stores employees.

Insures that the provisions of the union wage agreement are followed by both management and labor.

Administers an effective safety program in accordance with approved WAPDA procedures.

Performs other duties as may be assigned.

REQUIRED QUALIFICATIONS

Education

Bachelor's degree in Business Administration or Bachelor's degree in Engineering.

Relevant Work Experience

Minimum of five years experience in Inventory and Stores and a minimum of three years in supervisory capacity.

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Language_Efficiency

Must be fluent in written and spoken English and Urdu.

Knowledge_in_specific_areas

- Knowledge of management principles and supervisory skills and a thorough understanding of stores and inventory procedures.
- Knowledge of distribution material and material specifications.
- Basic knowledge of computer operation.

Abilities_and_Skills

- Skills in communicating with others in both written and spoken Urdu and English.
- Ability to organize, analyze, interpret and evaluate general problems concerning the material control and stores functions.
- Ability to understand complex problems and develop practical solutions.

POSITION ELEMENTS

Supervision_Received

Directions are received from the Regional Store Manager regarding approved policies and procedures for the stores functions and personnel administrative policies.

Available_Guidelines

Has available Purchasing and Stores Procedures Manual approved by the Authority.

Exercise_of_Judgment

Required to exercise sound judgment and arrive at sound decisions on a wide range of materials management problems. Recommendations to the Manager - Regional Store are expected to be detailed, accurate and in the overall best interest of WAFBA.

Authority_to_Make_Commitments

Has full authority to commit the authority within the limits of the established financial powers of Assistant Manager Regional Store.

Nature_Level_and_Purpose_of_Contacts

Frequent written and oral contact with various officials throughout WAFBA, concerning materials planning, control and stores, are required to carry out the duties and responsibilities of this position.

POSITION TITLE Manager - Field Store

GRADE BPS - 17

BASIC POSITION DESCRIPTION

The Manager - Field Store is responsible to the Regional Director Inventory Control for implementation and administration of policies, procedures and systems for the efficient operation of the field store.

MAJOR DUTIES AND RESPONSIBILITIES

- Implement and administer procedures and systems to operate the store.
- o Responsible for the overall implementation and operation of the Computerized Stores Inventory System within the Regional Store.
- Supervise all personnel assigned to the field store.
- Responsible for the overall management of the store.
- Insures that security is maintained for all field stores facilities.
- Responsible for receiving, inspecting and storing materials in accordance with the proper procedures.
- Responsible for the issue of materials to the user.
- Insures that proper entries are made to account for the materials in the inventory records system.
- Institute and supervise a program of physical inventories to reconcile physical counts of materials to the inventory records system.
- Insures that stores statements are issued and superscribed checks are received in a timely manner.
- Prepares employee performance evaluations and recommends salary changes, promotions, demotions, transfer, discipline, leave of absence, hiring, and release of personnel.
- Insures that provisions of the union agreement are followed by both management and labor.
- Administers an effective safety program in accordance with approved WAPDA procedures.
- Performs other duties as may be assigned.

DESIRED QUALIFICATIONS

1) Education

Bachelor's degree in Business Administration or Bachelor's degree in Engineering.

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b) Prior Work Experience

Minimum of five years experience in Inventory and Stores and a minimum of three years in supervisory capacity.

c) Language Proficiency

Must be fluent in written and spoken English and Urdu.

d) Knowledge in specific Areas

- Knowledge of management principles and supervisory skills and thorough understanding of stores and inventory procedures.
- Knowledge of distribution material and material specifications.
- Basic knowledge of computer operation.

e) Abilities and Skills

- Skills in communicating with others in both written and spoken Urdu and English.
- Ability to organize, analyze, interpret and evaluate general problems concerning the stores function.
- Ability to understand complex problems and develop practical solutions.

POSITION ELEMENTS

a) Supervision Received

Directions are received from Regional Director - Inventory Control regarding approved policies and procedures for the stores functions and personnel administrative policies.

b) Available Guidelines

Has available Purchasing and Stores Procedures Manual approved by the Authority.

c) Exercise of Judgment

Required to exercise sound judgment and arrive at sound decisions on a wide range of materials management and stores problems. Recommendations to the Regional Director - Inventory Control are expected to be detailed, accurate and in the overall best interest of WAPDA.

Authority to Make Commitments

Has full authority to commit the Authority within the limits of the established financial powers of Field Store Manager.

Nature, Level and Purpose of Contacts

Frequent written and oral contact with various officials throughout WAPDA, concerning materials planning, control and stores, are required to carry out the duties and responsibilities of this position.

POSITION TITLE: Supervisor/Senior Instructor

GRADE: BFS-18

BASIC FUNCTIONAL DESCRIPTION

The Senior Instructor, AEB Regional Training Center, supervises all activities of the Training Center. He performs his duties under the guidance of the Principal, Distribution Training Institute, Lahore, while also receiving the necessary assistance from the Chairman, Area Electricity Board, as needed, in connection with the participants from the Area Board.

He is responsible for training program development for different categories of employees, establishing program schedules and arranging courses in the Training Center. He controls the administrative affairs of the school and is responsible for adopting proper instructional procedures and practices including availability of equipment and material necessary for training.

MAJOR DUTIES AND RESPONSIBILITIES:

- To make administrative decisions efficiently and on time.
- Advise the Junior Instructors on matters pertaining to training in the training center.
- Examine training program objectives and suggest any necessary changes to the Principal, Distribution Training Institute, and to the Chief of Training.
- Implement the prescribed Training schedules in the training center.
- Suggest possible improvement and modification of different courses to the Principal, Distribution Training Institute.
- Provide guidance in selection and approval of junior staff members including the supporting staff.
- Deliver lectures in areas of his expertise.
- Examine the reports and records of all staff, participants, courses and materials involved.
- Approve the examination and certification progress of the trainees.
- Obtain Distribution Training Institute approval for purchase of material and equipment, etc.
- Develop and maintain a library for up-to-date information regarding rules and regulations of the department, etc.
- Control matters relating to hostel activities.

Arrange tours within the city to different offices.

Control impressed cash account using proper accounting procedures.

DESIRED QUALIFICATIONS

Education

B.Sc. Engineering or M.Sc./M.A.

Prior Work Experience

Over 3 years' experience as Head of a division as XEN or Senior Engineer or Deputy Commercial Manager.

Knowledge of Specific Areas

- WAPDA's organizational and distribution training functions.
- Operational and procedural policies of WAPDA.
- Financial, personnel, office procedures, and manuals of WAPDA.
- Curriculum of the commercial training function.
- Instructional, personnel administration.
- Program evaluation practices and techniques.

d. Abilities and Skills

- Communication
- Aptitude for training
- Writing of technical papers
- Management skills
- Conversant with procedural routines of operational offices.
- Motivation and leadership.

POSITION ELEMENT:

a) Supervision Received:

- Tasks as assigned by the Principal, Distribution Training Institute and Chief of Training.

- Guidance of the Principal, Distribution Training Institute, is sought when needed to improve the standard of courses or acquisition of staff or material.

b) Available Guidelines:

- Procedural manual in WAPDA
- Circulars of different controlling officers of WAPDA for distribution employees.
- WAPDA Act.
- Booklets of rules and procedures.
- Advice of Principal, Distribution Training Institute.
- Advice of Chief of Training.

c) Exercise of Judgment:

- Quality of performance of individual students in the various courses conducted.
- Attainment of the objectives of courses conducted.
- Identification of problems encountered in attaining institutional objectives.

d) Authority to Make Commitments:

Within the limits set by the Distribution Training Institute rules and regulations.

e) Nature, Level and Purpose of Contacts

- Contacts with the Senior Instructor and other instructors, for decisions on training procedures and other matters of common interest.
- Contacts with Administration and Support staff for obtaining information about trainees/participants, and for providing physical facilities and supplies, etc. for conducting written examinations and on-the-job training.

f) Supervision Exercised:

Trainees enrolled in the Regional Training Center Program.

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POSITION TITLE: Instructor (Commercial)

GRADE: BFS-17

BASIC FUNCTIONAL DESCRIPTION:

The Instructor, Commercial, provides classroom training in commercial courses assigned to him. He will also conduct on-the-job training of trainees in accordance with established plans.

He will prepare programs and conduct courses for different categories of employees of revenue and sub-divisional offices and will suggest ways and means for improving the quality of training to meet organizational objectives.

MAJOR DUTIES AND RESPONSIBILITIES:

- To deliver lectures to trainees in the classroom.
- Conduct on-the-job training for trainees according to scheduled programs.
- Devise ways and means for continuous improvement of the quality of instruction and methodology of training.
- Prepare instructional material for classroom use.
- Assist the Senior Instructor of the training center in making decisions about text books, instructional manuals and other reading material to meet training needs.
- Measure and compare the results of training with the organizational goals and suggest necessary corrective action.
- Update his own knowledge and skills.
- Undertake and perform jobs as might be assigned to him in the overall interest of the training function.
- Maintain records of training with necessary data for management use.

DESIRED QUALIFICATIONS

a) Education:

- Masters Degree in Commerce/Business Administration/Business Education or equivalent.
- Instructor's Training Course.

Prior Work Experience:

Two years' teaching experience with three years' experience in a managerial/supervisory position in a commercial/revenue organization.

Language Proficiency:

- Fluency in written and spoken English and Urdu.
- Knowledge of one or two regional languages preferred

Knowledge of Specific Areas:

- Current commercial procedures of WAPDA
- The contents of the commercial courses to be offered.
- The objectives of the commercial/revenue courses.
- Instructional methodology.
- Trainee motivational techniques.
- Educational measurement and evaluation.

Abilities and Skills:

- Communication Skills.
- Lesson planning and scoring.
- Human relations.

POSITION ELEMENTS:

Supervision Received:

- Directions are received from the Senior Instructor of the Training Center.
- Direction received also from the Department Head and Principal, Distribution Training Institute. Through office memoranda/circular letters, etc.
- Jobs are assigned in meetings by the Senior Instructor of the Center.

Available Guidelines:

- Procedure manuals and service rules for distribution personnel.

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- Policy Manual for Distribution Training Institute. .
- Advice/consultation from the Department Head.
- Advice/consultation from the Principal, Distribution Training Institute, and Department Head, Commercial, on all relevant subjects.

d) Exercise of Judgment:

- Quality of performance of individual students in the various courses conducted.
- Attainment of the objectives of the courses conducted.
- Identification of problems encountered towards attaining institutional objectives.

e) Authority to Make Commitments:

- Within the limits set by the Distribution Training Institute rules and regulations.

f) Nature, Level and Purpose of Contacts:

- Contacts with the Senior Instructor and other instructors, for decisions on training procedures and other matters of common interest.
- Contacts with administration and support staff for information about trainees/participants and for provision of physical facilities and supplies, etc., for conducting written examinations and on-the-job training.

g) Supervision Exercised:

- Of the trainees while they are attending courses in the class room or are involved in on-the-job training.
- Of class room material, teaching aid equipment.
- Of the tests and examinations held for evaluating mid-term attainment and final graduation of trainees.
- Of the performance of the Laboratory Assitant.

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POSITION TITLE: Instructor (Management)

GRADE: BPS-17

BASIC FUNCTIONAL DESCRIPTION:

The Instructor, Management, provides classroom training in management courses assigned to him. He will also conduct on-the-job training of trainees in accordance with established plans.

He will prepare programs and conduct courses for different categories of employees of revenue and sub-divisional offices and will suggest ways and means for improving the quality of training to meet organizational objectives.

MAJOR DUTIES AND RESPONSIBILITIES:

To deliver lectures to trainees in the classroom.

Conduct on-the-job training for trainees according to scheduled programs.

Devise ways and means for continuous improvement of the quality of instruction and methodology of training.

Prepare instructional material for classroom use.

Assist the Senior Instructor of the training center in making decisions about text books, instructional manuals and other reading material to meet training needs.

Measure and compare the results of training with the organizational goals and suggest necessary corrective action.

Update his own knowledge and skills.

Undertake and perform jobs as might be assigned to him in the overall interest of the training function.

Maintain records of training with necessary data for management use.

DESIRED QUALIFICATIONS

1) Education:

- Masters Degree in Business Administration/Business Education or equivalent.
- Instructor's Training Course.

1) Prior Work Experience:

Two years' teaching experience with three years' experience in a managerial/supervisory position in management.

2) Language Proficiency:

- Fluency in written and spoken English and Urdu.
- Knowledge of one or two regional languages preferred.

3) Knowledge of Specific Areas:

- Current commercial procedures of WAPDA
- The contents of the commercial courses to be offered.
- The objectives of the commercial/revenue courses.
- Instructional methodology.
- Trainee motivational techniques.
- Educational measurement and evaluation.

4) Abilities and Skills:

- Communication Skills.
- Lesson planning and scoring.
- Human relations.

POSITION ELEMENTS:

1) Supervision Received:

- Directions are received from the Senior Instructor of the Training Center.
- Direction received also from the Department Head and Principal, Distribution Training Institute, through office memoranda/circular letters, etc.
- Jobs are assigned in meetings by the Senior Instructor of the Center.

2) Available Guidelines:

- Procedure manuals and service rules for distribution personnel.

- Policy Manual to Distribution Training Institute.
- Advice/consultation from the Department Head.
- Advice/consultation from the Principal, Distribution Training Institute, and Department Head on all relevant subjects.

c) Exercise of Judgment:

- Quality of performance of individual students in the various courses conducted.
- Attainment of the objectives of the courses conducted.
- Identification of problems encountered towards attaining institutional objectives.

d) Authority to Make Commitments:

Within the limits set by the Distribution Training Institute rules and regulations.

e) Nature, Level and Purpose of Contacts:

- Contacts with the Senior Instructor and other instructors, for decisions on training procedures and other matters of common interest.
- Contacts with administration and support staff for information about trainees/participants and for provision of physical facilities and supplies, etc., for conducting written examinations and on-the-job training.

f) Supervision Exercised:

- Of the trainees while they are attending courses in the class room or are involved in on-the-job training.
- Of class room material, teaching aid equipment.
- Of the tests and examinations held for evaluating mid-term attainment and final graduation of trainees.
- Of the performance of the Laboratory Assistant.

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POSITION TITLE: Instructor (Technical)

GRADE: BFS-17

BASIC FUNCTIONAL DESCRIPTION:

The Instructor, Technical, provides classroom training in technical courses assigned to him. He will also conduct on-the-job training of trainees in accordance with established plans.

He will prepare programs and conduct courses for different categories of employees of revenue and sub-divisional offices and will suggest ways and means for improving the quality of training to meet organizational objectives.

MAJOR DUTIES AND RESPONSIBILITIES:

- To deliver lectures to trainees in the classroom.
- Conduct on-the-job training for trainees according to scheduled programs.
- Devise ways and means for continuous improvement of the quality of instruction and methodology of training.
- Prepare instructional material for classroom use.
- Assist the Senior Instructor of the training center in making decisions about text books, instructional manuals and other reading material to meet training needs.
- Measure and compare the results of training with the organizational goals and suggest necessary corrective action.
- Update his own knowledge and skills.
- Undertake and perform jobs as might be assigned to him in the overall interest of the training function.
- Maintain records of training with necessary data for management use.

DESIRED QUALIFICATIONS

a) Education:

- Masters Degree in Business Administration/Business Education or equivalent.
- Instructor's Training Course.

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b) Prior Work Experience:

Two years' teaching experience with three years' experience in a managerial/supervisory position in a technical organization.

c) Language Proficiency:

- Fluency in written and spoken English and Urdu.
- Knowledge of one or two regional languages preferred.

d) Knowledge of Specific Areas:

- Current commercial procedures of WAPDA
- The contents of the commercial courses to be offered.
- The objectives of the commercial/revenue courses.
- Instructional methodology.
- Trainee motivational techniques.
- Educational measurement and evaluation.

e) Abilities and Skills:

- Communication Skills.
- Lesson planning and scoring.
- Human relations.

POSITION ELEMENTS:

a) Supervision Received:

- Directions are received from the Senior Instructor of the Training Center.
- Direction received also from the Department Head and Principal, Distribution Training Institute, through office memoranda/circular letters, etc.
- Jobs are assigned in meetings by the Senior Instructor of the Center.

b) Available Guidelines:

- Procedure manuals and service rules for distribution personnel.

- Policy Manual to Distribution Training Institute.
- Advice/consultation from the Department Head.
- Advice/consultation from the Principal, Distribution Training Institute, and Department Head on all relevant subjects.

c) Exercise of Judgment:

- Quality of performance of individual students in the various courses conducted.
- Attainment of the objectives of the courses conducted.
- Identification of problems encountered towards attaining institutional objectives.

d) Authority to Make Commitments:

Within the limits set by the Distribution Training Institute rules and regulations.

e) Nature, Level and Purpose of Contacts:

- Contacts with the Senior Instructor and other instructors, for decisions on training procedures and other matters of common interest.
- Contacts with administration and support staff for information about trainees/participants and for provision of physical facilities and supplies, etc., for conducting written examinations and on-the-job training.

f) Supervision Exercised:

- Of the trainees while they are attending courses in the class room or are involved in on-the-job training.
- Of class room material, teaching aid equipment.
- Of the tests and examinations held for evaluating mid-term attainment and final graduation of trainees.
- Of the performance of the Laboratory Assistant.

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POSITION TITLE: Superintending Engineer Circle

GRADE: RPS-19

BASIC FUNCTIONAL DESCRIPTION:

The Superintending Engineer Circle is responsible to the Chairman AEB. He implements the policies, practices and procedures regarding Operation, Control, Protection, Communications, Construction & Maintenance of distribution lines and associated equipment. His functions are to control and monitor the activities of Executive Engineer Construction, Dy. Director Customer Services, Dy. Director Engineering and the Division Managers in carrying out their respective assigned functions, under the jurisdiction of the Circle for ensuring safe and reliable operation of the distribution system.

MAJOR DUTIES & RESPONSIBILITIES:

- Controls, supervises and implements the standards, practices, procedures, instructions and guidelines, for ensuring safe and reliable construction and operation of the distribution system, within his jurisdiction.
- Controls, supervises and coordinates the activities of the Executive Engineers Deputy Directors, and Division Managers under his jurisdiction, relating to Operation, Construction, Protection, Distribution Communications and Maintenance of distribution lines and equipment for safe and reliable supply of energy to the customers.
- Controls and supervises the implementation of schedules for the addition, removal, repairs and replacement of distribution lines and equipment, control and Communications equipment and the measuring devices.
- Controls and supervises the Executive Engineers, Deputy Directors and Division Managers as regards requisitioning for the purchase, replacement, repair and maintenance of necessary equipment and tools within the limits of management policy and authorization.
- Directs and controls the financial and administrative activities related to his subordinate offices through the Circle Administration Officer.
- Approves Work Orders which fall within his competence and recommends Work Order proposals beyond his competence, to higher management for approval.
- Supervises and assists his Executive Engineer, Deputy Directors and Division Managers in the preparation of their respective annual budgets.

- Supervises the implementation of programs to prevent tampering of energy meters and other measuring equipment by unauthorized use.
- Supervises enforcement of NAPDA Safety Program, policies and practices.
- Makes performance evaluation, recommends change in salaries, promotions, demotions, transfers, disciplinary action, leave of absence, hiring and release of personnel supervised, and approve the same for lower levels of management.

Assumes other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS:

a) Education

Bachelor's degree in the engineering discipline preferably with a major in electric power.

b) Prior Work Experience

Minimum of 10 years experience in a major functional area of power distribution.

c) Language Proficiency

Must be fluent in written and spoken English and Urdu.

d) Knowledge of Specific Areas

Technical knowledge of the distribution and utilization of electric energy and the associated equipment. Should be familiar with the operation of distribution networks involving various types of control, measuring and communications equipment. He should also be familiar with construction and maintenance methods of the distribution lines and equipment. Should be able to deal appropriately with customers and public representatives on issues relating to the supply and billing of electric energy.

e) Abilities and Skills

- Strong communication skills in both written and oral form.
- Technical ability to comprehend, evaluate and solve problems.

POSITION ELEMENTS:

a) Supervision Received

Under general directions of the Chairman AEB of the region, follows approved policies, criteria and standards established.

b) Available Guidelines

Has available planning policies, procedures and criteria approved, electric standards, engineering service rules, safety code and financial budgets.

c) Exercise of Judgment

Strong judgment discretion and professional integrity is required to control and supervise the various activities of the Executive Engineers, within the circle jurisdiction.

d) Authority to Make Commitments

Has authority to make commitments on approved policies and budgets within the limits assigned.

e) Nature, Level and Purpose of Contact

Frequent contact with the customers and with the technical management within the AER, Circle and the Divisions, for safe and reliable operation of the distribution of energy within the Circle.

f) Supervision Exercised

Functional guidance, control and supervision of the Executive Engineers, Deputy Directors and Division Managers under his charge, within the Circle.

POSITION TITLE Administration Officer

GRADE BFS:17

DEPARTMENT Circle

BASIC FUNCTIONAL DESCRIPTION

The Administration Officer is responsible to the Superintending Engineer for the services including employment, personnel, training, welfare and safety, wages and salary administration, maintaining employees records, labor relation, recommendation for promotion, demotion, transfer, building hire and maintenance, vehicle operation and maintenance, office furnishings, supplies and equipment, and assists in the compilation of the divisional budget.

MAJOR DUTIES AND RESPONSIBILITIES

- ' Directs the recruitment of personnel in accordance with the established down policies and procedures.
- ' Directs the process cases of postings, transfers, promotions, demotions and terminations.
- ' Ensures that the public and employee complaints, grievances, litigation cases are effectively and fairly handled.
- ' Ensures that the personnel files and records of employees of the Division are maintained.
- ' Advises the Superintending Engineer and other Supervisors on matters relating to personnel, discipline and labor problems.
- ' Ensures that the employees relations program such as indoctrination, orientation, training, implementation and education assistance are properly administered.
- ' Ensures that the retirement, gratuity, all kinds of leave, group life insurance, provident fund and WAPDA welfare plans, are dealt with.
- ' Approves payrolls and other employee's claims.
- ' Processes and maintains annual confidential reports and declaration of assets and all matters concerning therewith such as communication of adverse remarks and scrutiny of representation thereto.
- ' Keeps employees abreast with the latest Authority/Government regulations on Safety, Wages and Salary, Labor Laws, Workmen Compensation and other benefit plans.
- ' Prepares performance evaluation reports and recommends grant of increments, awards, accelerated promotion, transfer, demotion, disciplinary action of personnel supervised.

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- Interprets laws, rules and regulations framed by the Authority, obtains advice on legal matters from the concerned authorities.
- Disposes of disciplinary/enquiry cases in accordance with the laid down policies and practices.
- Monitors the legal cases in the Court of law in coordination with Assistant Director - Legal, Area Electricity Board and provides assistance where needed.
- Prepares, implements and monitors the budget of his section.
- Recommends the hiring, rehiring and vacation of all types of buildings including complaint offices, customer services centers and area offices as required and coordinates maintenance of buildings owned by WAPDA and hired offices/residences.
- Exercises overall control over the operation of the Circle Office vehicles to maximize employees efficiency and vehicle utilization and to eliminate unauthorized use.
- Directs that the maintenance and repair of the Circle Office vehicles is accomplished in a timely manner.
- Arranges procurements of office furniture, equipment and insures their services and repair during use.
- Recommends replacement of obsolete and unserviceable office furniture and equipment.
- Arranges supplies of stationery items for the Circle Office.
- Assists in establishing and maintaining position description of employees of the Circle Office.
- Undertakes other functions and responsibilities as may be assigned by the Superintending Engineer.

DESIRED QUALIFICATIONS

a. Education

Bachelor's or Master's degree in Business Administration/Public Administration/ Liberal Arts.

b. Prior Work Experience

With Bachelor's Degree minimum of 5 years' experience in Personnel Administration.

c. Language Proficiency

Must be fluent in written and spoken English and Urdu languages.

d. Knowledge of Specific Areas.

- Knowledge of management practices and an understanding of the operation of the personnel functions.
- Knowledge of the methods used to deal with unskilled and semi-skilled labor.
- Knowledge of office methods and procedures.

e. Abilities and Skills

- Ability to develop accurate and complete records and schedules.
- Skills to deal with Unions.

POSITION ELEMENTS

a. Supervision Received

Direct supervision is received from the Superintending Engineer and functional assistance from the AEB Director Administration. Process the cases for decisions, with the advice of the above supervision, based on sound interpretation of policies and procedures.

b. Available Guidelines

Has available all applicable policies and procedures issued by the AEB as well as specific instructions issued by his supervisors.

c. Exercise of Judgment

- Requires to coordinate activities with supervisors.
- Works independently based on the instructions received and strict adherence to pertinent operating procedures. Recommendations to supervisors are expected to be complete, accurate and in the best interest of WAPDA.

d. Authority To Make Commitments

Authority to commit WAPDA is limited to the financial powers delegated by the Authority.

e. Nature, Level and Purpose of Contacts

Deals with WAPDA Unions and other related offices to discharge his duties.

f. Supervision Exercised

Directly supervises all employees assigned to the personnel function.

POSITION TITLE: Deputy Director - Customer Services (Circle)

GRADE: DPS - 19

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director - Customer Services (Circle) is responsible to the Superintending Engineer for coordinating, monitoring and controlling the Customer Services function in the divisions; for recommending changes in policies, procedures and programs that affect all classes of customers; and for maintaining the effective flow of communication between the divisions and the AEB.

MAJOR DUTIES AND RESPONSIBILITIES:

- Responsible for coordinating, monitoring, and controlling the Customer Service function in the divisions.
- Accumulates data, prepares reports, and carries out other functions as prescribed by Commercial Procedures.
- Acts as an intermediary in communication between the divisions and the AEB.
- Prepares special reports as directed by the Superintending Engineer.
- Reviews division activities to assure that all Customer Service functions are properly implemented and followed.
- Identifies training needs and coordinates division Customer Services training with the AEB.
- Reviews division Customer Services wage and salary changes, promotions, transfers, leaves of absence, hiring and release of personnel.
- Assures safety of the employees and the public, endorsing and fostering safe work practices and environment.
- Reviews division Customer Services budget prior to submittal to the AEB.
- Undertakes other responsibilities as may be properly assigned.

DESIRED QUALIFICATIONS:

a) Education:

Master's degree (Master's degree in Business Administration would be preferable).

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b) Prior Work Experience

Minimum of 10 years experience with at least 5 years associated with customer contact or Customer Services.

c) Abilities and Skills/Knowledge

- Strong communication skills both in written and spoken English and Urdu.
- Technical knowledge of electrical application and techniques.
- Deal effectively with customers and employees.
- Possess supervisory skills to deal with complex problems and develop practical solutions.
- Able to react in a reasonable manner to a wide range of stressful situation.

POSITION ELEMENTS:

a) Supervision Received

Reports directly to the Superintending Engineer.

b) Available Guidelines

Guidelines are available from WAPDA manuals, policies, procedures, and other documents issued from time to time.

c) Exercise of Judgment

Must be able to analyze complex problems resulting in proposals and their implementation. Will be monitoring and controlling policy and procedures in the divisions.

d) Authority to make Commitments

Has full authority to make commitments to the level authorized by the Superintending Engineer.

e) Nature, Level, and Purpose of Contacts

Contacts with customers, governmental agencies, professional and technical organizations, architects and engineers, and other WAPDA personnel as necessary in the execution of responsibilities.

f) Supervision Exercised

Supervises the work of assigned staff, plans their workload, and reviews and evaluates division personnel's functional performance.

POSITION TITLE: Deputy Director Engineering (Circle)

GRADE: BPS-18

BASIC POSITION DESCRIPTION:

The Deputy Director Engineering (Circle) is responsible to the Superintending Engineer (Circle). His principal responsibilities include generation of construction work orders for major projects within the Circle and maintenance of distribution mapping throughout the Circle.

The work orders to be generated are based on planning proposals originating from the AEB. The Deputy Director Engineering will oversee their preparation including bill of quantities, estimate, and construction drawings. Following completion of the work he will certify the work order including corrected bill of quantities, estimate and drawings as required, and will verify compliance with standards.

The Dy. Director Engineering will also oversee distribution mapping within the Circle. File prints will be kept with all changes posted manually for work done by the Circle or by the respective operating divisions. The update information will be provided to the AEB according to schedule for updating the mapping database.

MAJOR DUTIES AND RESPONSIBILITIES:

- Oversees the generation of construction work orders within the circle, ensuring their compliance with the intent of the respective planning proposal, accuracy of content, and compliance with standards.
- Keeps management informed of status of work orders.
- Reviews, inspects if required, and certifies work orders following their completion.
- Oversees Distribution Mapping within the Circle to ensure that maps are updated accurately and on schedule.
- Based on experience gained in the field application of construction standards and specifications, prepares and submits proposals for improvements in standards and specifications to the AEB.
- Directs the implementation of new or revised engineering programs within the Circle.
- Reviews and updates material forecasts and construction budgets to reflect planned construction projects.
- When assigned, investigates accidents relating to distribution facilities and prepares reports for management.
- Investigates failures of distribution equipment and materials and prepares reports for review by the AEB and WAPDA HQ.

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- Provides refinement to details of planning proposals as required to adopt to field conditions. This may include modifications to the protection system, adapting to limited material availability, or modifications of the line routing.
- Cooperates with Dy. Director Planning (AEB) to provide information required for development of planning proposals.
- Coordinates with Dy. Director Mapping & Records (AEB) to ensure accurate and timely map updating.
- Coordinates with XEN Construction (Circle) and Regional Stores to allow orderly planning for construction activity.
- Oversees the assignment of survey and drafting personnel to ensure that they are effectively utilized in a coordinated effort between the Assistant Director Mapping and the Assistant Directors Work Orders.
- Oversees the assignment of survey personnel to perform work required by operating divisions.
- Makes performance evaluation, initiates disciplinary action, and approves leave of absence of personnel supervised.
- Performs assigned duties in a manner consistent with the WAPDA Safety Program and enforces the program within his area of responsibility.
- Assumes all other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS:

a) Education:

Bachelor's degree in the Electrical Engineering Power discipline.

b) Prior Work Experience:

Minimum 5 years experience in a major functional area of distribution.

c) Language Proficiency:

Must be fluent in written and spoken Urdu and English and the appropriate regional language.

d) Knowledge of Specific Areas:

- Technical knowledge of the distribution and utilization of electric energy and equipment involved.
- Knowledge of distribution construction.
- Knowledge of standards, guides, specifications and safety codes.

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e) Abilities and Skill

- Strong communication skills both in written and oral form.
- Technical ability to comprehend, evaluate and solve complex problems and develop practical solutions.

POSITION ELEMENTS:

a) Supervision Required:

Under direct supervision of the Superintending Engineer and functional guidance of Director Planning & Engineering (AEB).

b) Available Guidelines:

Has available approved planning policies, procedures and criteria; approved electrical standards, engineering service rules, safety codes and financial budgets; power system statistics.

c) Exercise of Judgement:

Substantial judgement, discretion and professional integrity is required to supervise work and assign personnel.

d) Authority to Make Commitments:

Has authority to make commitments on approved policies, procedures and budgets within the limits as assigned.

e) Nature and Purpose of Contact:

Frequent contact with technical staff and Headquarters personnel to exchange job-related matters.

f) Supervision Exercised:

Direct supervision of assigned engineers, draftsmen, surveyors and office staff.

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Aug. 18, 1987
Rev. Jan. 4, 1988

POSITION TITLE: Assistant Director Mapping (Circle)

GRADE: BPS-17

BASIC POSITION DESCRIPTION:

Assistant Director Mapping is responsible to Deputy Director Engineering (Circle). He assists in updating and maintaining the Distribution Record Maps. He supervises survey and drafting personnel to accommodate all of the mapping needs within the Circle.

MAJOR DUTIES AND RESPONSIBILITIES:

- Coordinates with the Planning Engineer in the operating divisions. Obtains field sketches from division planners to be recorded in the Circle map file prior to permanent updating.
- Reviews field sketches to ensure accurate and sufficient content.
- Develops construction prints for Work Orders as requested by Asst. Dir. Work Orders (Circle).
- Receives completed work orders from Asst. Dir. Work Orders (Circle) and updates the Circle map file prior to permanent updating.
- Monitors updating schedules and forwards file maps to Dy. Dir. Mapping & Records (AEB) for periodic updating.
- Receives updated prints from Assistant Director Mapping (AEB) to maintain the Circle map file.
- Provides map copies to Asst. Dir. Work Orders (Circle) or Planning Engineer (Div.) as requested.
- Develops and maintains key maps for the Circle.
- Coordinates with Asst. Dir. Work Orders (Circle) and Planning Engineer (Div.) to provide survey crews as needed.
- Performs assigned duties in a manner consistent with the WAPDA Safety Program and enforces the program within his area of responsibility.
- Makes performance evaluation, initiates disciplinary action, and approves leave of absence of personnel supervised.
- Assumes all other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS:

a) Education:

Bachelor's degree in electrical engineering or equivalent.

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b) Prior Work Experiences:

Three years experience in a major functional area of distribution.

c) Language Proficiency:

Should be fluent in written and spoken Urdu, English and the appropriate regional language.

d) Knowledge of Specific Areas:

- Knowledge of power distribution system.
- Knowledge of surveying and mapping.
- Knowledge of construction standards.
- Knowledge of safety codes.

e) Abilities and Skills:

- Should be able to communicate with others related with his job.
- Should be able to comprehend, evaluate and suggest practical solutions for his routine works.

POSITION ELEMENTS:

a) Supervision Received:

Receives instructions from Deputy Director Engineering (Circle).

b) Available Guidelines:

Has available to him the planning policies and procedures; mapping techniques and procedures; standards; engineering service rules and safety codes.

c) Exercise of Judgement:

Substantial judgement and professional integrity is required.

d) Authority to Make Commitments:

Authority to make commitments is limited to approved policies and procedures.

e) Nature, Level and Purpose of Contact:

Have frequent contact with the technical personnel both at Headquarter and in the field. Should establish free exchange of job related matters.

f) Supervision Exercised:

Direct supervision of survey and drafting personnel.

POSITION TITLE: Assistant Director Work Orders (Circle)

GRADE: BFS-17

BASIC POSITION DESCRIPTION:

Assistant Director Work Orders (Circle) is responsible to the Deputy Director Engineering (Circle). He assists in the preparation of Work Orders to implement planning proposals received from the AEB. The responsibilities include oversight of field surveying, preparation of work order documents, and final checking and certification after construction is complete.

MAJOR DUTIES AND RESPONSIBILITIES:

- Prepares work orders from approved planning proposals. Work Order to include construction drawings, bill of quantities, detailed estimate, and staking sheet.
- Oversees field staking done by the assigned survey crew and coordinates with Asst. Dir. Mapping to have construction drawings made.
- Performs detail designing of line extensions or modifications including all aspects of field investigation and preparation of work order documents.
- After completion of the work, checks accuracy of W.O. documents and certifies completed.
- Coordinates with YEM Construction at the Circle office to ensure construction conforms to the intention of the work order and to construction standards.
- Coordinates with Assistant Director Records at the AEB office to ensure that the completed work order documents accurately reflect the work done.
- Maintains status and record of all work orders issued.
- Performs assigned duties in a manner consistent with the WAPDA Safety Program and enforces the program within his area of responsibility.
- Makes performance evaluation, initiates disciplinary action, and approves leave of absence of personnel supervised.
- Assumes all other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS:

a) Education:

B.Sc. in electrical engineering.

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b) Prior Work Experience:

Three years related experience with any public or private organization in the field of power distribution.

c) Language Proficiency:

Fluent in written and spoken English, Urdu and the appropriate regional language.

d) Knowledge of the Specific Fields:

- Knowledge of the Work Order Systems
- Technical knowledge of distribution systems and utilization of electric energy and the equipment involved. Knowledge of assets record keeping; knowledge of distribution construction standards; Standard Design Instructions (SDIs); Technical Instructions Construction (TICs).

e) Abilities and Skill:

- Strong communication skills both in written and oral form.
- Technical ability to comprehend, evaluate and solve engineering problems.

POSITION ELEMENTS:

a) Supervision Received:

Under general direction of the Deputy Director Engineering, follows approved policies, criteria, standards and specifications.

b) Available Guidelines:

Has available planning policies, work order system, electrical standards, engineering service rules, safety code, and financial procedures.

c) Exercise of Judgement:

Substantial judgement, discretion and professional integrity is required.

d) Authority to Make Commitments:

Has authority to make commitments limited to approved policies and procedures.

e) Nature, Level and Purpose of Contact:

Frequent contact with technical management within WAPDA headquarters and field personnel to exchange information on job-related matters.

BEST AVAILABLE DOCUMENT

(1) Supervision Exercised:

Functional guidance supervision to field personnel assigned to him from time to time.

"adwocir/077/ms"
Jan.04, 1988

BEST AVAILABLE DOCUMENT

POSITION TITLE: Executive Engineer (Construction) - Circle

GRADE: DPS-19

BASIC POSITION DESCRIPTION:

Executive Engineer (Construction) is responsible to the Superintending Engineer (Circle). His basic functional responsibilities include to carry out the construction activity in the whole circle.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assigns jobs to the construction groups.
- Prepares sundry Job Orders if needed.
- Records deviations in the approved plan.
- Ensures proper documentation of completed works.
- Coordinates with Assistant Director (Work Order, Circle) and Assistant Director (Mapping, Circle).
- Forwards "as-built" maps to Deputy Director (Engineering, Circle) and Deputy Director (Mapping and Records, AEB).

DESIRED QUALIFICATIONS:

a) Education:

B.Sc. Degree in Electrical (Power) Engineering.

b) Prior Work Experience:

Minimum of 5 years experience in a major functional area of distribution.

c) Language Proficiency:

Fluency in written and spoken English and Urdu and one regional language.

d) Knowledge of Specific Fields:

- Knowledge of the distribution and utilization of electric energy and the equipment involved.
- Knowledge of Technical Instruction on Construction (TICs).
- Knowledge of standard procedures, criteria and safety code.

a) Abilities and Skills:

- Strong communication skills both in written and oral form.
- Technical ability to comprehend, evaluate and solve construction problems and develop practical solutions.

POSITION ELEMENTS:

a) Supervision Received:

Under general direction of the Superintending Engineer, follows approved policies, criteria and standards established.

b) Available Guidelines:

Has available planning policies, procedures and criteria approved, electrical standards, engineering service rules, safety code, and financial powers.

c) Exercise of Judgment:

Substantial judgement, discretion and professional integrity is required to supervise work and assign personnel.

d) Authority to Make Commitments:

Has authority to make commitments on approved policies, procedures and budgets within the limits.

e) Nature, Level and Purpose of Contact:

- Frequent contact with technical management within HAPDA headquarters and field personnel to exchange information on job-related matters.
- Keeps liaison with line design, construction operation and maintenance functions to know field problems.

f) Supervision Exercised:

Direct supervision of construction staff assigned to him and provide assistance to field personnel assigned to distribution system mapping, data collection, assets records keeping and map updating activities.

"xencic/077/ms"
Jan.04, 1999

BEST AVAILABLE DOCUMENT

POSITION TITLE: Sub-Division Officer - Construction

GRADE: BPS-17

BASIC FUNCTIONAL DESCRIPTION:

The Sub-Division Officer - Construction is responsible to the Executive Engineer Construction. His functions include the construction and erection of distribution lines and equipment including additions, removals, relocations and replacements. Requisitioning and drawing of material from stores, maintenance of erection tools and transport, keeping record of tools and material at sites of work and handing over of the completed work to operation staff. He implements the construction schedules within the approved policies, practices and procedures for overhead as well as underground distribution system and associated equipment.

MAJOR DUTIES AND RESPONSIBILITIES:

- Applies the approved policies, standards, practices, procedures, instructions and guidelines for the construction work on distribution lines and equipment to ensure safe and reliable operation of the distribution system.
- Assists in the preparation of Work Order proposals of assigned work as laid down in the Work Order System.
- Executes the approved Work Orders as assigned.
- Follows construction schedules within the approved policies, practices and procedures for overhead and underground distribution system and associated equipment.
- Requisitions, draws from stores and transports to work sites the requisite material and equipment in accordance with the approved work order E.O.O.s and maintains a record of such material and equipment.
- Maintains all the erection tools/equipment and transport in safe working order.
- Monitors the progress of crew work under his jurisdiction.
- Implements the enforcement of WAPDA Safety Program policies and practices within his jurisdiction.
- Makes performance evaluation, recommends changes in salaries, promotion, demotion, transfers, disciplinary action, leave of absence, hiring and release of personnel supervised and approves the same for lower levels of management.
- Assumes other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS:

1) Education

Bachelors degree in the engineering discipline preferably with a major in electric power.

1) Prior Work Experience

Minimum of 3 years experience in a major, functional area of power distribution.

1) Language Proficiency

Must be fluent in written and spoken English and Urdu.

1) Knowledge of Specific Areas

Technical knowledge of the distribution and utilization of electric energy and the equipment involved. Should be familiar with construction tools, methods and procedures.

1) Abilities and Skills

- Strong communication skills in both written and oral form.
- Technical ability to comprehend, evaluate and solve problems.

POSITION ELEMENTS

1) Supervision Received

Under general guidance and supervision of Executive Engineer Construction, follows approved policies, criteria and standards established.

1) Available Guidelines

Has available planning policies, procedures and criteria and approved electrical standards, engineering service rules, safety code and financial budgets.

1) Exercise of Judgment

Adequate judgment, discretion and professional integrity is required to carry out rehabilitation and expansion activities as assigned.

1) Authority to Make Commitments

Has authority to make commitments on approved policies and budgets within the limits as assigned.

BEST AVAILABLE DOCUMENT

e) Nature, Level and Purpose of Contact

Frequent contact with technical management within the Circle and the Divisions.

f) Supervision Exercised

Functional guidance and supervision of the field personnel assigned.

REORGANIZATION PLAN
FOR THE
AREA ELECTRICITY BOARDS & CIRCLES

INSTITUTIONAL IMPROVEMENT PROGRAM

VOLUME 3 OF 3

ISLAMABAD AEB

POWER DISTRIBUTION WING
WATER AND POWER DEVELOPMENT AUTHORITY

NOVEMBER, 1990

BEST AVAILABLE DOCUMENT

ISLAMABAD
AREA ELECTRICITY BOARD HEADQUARTER
PROPOSED STAFFING

	BFS	Prop- osed	Sanct- ioned	Exis- ting
<u>CHAIRMAN</u>	20	1	1	1
Steno Gr. I	15	1	1	1
Qasid	2	1	1	1
Naib Qasid	1	1	2	2
Secretary AED	19	1	1	1
Steno/F.C. Operator	12	1	1	1
Statistical Assistant	11	1	1	1
Jr. Clerk	5	2	1	1
Naib Qasid	1	1	1	1
Commercial Supdt. (Ombudsman)	15	1	0	0
LS-I	12	1	0	0
Steno Gr. II	12	1	1	1
Public Relations Officer	17	1	1	1
Asstt. Public Relations Off.	15	0	1	1
Naib Qasid	1	1	1	1
Total Office of the Chairman		15	14	14
<u>Administration</u>				
Director	19	1	1	1
Steno Gr. I	15	1	1	1
Naib Qasid	1	1	1	1
Deputy Director Personnel	18	1	1	1
Steno Gr. II	12	1	1	1
Naib Qasid	1	1	1	1
Sr. Supdt. (Personnel)	16	1	1	1
Assistant (Personnel)	11	2	2	2
Asstt. (Personnel Affairs)	11	1	1	2*
Sr. Clerk	7	3	3	3
Jr. Clerk/Typist/Recordkeeper	5	5	5	5
Naib Qasid	1	2	2	2
Dak Runner	1	1	1	1
Sr. Supdt. (Inquiries)	16	1	1	0**
Assistant	11	1	1	1
Sr. Clerk	7	1	1	1
Jr. Clerk/Typist	5	1	1	1
Naib Qasid	1	1	1	1
Daftri	2	1	1	1
Telex Operator	7	1	1	1
Bestedner Operator	4	1	1	1
Telephone Operator	7	1	1	1
Chowkidar	1	3	3	3
Mali	1	1	1	1
Sweeper	1	1	1	1
Assistant Dir. Adm. Audit Paras	17	1	1	1
Assistant	11	1	1	1

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	BPS	Proposed	Sanct- ioned	Exis- ting
Sr. Clerk	7	1	1	1
Jr. Clerk/Typist	5	1	1	1
Naib Qasid	1	1	1	1
Deputy Director Labor & Legal	19	1	1	1
Steno Gr. II	12	1	1	1
Assistant	11	1	1	0*
Jr. Clerk	5	1	1	1
Naib Qasid	1	1	1	1
Deputy Director Transport	18	1	1	1
Auto Foreman	11	1	1	0***
Jr. Clerk	5	1	1	1
Driver (for AEB vehicles)	5/7	19	18	18
Lorry Cleaner	1	3	3	3
Naib Qasid	1	1	1	1
Total Administration		67	67	67

- * One Assistant should shift from Deputy Director Personnel to Deputy Director Labor and Legal Office.
- ** Senior Superintendent will shift from Director Construction, Maintenance and Operation Office to Deputy Director Personnel Office.
- *** Position of Auto-Foreman must be filled.

Finance

Director Finance	19	1	1	1
Steno Gr. I	15	1	1	1
Naib Qasid	1	1	1	1
Dy. Director Banking & Budget	18	1	1	1
Steno Gr. II	12	1	1	1
Naib Qasid	1	1	1	1
Acct. Supervisor (ABAO Budget)	14	1	1	1
Accounts Assistant	11/12	3	3	3
Accounts Clerk	7	1	1	1
Typist	5	1	1	1
Assistant Director Banking	17	1	1	1
Naib Qasid	1	1	1	1
Accounts Assistant	11/12	7	7	7
Accounts Clerk	7	2	2	2
Jr. Clerk	5	1	1	1
Typist	5	1	1	1
Acct. Supervisor (ABAO Imprest)	14	1	0	0
Naib Qasid	1	1	1	1
Accounts Assistant	11/12	2	2	2
Accounts Clerk	7	1	1	1
Typist	5	1	1	1
Dy. Director General Accounting and Financial Reports	18	1	1	1

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	DPS	Prop--	Sanct--	Exis-
	-----	osed	ioned	ting
Steno Gr. II	12	1	1	1
Naib Qasid	1	1	1	1
Asstt. Director Implementation	17	1	1	1
Naib Qasid	1	1	1	1
Accounts Supervisor	16	1	1	1
Accounts Assistant	11/12	2	2	2
Typist	5	1	1	1
Assistant Director Consolidation/				
Inter Office Transactions	17	1	1	1
Typist	5	1	1	1
Naib Qasid	1	1	1	1
Acct. Supv. (ABAO I/O Trans)	16	2	2	2
Accounts Assistant	11/12	6	6	4
Jr. Clerk	5	1	1	1
Asstt. Director Assets	17	1	1	1
Accounts Assistant	11/12	3	3	3
Accounts Clerk	7	3	3	3
Typist	5	1	1	0
Naib Qasid	1	1	1	1
Daftri	1	1	1	1
Dy. Director Payables/Inventory				
Accounts (1)	18	1	1	1
Steno Gr. II (3)	12	1	1	1
Naib Qasid	1	1	1	0
Asstt. Director Payments	17	1	1	1
Driver	9	1	1	1
Driver	6	1	1	1
Typist	5	1	1	1
Naib Qasid	1	1	1	1
Dafadar/Haji/Sweeper/Chowkidar				
Bahishtli/Dak Runner	1	6	6	4
Bestetner Operator	4	1	1	1
Acct. Supervisor (ABAO Payments)	16	2	2	2
Accounts Assistant	11/12	4	4	4
Jr. Clerk	5	1	1	1
Accounts Clerk	7	2	2	2
Acct. Supervisor (ABAO Audit)	16	1	1	1
Naib Qasid	1	1	1	1
Accounts Assistant	11/12	3	3	3
Accounts Clerk	7	12	12	8
Jr. Clerk	5	1	1	1
Typist	5	1	1	1
Asstt. Director - Inv. Accts (2)	17	1	1	1
Total Finance		106	106	94

- (1 & These positions are redesignations of
(2) Inventory Accountant and Budget &
Accounts Officer respectively
(3) Presently working with Inventory Accountant.

	BPS ----	Prop- osed	Sanct- ioned	Exis- ting
Customer Services				
Director Customer Services	19	1	1	1
Steno Gr. I	15	1	1	1
Naib Qasid	1	1	1	1
Dy. Director Customer Assistance	18	1	1	1
Asst. Director (Commercial Supdt)	17	1	1	1
Assistant	11	1	1	1
Sr. Clerk	7	1	1	1
Steno Gr. II	12	1	1	1
Naib Qasid	1	1	1	1
Dy. Dir. Customer Accounts (DEM)	19	1	1	1
Steno Gr. II	12	1	1	1
Assistant Director	17	1	0	0
Assistant	11	2	2	2
Sr. Clerk	7	1	0	0
Jr. Clerk/Typist	5	1	1	1
Naib Qasid	1	1	1	1
Dy. Director Energy Surveillance	19	1	1	1
Assistant Director	17	2	0	0
Meter Inspector	11	0	25	15
LS-I	12	1	0	0
Driver	7	0	2	2
Jr. Clerk/Typist	5	1	0	0
Naib Qasid	1	1	1	1
Dy. Dir. Customer Relations EC/LM	19	1	0	0
Assistant Director	17	2	0	0
Sr. Clerk	7	1	0	0
Jr. Clerk/Typist	5	1	0	0
Steno Gr. II	12	1	0	0
Naib Qasid	1	1	0	0
*Special Magistrate	19	1	0	0
*Asstt. District Attorney	14	1	0	0
*Steno Gr. II	12	1	0	0
*Reader	5	1	0	0
*Ahmad	5	1	0	0
Naib Qasid	1	1	0	0
*Naib Court	2	1	0	0
**Commercial Training				
Senior Engineer		0	1	1
Revenue Officer		0	4	2
Jr. Clerk		0	2	2
Naib Qasid		0	2	2
Cook		0	1	1
Bearer		0	2	2
Chowkidar		0	2	2
Sanitary Worker (Sweeper)		0	2	2
Total Customer Services		45	60	48

*Employed by Provincial Government
 **Commercial Training Cadre to eventually become part of AEB
 Training Centre

	BPS	Prop- osed	Sanct- ioned	Exis- ting
<u>Planning & Engineering</u>				
Director Planning & Engineering	17	1	1	1
Senior Superintendent	16	0	1	1
Steno Gr. I	15	1	1	1
Naib Qasid	1	1	1	1
Dy. Director Planning	18	1	1	1
Steno Gr. II	12	1	1	1
Jr. Clerk	5	1	1	1
Naib Qasid	1	1	1	1
Head Draftsman Gr. B	14	1	1	1
Asstt. Draftsman	11	1	1	5
Asstt. Director Planning	17	3	3	2
Assistant	11	4	3	2
Asstt. Director Load Forecast	17	1	1	0
Assistant	11	1	0	0
Asstt. Director Protection	17	1	0	0
Assistant	11	1	0	0
Dy. Dir. Engg. Mapping & Records	18	1	1	1
Steno Gr. II	12	1	1	1
Jr. Clerk	5	1	1	1
Naib Qasid	1	1	1	1
Asstt. Director Engg/Records	17	1	1	0
Assistant	11	1	0	01
Asstt. Director Mapping	17	2	2	0
Assistant Digitizer	11	4	4	0
Tracer	3	0	7	7
ALM	5	0	2	2
Total Planning & Engineering		32	37	36

Construction, Maintenance & Operation

Director Const., Maint., & Oper.	17	1	1	1
Steno Gr. I	15	1	1	0
Naib Qasid	1	1	1	1
Dy. Director Construction	18	1	1	0
Steno Gr. II	12	1	1	0
Head Draftsman Gr. A	16	1	1	1
LS-II	11	1	1	0
Assistant	11	1	1	0
Jr. Clerk/Typist	5	1	1	0
Naib Qasid	1	1	1	1
Dy. Director Maint. & Oper.	18	1	0	0
Steno Gr. II	12	1	0	0
LS-II	11	1	1	0

	BPS -----	Prop- osed	Sanct- ioned	Exis- ting
Assistant	11	1	1	0
Jr. Clerk/Typist	5	1	1	0
Naib Qasid	1	1	3	1
Draftsman Gr.B	14	0	1	1
Total Const., Maint., & Oper.		16	17	8

Inventory Control

Regional Director Inv. Control	19	1	1	1
Steno Gr. I	15	1	1	1
Naib Qasid	1	1	1	1
Dy. Director Purchasing	18	1	1	1
Steno Gr. II	12	1	1	1
Assistant	11	1	1	1
Sr. Clerk	7	1	2	2
Jr. Clerk	5	1	1	1
Photocopy Operator	4	1	1	1
Naib Qasid	1	1	1	1
Director Inventory Control	18	1	0	0
Steno Gr. II	12	1	0	0
Assistant	11	1	0	0
Sr. Clerk	7	1	0	0
Jr. Clerk	5	1	0	0
Naib Qasid	1	1	1	1
Driver		0	1	1
Sr. Budget & Accounts Officer	18	0	1	1
Asst. Budget & Accounts Officer	16	0	1	1
Steno Gr. II	12	0	1	1
Accounts Assistant	11	0	3	3
Naib Qasid	1	0	1	1
TOTAL IN AEB HEADQUARTER		361	337	322

The following organizations are not in the AEB Headquarters & they report to the Area Electricity Board Organization indicated:

Reports to Director, Construction, Maintenance & Operation.

	BPS -----	Prop- osed	Sanct./ Exist.
<u>Civil Works</u>			
Executive Engineer	18	1	1
Head Clerk-cum-Accountant	12	1	1
Assistant Draftsman	11	1	1

	BFS ----	Prop- osed	Sanct./ Exist.
Tracer	3	1	1
Sr. Clerk	7	2	2
Jr. Clerk	5	3	3
Accounts Clerk	7/6	2	0
Driver	1	1	0
Chowkidar	1	1	1
Sweeper	1	1	0
Naib Qasid	1	2	2
Sub-Division Officers	17	2	2
Sub Engineer	11/16	4	3
Sr. Clerk	7	2	1
Jr. Clerk	5	2	1
Driver	7/6	2	0
Naib Qasid	1	2	1
		30	20

Central Meter & Equipment Division

Executive Engineer	19	1	1
Steno Gr. 11	12	1	1
Division Accountant	11	1	1
Head Clerk	11	1	1
Sr. Clerk	7	2	2
Jr. Clerk	5	3	3
Test Inspector**	12	0	0
Meter Mechanic**	7	0	0
Helper**	5	0	0
Driver	7	1	1
Naib Qasid	1	2	3
Sweeper	1	1	1
Chowkidar	1	1	1
Mali	1	1	1
Total Central & Equipment Div.		15	16

**For installation and testing of MDI meters for connections having load from 500KW and above. These personnel are normally assigned to the Meter Shops and are available upon request by the XEN.

One Meter Field Team**

Asstt. Engineer Meters (Field)	17	1	1
Test Inspector	12	1	1
Meter Mechanic	7	1	1
Jr. Clerk	5	1	1
Helper	5	1	1
Naib Qasid	1	1	1
Driver	7	1	1
Total One Meter Field Team**		7	7

**For installation and testing of meters for connections having load of 70KW to 500KW.

Note: A Welder will be withdrawn from the Central Equipment Shop as and when required by the Field Team and XEN (M&E) for use at the customer's sites.

CENTRAL METER SHOP

Activity

Engineer, I/C & Staff

	BPS	Prop- osed	Sanct./ Exist.
Asstt. Engineer	17	1	1
Supervisor Meter	16	1	0
Jr. Storekeeper	7	1	1
Store Helper	5	3	0
Meter Rec Clerk	5	1	0
Sr. Clerk	7	1	1
Jr. Clerk	5	1	1
Driver	7	1	1
Naib Qasid	1	2	2
Chowkidar	1	2	2
Sweeper	1	1	0

Standard Room

Test Inspector	12	1	1
Meter Mechanic	7	1	1
Helper	5	1	1

Instrumentation & Hi Pot Testing

Test Inspector	12	1	1
Helper	5	1	1

Meter Repair

Test Inspector	12	1	1
Meter Mechanic	7	8	8
Helper	5	4	4
Fitter	7	1	1
Helper	5	1	1

Meter Testing
(4 Test benches)

Test Assistant	11	4	4
Helper	5	4	4

Meter Sealing

	<u>BPS</u>	<u>Prop-</u>	<u>Sanct./</u>
	<u>----</u>	<u>osed</u>	<u>Exist.</u>
Helper	5	2	2
Total Central Meter Shop		45	39

EQUIPMENT SHOP

Engineer I/C & Staff

Asstt. Engineer	17	1	1
Sr. Clerk	7	1	1
Jr. Clerk	5	1	1
Jr. Storekeeper	7	1	1
Welder	5	2	0
Driver	7	1	1
Naib Qasid	1	2	2
Chowkidar	1	1	1
Sweeper	1	1	0

Line Equipment Shop*

Supervisor (Line Equipment)	16	1	0
Technician (Elect)	11	3	0
Helper	5	2	0

Communication Equipment**

Supervisor (Comm.)	16	1	0
Technician (Comm.)	11	5	0
Helper	5	4	0
Driver	7	2	1

Protective Safety Equipment Testing

Supervisor (Prot. Safety Equip.)	12	1	0
Mechanic	7	2	0
Helper	5	2	0

Transformer Repair***

Supervisor	16	1	0
Foreman	12	1	1
Fitter	7	1	0
Helpers	5	1	0
Operators/Asstl. Foreman)	11	1	1
Helper	5	1	0
Fork Lift Operator	7	1	0

Total Equipment Shop 41 11

* Line equipment includes Voltage Regulators, Reclosers, Sectionalizers, Capacitor Controls.

** Includes two Technicians for the radio equipment maintenance vehicles to provide maintenance at site. The number of

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Technicians required will depend on the number of radios installed and the area to be serviced.

*** Inspect damaged/defective transformers received from the Field Stores. Repair transformers with minor defects involving broken wire, damaged bushings etc., for issue and return transformers requiring major repairs or salvage to the Regional Store for further action.

Meter Shop

	BPS ----	Prop- osed	Sanct./ Exist.
Asstt. Engineer	17	1	1
Supervisor Meters	16	1	0
Jr. Storekeeper	7	1	1
Store Helper	5	2	0
Meter Rec. Clerk	5	1	0
Sr. Clerk	7	1	1
Jr. Clerk	5	1	1
Driver	7	1	1
Naib Dasid	1	2	3
Chowkidar	1	1	5
Sweeper	1	1	0
Test Inspector	12	1	1
Meter Mechanic	7	9	7
Helper	5	4	1
Fitter	9	1	0
Helper	5	1	0
Test Assistant	11	3	4
Helper	5	3	0
Total Meter Shop		34	26

Reports to Regional Director Inventory Control:

	BPS ----	Prop- osed	Sanct- ioned	Exis- ting
<u>Regional Store</u>				
Regional Store Manager	18	1	1	1
Assistant Store Manager	17	1	1	1
Steno Gr. II	12	1	1	1
Sr. Clerk	7	1	1	1
Jr. Clerk	5	1	1	1
*Sr. Store Keepers	12	4	4	4
Jr. Store Keepers	11	5	4	4
Store Helpers	3	22	22	22
Stores System Supervisors	14	2	0	0
	BPS ----	Prop- osed	Sanct- ioned	Exis- ting

Stock Clerk	7	2	2	2
Store Clerk	7	1	1	1
Valve Ledger Keeper	12	0	1	1
Gate Clerk	5	1	1	1
Photocopier Operator	4	1	1	1
Naib Qasid	1	3	3	3
Drivers	7	2	1	1
Cleaners	2	3	1	1
Fork Lift Operator	6	1	1	1
Crane Operator	7	1	1	1
Crane Helper	7	1	1	1
Carpenter	6	1	1	1
Mali	1	1	1	1
Sweeper	1	2	2	2
Security Sargeant.	3	1	1	1
Security Guards	1	9	9	8
Budget & Accounts Officer**	17	0	0	0
Accounts Assistant.	11	2	2	0
Jr. Clerk/Typist	5	1	0	0
Total Regional Store		70	64	62

*If operation for Emergency Cell, 3 additional Sr. Store Keepers are required.

**Functionally report to Director Finance AEB.

Field Store

(Serves 3 or more Divisions)

Field Store Manager	17	1	1	1
Jr. Clerks	5	1	0	0
Sr. Store Keepers	12	2	2	2
Jr. Store Keepers	11	2	2	2
Store Helpers	3	9	10	10
Stores System Supervisors	14	1	1	1
Stock Clerks	7	1	1	1
Store Clerks	7	1	1	1
Gate Clerk	5	1	1	1
Naib Qasid	1	2	2	2
Drivers	7	2	1/Veh.	1
Cleaners	2	1	1/Veh.	1
Fork Lift Operator	6	1	1	1
Mali	1	1	1	1
Sweeper	1	1	1	1
Store Chowkidars	1	4	4	4
Asstt. B&A Officer	16	0	1	1
Accounts Assistants	11	1	1	1
Valve Ledger Keeper	12	0	1	1
Jr. Clerk/Typist	5	1	1	1
In Rawalpindi		32	34	34
In O Point Islamabad		32	34	34
In Gujrat.		32	34	34

*Functionally report to Director Finance AEB.

BPS Prop- Sanct- Exis-
 ---- used ioned ting

Field Store
 (Serves less than 3 Divisions)

Field Store Manager	17	1	1	1
Jr. Clerks	5	1	0	0
Sr. Store Keepers	12	1	1	1
Jr. Store Keepers	11	1	1	1
Store Helpers	3	5	5	5
Stores System Supervisor	14	1	0	0
Stock Clerks	7	1	1	1
Store Clerks	7	1	1	1
Gate Clerk	5	1	1	1
Naib Qasid	1	2	2	2
Drivers	7	2	1	1
Cleaners	2	1	1	1
Fork Lift Operator	6	1	1	1
Mail	1	1	1	1
Sweeper	1	1	1	1
Store Chowkidars	1	4	4	4
Asstt. B&A Officer	16	0	1	1
Accounts Assistants	11	1	1	1
Jr. Clerk/Typist	5	1	1	1
Valve Ledger Keeper	12	0	1	1
In Mandi Bahauddin		27	26	26
In Hattian		27	26	26
In Chakwal		27	26	26
In Firdi Gheb		27	26	26

*Functionally report to Director Finance AEB.

Remote Store

Senior Store Keeper	12	1	1	1
Stock Clerk	7	1	1	1
Store Clerk	7	1	1	1
Naib Qasid	1	1	1	1
Store Chowkidar	1	1	1	1
In Murree		5	5	5
In Tala Sang		5	5	5

Total Civil Works, Pole Plant, Meter
 and Equipment Shops and Stores

The Regional Training Centre Organization trains AEB and reports to the Chairman AEB administratively and functionally reports to the Department Director in DTI.

Supervisor/Senior Instructor	18	2	0	0
Instructor (Commercial)	17	3	0	0
Instructor (Management)	17	1	0	0
Instructor (Technical)	17	1	0	0
Jr. Instructor/LS-I	12	5	0	0
Lineman II	7	3	0	0
ALM	6	6	0	0
Steno Gr. II	12	1	0	0
Jr. Clerk	5	2	0	0
Cook	4	2	0	0
Bearer	2	4	0	0
Driver	7	2	0	0
Chowkidar	1	4	0	0
Naib Qasid	1	3	0	0
Sanitary Worker	1	4	0	0
Total		43	0	0

SUMMARY

AEB Headquarter	361	337	322
Civil Works, Shops, & Stores	614	426	423
Training	0	0	0
GRAND TOTAL	1018	763	745

* Total number will depend on the number of Field and Remote Stores, number of Meter Repair Shops and if a P.C. Pole Plant exists with the AEB.

BEST AVAILABLE DOCUMENT

	BPS ----	Prop- osed	Sanct- ioned	Exis- ting
Assistant	11	1	1	0
Jr. Clerk/Typist	5	1	1	0
Naib Qasid	1	1	3	1
Draftsman Gr.B	14	0	1	1
Total Const., Maint., & Oper.		16	17	8

Inventory Control

Regional Director Inv. Control	19	1	1	1
Steno Gr. I	15	1	1	1
Naib Qasid	1	1	1	1
Dy. Director Purchasing	18	1	1	1
Steno Gr. II	12	1	1	1
Assistant	11	1	1	1
Sr. Clerk	7	1	2	2
Jr. Clerk	5	1	1	1
Photocopy Operator	4	1	1	1
Naib Qasid	1	1	1	1
Director Inventory Control	19	1	0	0
Steno Gr. II	12	1	0	0
Assistant	11	1	0	0
Sr. Clerk	7	1	0	0
Jr. Clerk	5	1	0	0
Naib Qasid	1	1	1	1
Driver		0	1	1
Sr. Budget & Accounts Officer	18	0	1	1
Asstt. Budget & Accounts Officer	16	0	1	1
Steno Gr. II	12	0	1	1
Accounts Assistant	11	0	3	3
Naib Qasid	1	0	1	1
TOTAL IN AEB HEADQUARTER		361	337	322

The following organizations are not in the AEB Headquarters but they report to the Area Electricity Board Organization indicated:

Reports to Director, Construction, Maintenance & Operation.

BPS ----	Prop- osed	Sanct./ Exist.
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Civil Works

Executive Engineer	18	1	1
Head Clerk-cum-Accountant	12	1	1
Assistant Draftsman	11	1	1

BEST AVAILABLE DOCUMENT

	BPS	Prop-	Sanct./
	-----	osed	Exist.
Tracer	3	1	1
Sr. Clerk	7	2	2
Jr. Clerk	5	3	3
Accounts Clerk	7/6	2	0
Driver	1	1	0
Chowkidar	1	1	1
Sweeper	1	1	0
Naib Qasid	1	2	2
Sub-Division Officers	17	2	2
Sub Engineer	11/16	4	3
Sr. Clerk	7	2	1
Jr. Clerk	5	2	1
Driver	7/6	2	0
Naib Qasid	1	<u>2</u>	<u>1</u>
		30	20

Central Meter & Equipment Division

Executive Engineer	18	1	1
Steno Gr. II	12	1	1
Division Accountant	11	1	1
Head Clerk	11	1	1
Sr. Clerk	7	2	2
Jr. Clerk	5	3	3
Test Inspector**	12	0	0
Meter Mechanic**	7	0	0
Helper**	5	0	0
Driver	7	1	1
Naib Qasid	1	2	3
Sweeper	1	1	1
Chowkidar	1	1	1
Mali	1	<u>1</u>	<u>1</u>
Total Central & Equipment Div.		15	16

**For installation and testing of MDI meters for connections having load from 500KW and above. These personnel are normally assigned to the Meter Shops and are available upon request by the XEN.

One Meter Field Team**

Asst. Engineer Meters (Field)	17	1	1
Test Inspector	12	1	1
Meter Mechanic	7	1	1
Jr. Clerk	5	1	1
Helper	5	1	1
Naib Qasid	1	1	1
Driver	7	<u>1</u>	<u>1</u>
Total One Meter Field Team**		7	7

BEST AVAILABLE DOCUMENT

**For installation and testing of meters for connections having load of 70KW to 500KW.

Note: A Welder will be withdrawn from the Central Equipment Shop as and when required by the Field Team and XEN (N&E) for use at the customer's sites.

CENTRAL METER SHOP

Activity

Engineer I/C & Staff

	BPS ----	Prop- osed	Sanct./ Exist.
Asstt. Engineer	17	1	1
Supervisor Meter	16	1	0
Jr. Storekeeper	7	1	1
Store Helper	5	3	0
Meter Rec Clerk	5	1	0
Sr. Clerk	7	1	1
Jr. Clerk	5	1	1
Driver	7	1	1
Naib Qasid	1	2	2
Chowkidar	1	2	2
Sweeper	1	1	0

Standard Room

Test Inspector	12	1	1
Meter Mechanic	7	1	1
Helper	5	1	1

Instrumentation & Hi Pot Testing

Test Inspector	12	1	1
Helper	5	1	1

Meter Repair

Test Inspector	12	1	1
Meter Mechanic	7	8	8
Helper	5	4	4
Fitter	7	1	1
Helper	5	1	1

Meter Testing
(4 Test benches)

Test Assistant	11	4	4
Helper	5	4	4

Meter Sealing

	BPS -----	Prop- osed	Sanct./ Exist.
Helper	5	2	2
Total Central Meter Shop		45	39

EQUIPMENT SHOP

Engineer I/C & Staff

Asstt. Engineer	17	1	1
Sr. Clerk	7	1	1
Jr. Clerk	5	1	1
Jr. Storekeeper	7	1	1
Welder	5	2	0
Driver	7	1	1
Naib Qasid	1	2	2
Chowkidar	1	1	1
Sweeper	1	1	0

Line Equipment Shop*

Supervisor (Line Equipment)	16	1	0
Technician (Elect.)	11	3	0
Helper	5	2	0

Communication Equipment**

Supervisor (Comm.)	16	1	0
Technician (Comm.)	11	5	0
Helper	5	4	0
Driver	7	2	1

Protective Safety Equipment Testing

Supervisor (Prot. Safety Equip.)	12	1	0
Mechanic	7	2	0
Helper	5	2	0

Transformer Repair***

Supervisor	16	1	0
Foreman	12	1	1
Fitter	7	1	0
Helpers	5	1	0
Operators/Asstt. Foreman)	11	1	1
Helper	5	1	0
Fork Lift Operator	7	1	0

Total Equipment Shop 41 11

* Line equipment includes Voltage Regulators, Reclosers, Sectionalizers, Capacitor Controls.

** Includes two Technicians for the radio equipment maintenance vehicles to provide maintenance at site. The number of

Stock Clerk	7	2	2	2
Store Clerk	7	1	1	1
Valve Ledger Keeper	12	0	1	1
Gate Clerk	5	1	1	1
Photocopier Operator	4	1	1	1
Naib Qasid	1	3	3	3
Drivers	7	2	1	1
Cleaners	2	3	1	1
Fork Lift Operator	6	1	1	1
Crane Operator	7	1	1	1
Crane Helper	7	1	1	1
Carpenter	6	1	1	1
Mali	1	1	1	1
Sweeper	1	2	2	2
Security Sargeant	3	1	1	1
Security Guards	1	8	8	8
Budget & Accounts Officer**	17	0	0	0
Accounts Assistant	11	2	2	0
Jr. Clerk/Typist	5	1	0	0
Total Regional Store		70	64	62

*If operation for Emergency Cell, 3 additional Sr. Store Keepers are required.

**Functionally report to Director Finance AEB.

Field Store

(Serves 3 or more Divisions)

Field Store Manager	17	1	1	1
Jr. Clerks	5	1	0	0
Sr. Store Keepers	12	2	2	2
Jr. Store Keepers	11	2	2	2
Store Helpers	3	8	10	10
Stores System Supervisors	14	1	1	1
Stock Clerks	7	1	1	1
Store Clerks	7	1	1	1
Gate Clerk	5	1	1	1
Naib Qasid	1	2	2	2
Drivers	7	2	1/Veh.	1
Cleaners	2	1	1/Veh.	1
Fork Lift Operator	6	1	1	1
Mali	1	1	1	1
Sweeper	1	1	1	1
Store Chowkidars	1	4	4	4
Asstt. B&A Officer	16	0	1	1
Accounts Assistants	11	1	1	1
Valve Ledger Keeper	12	0	1	1
Jr. Clerk/Typist	5	1	1	1
In Rawalpindi		32	34	34
In O Point Islamabad		32	34	34
In Gujrat		32	34	34

*Functionally report to Director Finance AEB.

technicians required will depend on the number of radios installed and the area to be serviced.

*** Inspect damaged/defective transformers received from the Field Stores. Repair transformers with minor defects involving broken wire, damaged bushings etc., for issue and return transformers requiring major repairs or salvage to the Regional Store for further action.

Meter Shop

	BFS ----	Prop- used	Sanct./ Exist.
Asstt. Engineer	17	1	1
Supervisor Meters	16	1	0
Jr. Storekeeper	7	1	1
Store Helper	5	2	0
Meter Rec. Clerk	5	1	0
Sr. Clerk	7	1	1
Jr. Clerk	5	1	1
Driver	7	1	1
Naib Qasid	1	2	3
Chowkidar	1	1	5
Sweeper	1	1	0
Test Inspector	12	1	1
Meter Mechanic	7	0	7
Helper	5	4	1
Fitter	9	1	0
Helper	5	1	0
Test Assistant	11	3	4
Helper	5	3	0
Total Meter Shop		34	26

Reports to Regional Director Inventory Control:

	BFS ----	Prop- used	Sanct- ioned	Exis- ting
<u>Regional Store</u>				
Regional Store Manager	18	1	1	1
Assistant Store Manager	17	1	1	1
Steno Gr. II	12	1	1	1
Sr. Clerk	7	1	1	1
Jr. Clerk	5	1	1	1
*Sr. Store Keepers	12	4	4	4
Jr. Store Keepers	11	5	4	4
Store Helpers	3	22	22	22
Stores System Supervisors	14	2	0	0

BFS ----	Prop- used	Sanct- ioned	Exis- ting
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BEST AVAILABLE DOCUMENT

BPS Prop- Sanct- Exis-
 ---- used ioned ting

Field Store
 (Serves less than 3 Divisions)

Field Store Manager	17	1	1	1
Jr. Clerks	5	1	0	0
Sr. Store Keepers	12	1	1	1
Jr. Store Keepers	11	1	1	1
Store Helpers	3	5	5	5
Stores System Supervisor	14	1	0	0
Stock Clerks	7	1	1	1
Store Clerks	7	1	1	1
Gate Clerk	5	1	1	1
Naib Dasid	1	2	2	2
Drivers	7	2	1	1
Cleaners	2	1	1	1
Fork Lift Operator	6	1	1	1
Mali	1	1	1	1
Sweeper	1	1	1	1
Store Chowkidars	1	4	4	4
Asstt. D&A Officer	16	0	1	1
Accounts Assistants	11	1	1	1
Jr. Clerk/Typist	5	1	1	1
Valve Ledger Keeper	12	0	1	1
In Mandi Bahauddin		27	26	26
In Hattian		27	26	26
In Chakwal		27	26	26
In Pindi Gheb		27	26	26

*Functionally report to Director Finance AEB.

Remote Store

Senior Store Keeper	12	1	1	1
Stock Clerk	7	1	1	1
Store Clerk	7	1	1	1
Naib Dasid	1	1	1	1
Store Chowkidar	1	1	1	1
In Murree		5	5	5
In Tala Gang		5	5	5

Total Civil Works, Pole Plant, Meter
 and Equipment Shops and Stores

The Regional Training Centre Organization trains AEB and reports to the Chairman AEB administratively and functionally reports to the Department Director in DTI.

Supervisor/Senior Instructor	18	2	0	0
Instructor (Commercial)	17	3	0	0
Instructor (Management)	17	1	0	0
Instructor (Technical)	17	1	0	0
Jr. Instructor/LS-1	12	5	0	0
Lineman II	7	3	0	0
ALM	6	6	0	0
Steno Gr. II	12	1	0	0
Jr. Clerk	5	2	0	0
Cook	4	2	0	0
Bearer	2	4	0	0
Driver	7	2	0	0
Chowkidar	1	4	0	0
Naib Qasid	1	3	0	0
Sanitary Worker	1	4	0	0
Total		43	0	0

SUMMARY

AEB Headquarter	361	337	322
Civil Works, Shops, & Stores	614	426	423
Training	0	0	0
GRAND TOTAL	1018	763	745

* Total number will depend on the number of Field and Remote Stores, number of Meter Repair Shops and if a P.C. Pole Plant exists with the AEB.

	BPS	Proposed	Sanctioned	Existing
Sr. Clerk	7	1	1	1
Jr. Clerk/Typist	5	1	1	1
Naib Qasid	1	1	1	1
Deputy Director Labor & Legal	18	1	1	1
Steno Gr. II	12	1	1	1
Assistant	11	1	1	0*
Jr. Clerk	5	1	1	1
Naib Qasid	1	1	1	1
Deputy Director Transport	10	1	1	1
Auto Foreman	11	1	1	0***
Jr. Clerk	5	1	1	1
Driver (for AEB vehicles)	6/7	18	18	18
Lorry Cleaner	1	3	3	3
Naib Qasid	1	1	1	1
Total Administration		69	69	67

- * One Assistant should shift from Deputy Director Personnel to Deputy Director Labor and Legal Office.
- ** Senior Superintendent will shift from Director Construction, Maintenance and Operation Office to Deputy Director Personnel Office.
- *** Position of Auto-Foreman must be filled.

Finance

Director Finance	19	1	1	1
Steno Gr. I	15	1	1	1
Naib Qasid	1	1	1	1
Dy. Director Banking & Budget	18	1	1	1
Steno Gr. II	12	1	1	1
Naib Qasid	1	1	1	1
Acct. Supervisor (ABAO Budget)	16	1	1	1
Accounts Assistant	11/12	3	3	3
Accounts Clerk	7	1	1	1
Typist	5	1	1	1
Assistant Director Banking	17	1	1	1
Naib Qasid	1	1	1	1
Accounts Assistant	11/12	7	7	7
Accounts Clerk	7	2	2	2
Jr. Clerk	5	1	1	1
Typist	5	1	1	1
Acct. Supervisor (ABAO Imprest)	16	1	0	0
Naib Qasid	1	1	1	1
Accounts Assistant	11/12	2	2	2
Accounts Clerk	7	1	1	1
Typist	5	1	1	1
Dy. Director General Accounting and Financial Reports	18	1	1	1

	BPS	Prop- osed	Sanct- ioned	Exis- ting
Steno Gr. II	12	1	1	1
Naib Qasid	1	1	1	1
Asstt. Director Implementation	17	1	1	1
Naib Qasid	1	1	1	1
Accounts Supervisor	16	1	1	1
Accounts Assistant	11/12	2	2	2
Typist	5	1	1	1
Assistant Director Consolidation/				
Inter Office Transactions	17	1	1	1
Typist	5	1	1	1
Naib Qasid	1	1	1	1
Acct. Supv. (ABAO I/O Trans)	16	2	2	2
Accounts Assistant	11/12	6	6	4
Jr. Clerk	5	1	1	1
Asstt. Director Assets	17	1	1	1
Accounts Assistant	11/12	3	3	3
Accounts Clerk	7	3	3	3
Typist	5	1	1	0
Naib Qasid	1	1	1	1
Daftri	1	1	1	1
Dy. Director Payables/Inventory				
Accounts (1)	18	1	1	1
Steno Gr. II (3)	12	1	1	1
Naib Qasid	1	1	1	0
Asstt. Director Payments	17	1	1	1
Driver	9	1	1	1
Driver	6	1	1	1
Typist	5	1	1	1
Naib Qasid	1	1	1	1
Dafadar/Mali/Sweeper/Chowkidar				
Bahishtli/Dak Runner	1	6	6	4
Gasletner Operator	4	1	1	1
Acct. Supervisor (ABAO Payments)	16	2	2	2
Accounts Assistant	11/12	4	4	4
Jr. Clerk	5	1	1	1
Accounts Clerk	7	2	2	2
Acct. Supervisor (ABAO Audit)	16	1	1	1
Naib Qasid	1	1	1	1
Accounts Assistant	11/12	3	3	3
Accounts Clerk	7	12	12	8
Jr. Clerk	5	1	1	1
Typist	5	1	1	1
Asstt. Director Inv. Accts (2)	17	1	1	1
Total Finance		106	106	94

- (1) & These positions are redesignations of
(2) Inventory Accountant and Budget &
Accounts Officer respectively
(3) Presently working with Inventory Accountant.

Stock Clerk	7	2	2	2
Store Clerk	7	1	1	1
Valve Ledger Keeper	12	0	1	1
Gate Clerk	5	1	1	1
Photocopier Operator	4	1	1	1
Naib Qasid	1	3	3	3
Drivers	7	2	1	1
Cleaners	2	3	1	1
Fork Lift Operator	6	1	1	1
Crane Operator	7	1	1	1
Crane Helper	7	1	1	1
Carpenter	6	1	1	1
Mali	1	1	1	1
Sweeper	1	2	2	2
Security Sargeant	3	1	1	1
Security Guards	1	8	8	8
Budget & Accounts Officer**	17	0	0	0
Accounts Assistant	11	2	2	0
Jr. Clerk/Typist	5	1	0	0
Total Regional Store		70	64	62

*If operation for Emergency Cell, 3 additional Sr. Store Keepers are required.

**Functionally report to Director Finance AEB.

Field Store

(Serves 3 or more Divisions)

Field Store Manager	17	1	1	1
Jr. Clerks	5	1	0	0
Sr. Store Keepers	12	2	2	2
Jr. Store Keepers	11	2	2	2
Store Helpers	3	8	10	10
Stores System Supervisors	14	1	1	1
Stock Clerks	7	1	1	1
Store Clerks	7	1	1	1
Gate Clerk	5	1	1	1
Naib Qasid	1	2	2	2
Drivers	7	2	1/Veh.	1
Cleaners	2	1	1/Veh.	1
Fork Lift Operator	6	1	1	1
Mali	1	1	1	1
Sweeper	1	1	1	1
Store Chowkidars	1	4	4	4
Asstt. B&A Officer	16	0	1	1
Accounts Assistants	11	1	1	1
Valve Ledger Keeper	12	0	1	1
Jr. Clerk/Typist	5	1	1	1
In Rawalpindi		32	34	34
In O Point Islamabad		32	34	34
In Gujrat		32	34	34

*Functionally report to Director Finance AEB.