

- PN-ABU-337 -

WAPDA MANAGEMENT SERVICES

FUNCTIONS AT HEADQUARTERS LEVEL

PROPOSED ORGANIZATION AND STAFFING

JUNE, 1989

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## 1.0

### INTRODUCTION

The WAPDA Computer Department is responsible for the acquisition, installation and operation of all general purpose computer facilities for the entire WAPDA Organization. It also has developed and is maintaining several major computer applications. It has not, however, effectively addressed the information system needs of WAPDA in many critical areas.

A comprehensive analysis of the WAPDA Power Distribution Institutional Improvement Program is presented in the Institutional Paper. The Institutional Paper focuses on reorganization needs of WAPDA, the benefits to be gained from reorganization and a possible future organizational structure.

The Management Services Organization is recommended in the Institutional Paper to consolidate the specialized functions needed for management support in the areas of information systems. The recommended reorganization requires addition of professional staff to adequately address the development and operational needs.

This report concentrates on the reorganizational requirements and staffing of the WAPDA Computer Department. Position descriptions have been prepared and are included for all supervisory positions, BPS-17 and above.

## 2.0

### BACKGROUND

Currently WAPDA Computer Department reports to the Finance Wing as a part of common services. That placement has inhibited information systems development by separating the department administratively and functionally from the largest potential users of computer resources. Power Generation, Transmission and Distribution.

The Computer Department is presently organized into five units:

- o Operations, which includes computer operations, data entry, data control and data coordination.
- o Accounting, to assist the Manager with Departmental accounting needs.

- o Administration, to perform office services for the Department.
- o Technical, to plan and maintain computer site power and air-conditioning requirements.
- o System, which includes both technical and application program development and maintenance.

The major application systems supported by the Department are:

- o Electric Billing which processes approximately thirty five percent (35%) of the WAPDA accounts.
- o Payroll - Personnel System which includes most headquarters staff and officers but excludes most of the WAPDA staff.
- o Stock Status Reporting which is a simple computer report prepared for manually furnished data.
- o Power Market Survey System which is currently inadequate and is being replaced.
- o Power System Study Programs such as Load Flow, Short Circuit, Stability and Surge/Harmonics which were acquired from other sources.
- o Various Models and programs acquired and used by the Water Wing.

As illustrated by the current staffing, the emphasis in the Department is on maintenance and operation of the existing applications. Until recently, however, no facilities were available for significant expansion, and the current Department structure accurately reflected its limited development mission. That organization structure is inadequate to assume the expanding development responsibility. More support for the development staff is recommended in the areas of standards, quality assurance and project planning and control.

### 3.0 EXISTING ORGANIZATIONAL STRUCTURE

The existing organizational structure for the WAPDA Computer Department Headquarters, WAPDA Computer Center at Area Electricity Board and Data Centers at Circle Level are given in Figures 1, 2 and 3 respectively.

#### 4.0 PROPOSED ORGANIZATION

The proposed Management Services Organizational structure at Headquarter level for grade BPS-17 and above is illustrated in Fig. 4. Six major functions, Computer Systems, Distribution Computer Systems, Methods and Procedures, Technical Services Budgets & Accounts and Computer Operations at AEB Level are proposed which are functionally responsible to the Director General Computer Operations and Manager Computer Systems at the Headquarters. The Director General Computer Operations and Manager Computer Systems will be directly responsible to the General Manager Management Services.

#### 4.1 Position Descriptions

The Position Descriptions for the Management Services Headquarters BPS-17 and above, indicating the responsibilities, functions and duties of all the required positions are given in Annex-A.

#### 4.2 Functions Of Directorates

The proposed Management Services Organization will be headed by a Director General Computer Operations and Manager Computer Systems, both reporting to the General Manager Management Services Department. The office of the Director General Computer Operations will have the following organization:

- Directorate of Technical Services
- Directorate of Computer Operations

Similarly the office of the Manager Computer Systems will have the following organization:

- Directorate of Distribution Computer Systems
- Directorate of WAPDA Computer Systems
- Directorate of Methods and Procedures

The main function to be performed by the Directorates are summarized below.

#### 4.2.1 Technical Services

- o Review plans for new or expanded computer systems and their corresponding operations needs, analyse effects of plans on existing computer operations or the need for new operations support facilities.
- o Prepare recommendations for the development of acquisition of procedures required to satisfy computer systems plans.

- o Prepare a scheduling and control plan including changes required to existing procedures to support new operations, modifications to existing facilities, personnel resources and other support procedures.
- o Coordinate scheduling and control plan with all other department formation plans.
- o Establish the scheduling and control organization, specify duties of personnel, define procedures to achieve objectives and manage the assigned resources.
- o Prepare and administrate a personnel training program based on the Management Services Department Training Plan
- o Prepare equipment and site plan including current capabilities, future additions and modifications, special resources which will be necessary for power and environment.

#### 4.2.2 Computer Operations

- o Exercise control over the computer center and attached data entry center in the Area Electricity Boards in the areas of personnel, operations standards, operations scheduling, training and production control.
- o Control hardware installation and maintenance, special programming assistance and computer systems maintenance.
- o Responsible for hiring, discipline and termination of all center staff.
- o Exercise administrative review authority of all staff and attached data entry centers.
- o Exercise the financial and administrative powers of a Superintending Engineer.
- o Advise Director General on maintenance, modification, replacement or augmentation of equipment for computer centers and associated data entry centers.
- o Administrate training programs, recommend nominees for special training, schedule in-house training for the computer center in the Area Electricity Board(s).



- o Responsible for preparation of annual budgets for stationery, transport and other operational needs.
- o Coordinate with the Management of the Area Electricity Board(s), Circles and Divisions.

#### 4.2.3 Distribution Computer Systems

- o Prepare and maintain comprehensive Distribution Computer Systems Plan including computer system to be developed, information required and produced, computer equipment and technical program requirements.
- o Coordinate activities of computer system user groups for assigned applications, assist to identify long range computer system goals.
- o Prioritize desired projects.
- o Under the direction of Manager Computer System, establish Distribution Computer Systems organization, assign duties and responsibilities to personnel, manage assigned resources and report to the Manager.
- o Assist other WAPDA formations in evaluation, acquisition, installation, operation and maintenance as directed.
- o Prepare and administrate personnel training programs based on the Management Services Department training plan. Identify skills required to meet plan objectives, establish corresponding qualifications required for key positions and coordinate training activities.
- o Responsible for planning, development, testing, pilot operation, documentation, deployment and maintenance of all programs and procedures with assigned computer application area.

#### 4.2.4 WAPDA Computer Systems

- o Under the direction of Manager Computer System, establish computer systems organization, assign duties and responsibilities to personnel, manage assigned resources and report to the Manager.
- o Prepare and maintain comprehensive Computer Systems Plan including computer system to be developed, information required and produced, computer equipment and technical program requirements.
- o Coordinate activities of computer system user groups for assigned applications, assist to identify long range computer system goals.
- o Responsible for planning, development, testing, pilot operation, documentation, deployment and maintenance of all programs and procedures with assigned computer application area.
- o Prepare and administrate personnel training program based on the Management Services Department training plan. Identify skills required to meet plan objectives, establish corresponding qualifications required for key positions and coordinate training activities.
- o Prioritize desired projects.
- o Assist other WAPDA formations in evaluations, acquisition, installation, operation and maintenance as directed.

#### 4.2.5 Methods and Procedures

- o Responsible for documentation and monitoring of department standards and procedures.
- o Responsible for preparation of recommendations for system solution to problems identified and for assistance in definition of improved procedures.
- o Assist in review of proposals for new computer systems or augmentation to the existing systems.
- o Study WAPDA Distribution formations, analyze duties performed and procedures being used. Prepare reports for WAPDA Distribution Management on the results of the studies including recommendations for changes in procedures.

- o Assist WAPDA Distribution formations as requested in documentation of existing and revised procedures, publications and distribution of procedure manuals.
- o Prepare methods and procedures plan including future projects, current activities, personnel resources and special support products.
- o Coordinate section's activities with other Division formations to formulate long-term objectives and to identify future projects to prioritize assignments.

ORGANIZATION CHART  
OF  
WAPDA COMPUTER CENTRE

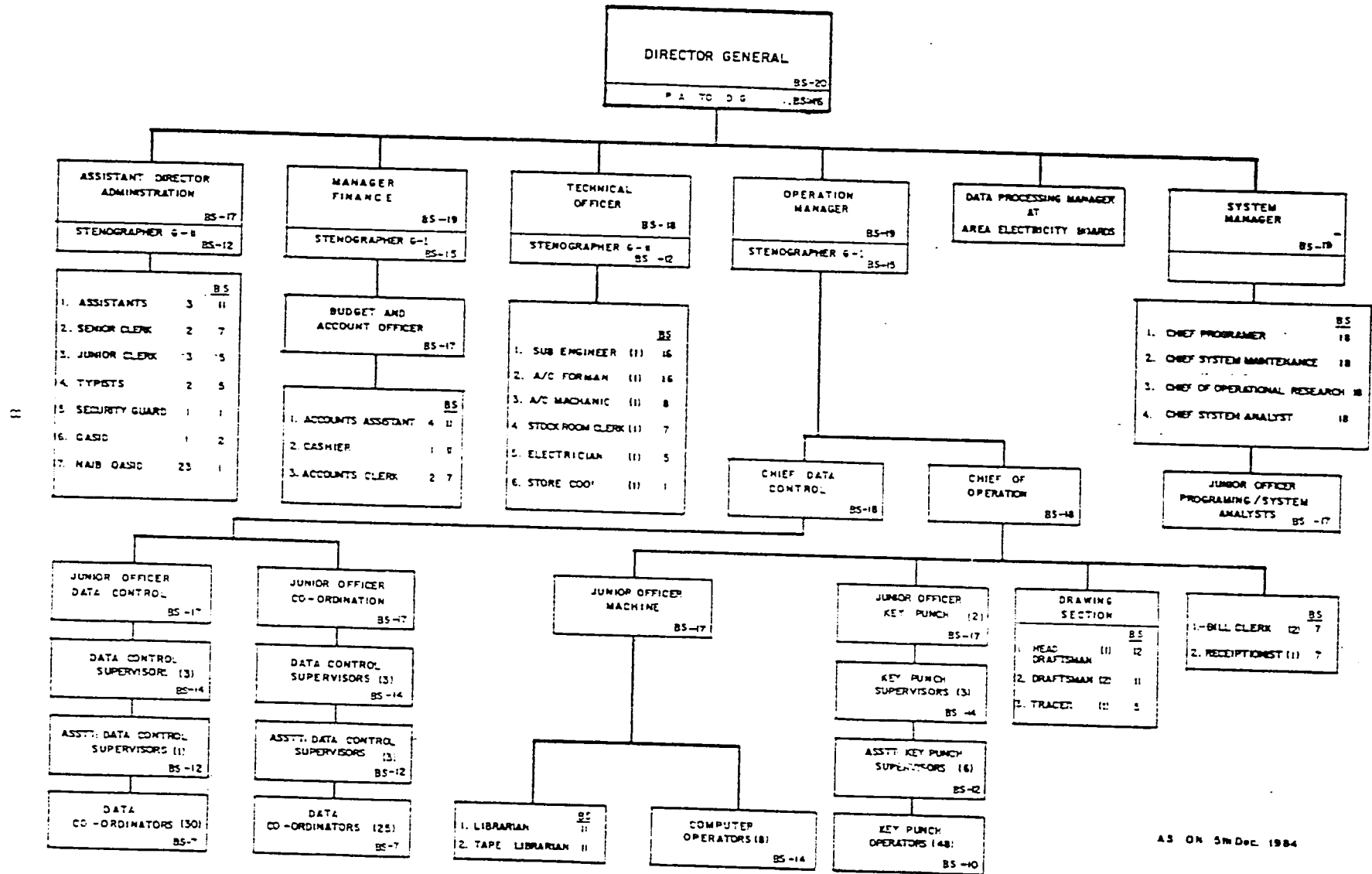


FIGURE 1

# ORGANIZATION CHART OF COMPUTER CENTRE AT AEB

**BEST AVAILABLE DOCUMENT**

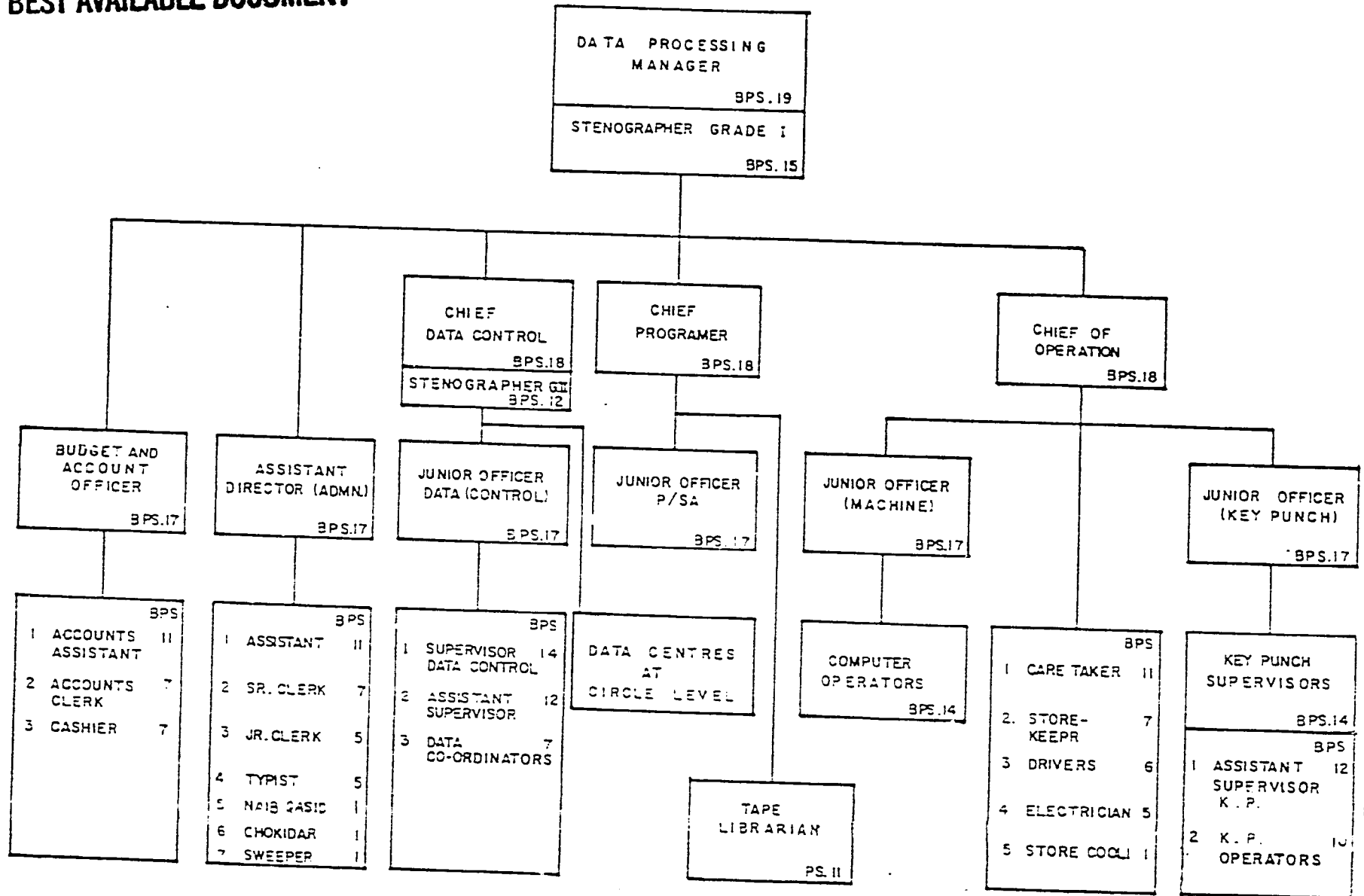


FIGURE 2

# ORGANIZATION CHART OF DATA CENTRES AT CIRCLE LEVEL IN AEB

**BEST AVAILABLE DOCUMENT**

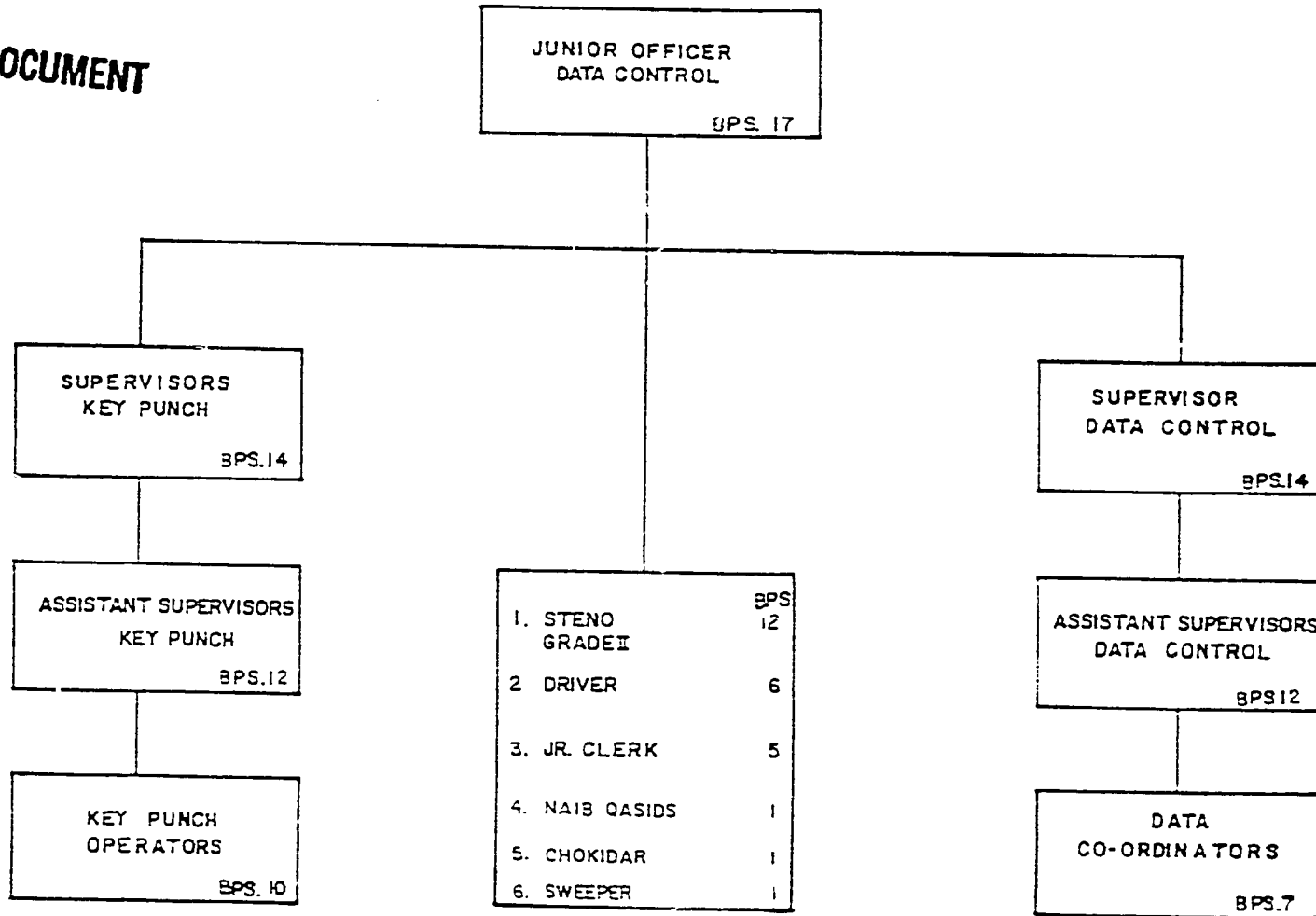
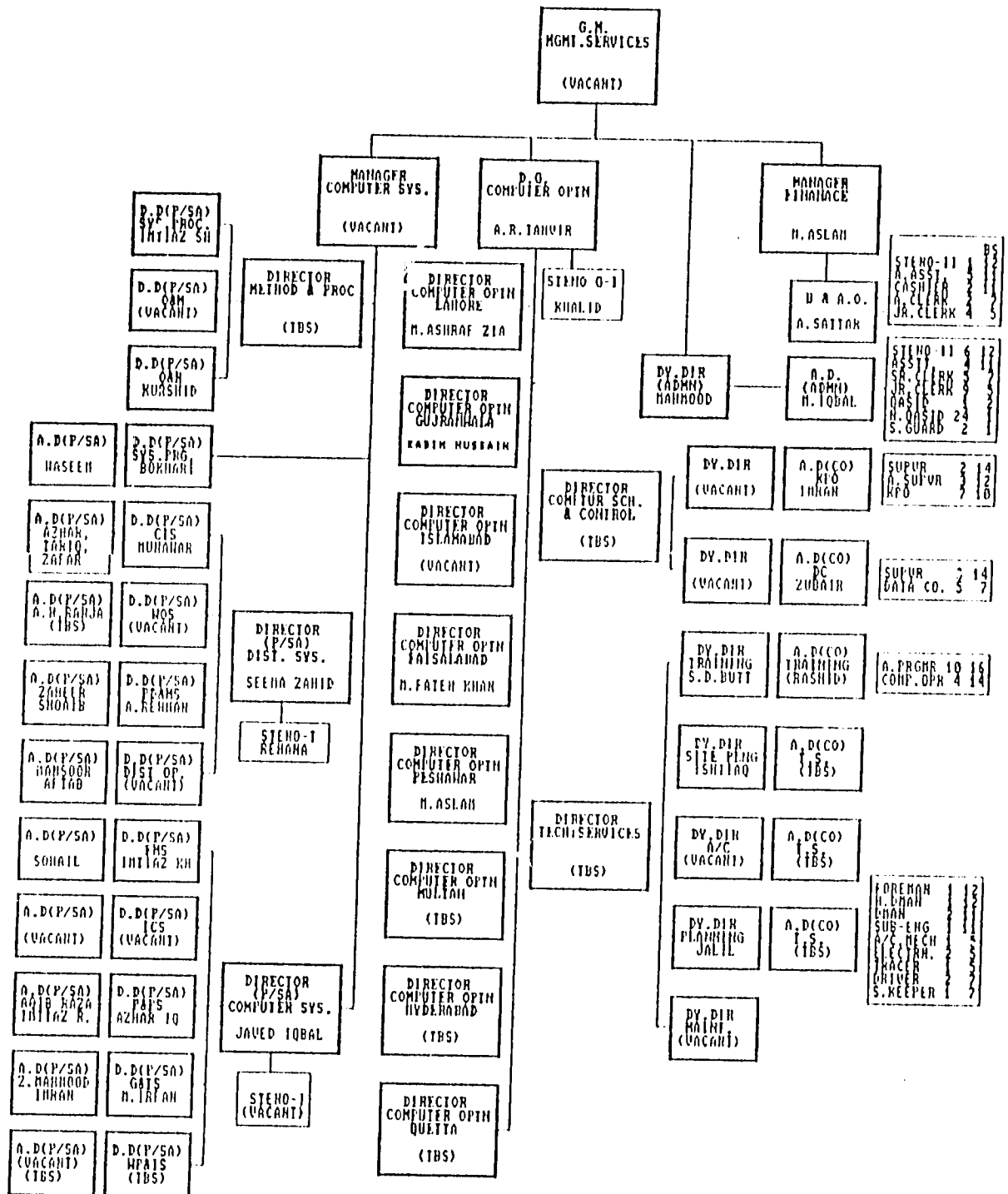


FIGURE 4-A

ORGANIZATION CHART OF WAPDA COMPUTER CENTRE - HEADQUARTER

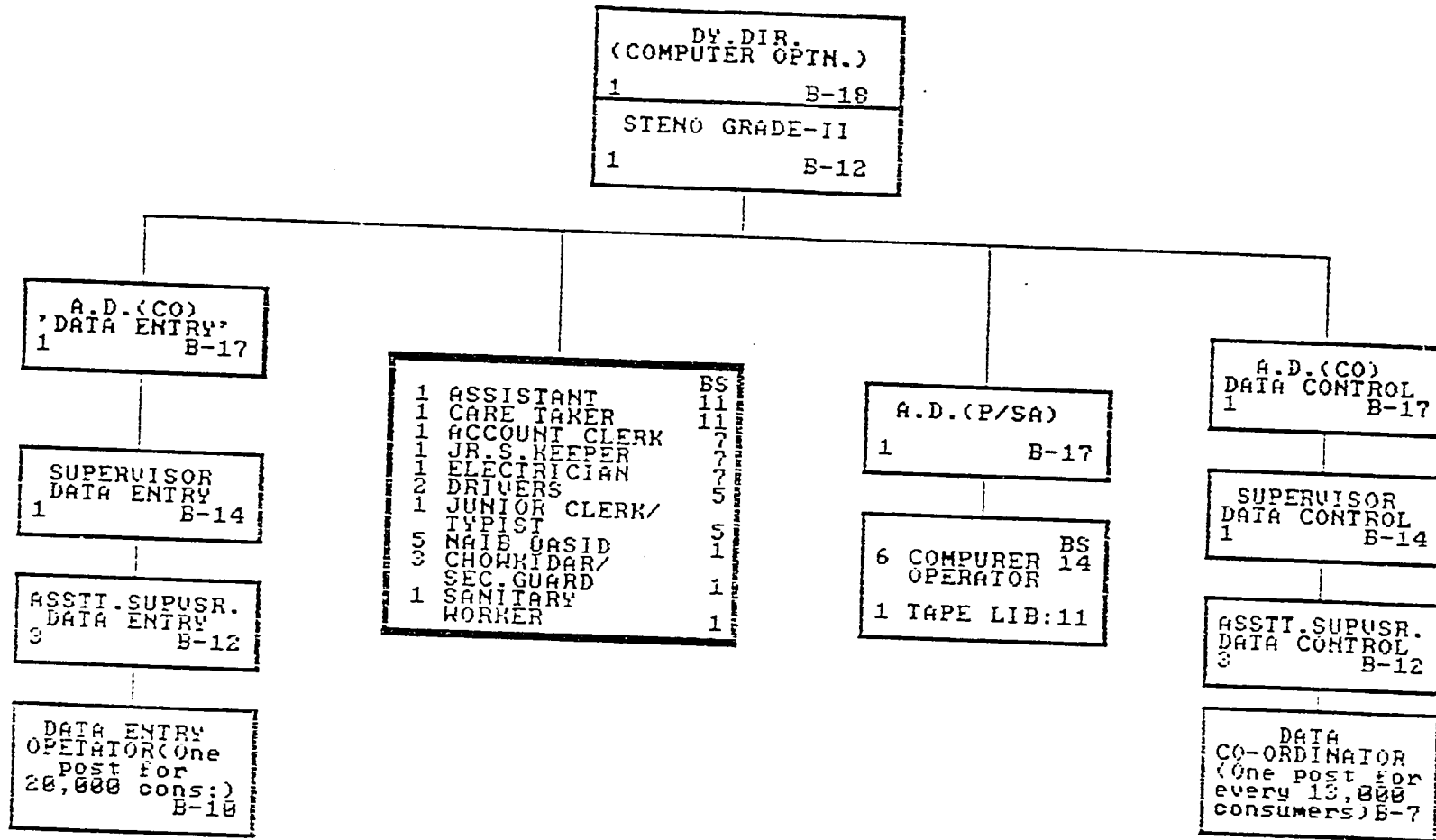


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ORGANIZATION CHART  
COMPUTER CENTRE  
AT CIRCLE LEVEL



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ANNEXUTURE - A

POSITION DESCRIPTIONS

(BPS 17 AND ABOVE)

TITLE: General Manager Management Services

GRADE: BPS 20

BASIC FUNCTIONAL DESCRIPTION:

The General Manager Management Services is responsible to the Managing Director - Distribution for all aspects of the evaluation, planning, development, operation and maintenance of WAPDA information systems; and is responsible for the evaluation, acquisition, installation, operation and maintenance of all general purpose computer equipment used throughout WAPDA. Assists in the evaluation, acquisition, installation, operation and maintenance of special purpose computer equipment or programs as requested.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares and maintains a comprehensive Management Services Department Plan which includes the Information System to be developed, the information required, the information to be produced, the computer equipment and technical programs to be used, the resources required, and a schedule for development and deployment of the planned systems and equipment.
- . Reviews the Management Services Department Plan with WAPDA Management and secures approval for use of available resources, or the acquisition of additional resources, needed for plan implementation.
- . Establishes Information System user groups and assists them to identify needed additional systems, to identify needed improvements or corrections to existing systems and to establish priorities for Information Systems development.
- . Establishes the Management Services Department organization, specifies duties, responsibilities and procedures required to achieve plan objectives, manages the department resources, and reports to WAPDA Management and to computer application system user groups on progress, problems and status of plan projects.
- . Assists other WAPDA formations as requested with the evaluation, acquisition, installation, operation and maintenance of special purpose computer equipment and programs to be used for process control or other unique purposes.
- . Prepares and administers a Departmental Training Program based on the Management Services Department Plan, identifying skills required to meet plan objectives, establishing corresponding skills qualifications for Department positions, evaluating available training techniques and programs to achieve requisite skills, and scheduling training courses for Department personnel based on plan priorities.

Exercises full control over all Area Electricity Board and remote data entry Computer Operations Centers, providing direction in the areas of operations standards, operations scheduling, operator training, production control, hardware selection, hardware installation and maintenance, programming and operating systems.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 15 years experience in electric utility industry data processing with 5 years management experience in the development and operations of both business and engineering computer application systems. Five (5) years prior employment as a WAPDA grade 19 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and operations research techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Managing Director - Distribution regarding, policies, procedures operations and organization of computer division.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and design efficient information systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within WAPDA for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Management Services Department, Computer Systems Manager, Director General Computer Operations, Director Finance and Budget and Director Administrative Services and through them has overall supervisory responsibility of the Management Services Organization.

POSITION TITLE: Manager Computer Systems

GRADE: BPS 20

BASIC FUNCTIONAL DESCRIPTION:

The Manager Computer Systems is responsible to the General Manager - Management Services for all aspects of the evaluation, planning, development, testing and maintenance of all WAPDA information systems. Assists in the evaluation and planning of computer equipment or programs as requested.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Coordinates the establishment of Information System user groups and assists them to identify needed additional systems, to identify needed improvements or corrections to existing systems and to establish priorities for Information Systems development.
- . Prepares and maintains a comprehensive Information Systems Plan which includes the systems to be developed, the information required, the information to be produced, the types of computer equipment and technical programs to be used, the resources required, and a schedule for development and deployment of the planned systems and equipment.
- . Participates in the formulation of the Management Services Department Plan with Department Management and secures approval for use of available resources, or the acquisition of additional resources, needed for Information Systems Plan implementation.
- . Establishes the Computer Systems Division organization, specifies duties, responsibilities and procedures required to achieve plan objectives, manages the Division resources, and reports to Department Management and to computer application system user groups on progress, problems and status of plan projects.
- . Assists other Department Divisions and other WAPDA formations as requested with the evaluation and planning of computer equipment and programs.
- . Prepares and administers a Computer Systems Training Program based on the Management Services Department Plan, identifying skills required to meet plan objectives, establishing corresponding skills qualifications for Division positions, evaluating available training techniques and programs to achieve requisite skills, and coordinating the scheduling of training courses for Division personnel with the Department Training Coordinator based on plan priorities.

- . Exercises full control over all Information Systems programs operated at all Computer Operations Centers including microcomputer programs used at Distribution Divisions, providing direction in the areas program design, standards, program development and program maintenance.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 12 years experience in electronic data processing with 5 years management experience in the development of both business and engineering computer application systems for the utility industry. Five (5) years prior employment as a WAPDA grade 19 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and operations research techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the General Manager - Management Services regarding, policies, procedures operations and organization of Computer Systems Division.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and design efficient information systems.

d. Authority to Make Commitments:

Has full authority to commit the Authority within the limits of established financial powers and approved policies and procedures in the procurement of information systems products.

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials and middle management within WAPDA and with other Data Processing professionals for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Computer Systems Division, Director of Computer Systems, Director Distribution Computer Systems, Director Methods and Procedures, Deputy Director Systems Programming and through them has overall supervisory responsibility of the Computer Systems Division.



POSITION TITLE: Director General Computer Operations

GRADE: BPS 20

BASIC FUNCTIONAL DESCRIPTION:

The Director General Computer Operations is responsible to the General Manager - Management Services for all aspects of the evaluation, planning, acquisition, installation, operation and maintenance of all general purpose computer equipment and associated technical program products used throughout WAPDA. Assists in the evaluation, acquisition, installation, operation and maintenance of special purpose computer equipment or programs as requested.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares and maintains a comprehensive Computer Operations Plan which includes the the computer equipment and technical programs currently installed or planned for future acquisition and use, the personnel resources required for all aspects of the Computer Operations Division, and a schedule for acquisition and deployment of planned equipment.
- . Participates in the formulation of the Management Services Department Plan, coordinates Computer Operations plans with other Department Divisions and secures approval for use of available resources, or the acquisition of additional resources, needed for Computer Operations Plan implementation.
- . Establishes and manages the Computer Operations Division organization, specifies duties, responsibilities and procedures required to achieve plan objectives, manages the Division resources, and reports to Department Management on progress, problems and status of plan projects.
- . Assists other Management Services Divisions and other WAPDA formations as requested with the evaluation, acquisition, installation, operation and maintenance of special purpose computer equipment and programs to be used for process control or other unique purposes.
- . Prepares and administers a Divisional Training Program based on the Computer Operations Plan, identifying skills required to meet plan objectives, establishing corresponding skills qualifications for Division positions, evaluating available training techniques and programs to achieve requisite skills, and coordinating the scheduling of training courses for Division personnel with the Department Training Coordinator based on Division plan priorities.
- . Exercises full control over all Area Electricity Board and remote data entry Computer Operations Centers, providing direction in the areas of operations standards, operations scheduling, operator training, production control, hardware selection, hardware installation and maintenance and operating systems.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 12 years experience in electronic data processing with 5 years management experience in the operations of both business and engineering computer application systems for the utility industry. Five (5) years prior employment as a WAPDA grade 19 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and operations research techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the General Manager - Management Services regarding, policies, procedures operations and organization of the Computer Operations Division.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies, plan and implement the computer equipment and technical program architecture.

d. Authority to Make Commitments:

Has full authority to commit the Authority within the limits of established financial powers and approved policies and procedures in the procurement and maintenance of computer equipment and technical programs.

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials and middle management within WAPDA, with equipment vendors, and with other Data Processing professionals for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Computer Operations Division, Director of Technical Services, Director of Computer Operations Scheduling and Control, Director Computer Operations at WAPDA Headquarters and at the other AEB Computer Centers, and through them has overall supervisory responsibility of the Computer Operations Division.

POSITION TITLE: Director Distribution Computer Systems

GRADE: BPS 19

BASIC FUNCTIONAL DESCRIPTION:

The Director Distribution Computer Systems is responsible to the Manager Computer Systems for all aspects of the evaluation, planning, development, operation and maintenance of those computer systems which pertain specifically to the Distribution organization. These include major computer systems for Customer Billing and Accounting; Distribution Facilities; Distribution Planning, Design and Mapping; Distribution Work Orders; and Distribution Operations.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares and maintains a comprehensive Distribution Computer Systems Plan which includes the computer systems to be developed, the information required, the information to be produced, the computer equipment and technical program requirements, the resources required, and a schedule for development and deployment of the systems and equipment.
- . Participates in the incorporation of the Distribution Computer Systems Plan into the Computer Systems Division Plan and into the Management Services Department Plan, and secures approval for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the activities of computer system user groups for assigned applications, assists them to identify long range computer systems goals, needed improvements or corrections, helps them to prioritize desired projects, and keeps them informed on the status of approved work.
- . Under the direction of the Manager Computer Systems, establishes the Distribution Computer Systems organization, specifies duties of personnel, defines procedures required to achieve objectives, manages the assigned resources, and reports to the Manager and to computer application system user groups on progress, problems and status of plan projects.
- . Assists other WAPDA formations as directed with the evaluation, acquisition, installation, operation and maintenance of special purpose computer equipment and programs to be used for process control or other unique purposes.
- . Prepares and administers a personnel Training Program based on the Management Services Department Training Plan, identifying skills required to meet plan objectives, establishing corresponding qualifications required for key positions, selecting available training techniques and programs to achieve requisite skills, and coordinating the scheduling of training courses for personnel based on plan priorities.

- . Is responsible for planning, development, testing, pilot operation, documentation, training, deployment and maintenance of all programs and procedures within assigned computer application areas. Coordinates these efforts with the Computer Operations organization, with the Programming staffs at the Computer Centres and with Microcomputer Operations staff at the Distribution Division offices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 10 years experience in development and operation of data processing systems with 5 years experience supervising development within the WAPDA Management Services Department. Five (5) years prior employment as a WAPDA grade 18 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and operations research techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Manager Computer Systems regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and design efficient information systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within WAPDA for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Distribution Computer Systems Senior Programmer Analysts for each of the assigned application areas, and through them has overall supervisory responsibility of the Distribution Computer Systems staff.

POSITION TITLE: Director Computer Systems

GRADE: BPS 19

BASIC FUNCTIONAL DESCRIPTION:

The Director Computer Systems is responsible to the Manager Computer Systems for all aspects of the evaluation, planning, development, operation and maintenance of those general types of computer systems which pertain to all WAPDA formations, and for all types of computer systems which pertain specifically to those formations outside the Distribution organization. These include major computer systems for General Accounting; Property Accounting; Purchasing and Stores; Payroll and Personnel; Management Reporting; Water; Generation and Transmission; and Financial Management.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares and maintains a comprehensive WAPDA Computer Systems Plan which includes the computer systems to be developed, the information required, the information to be produced, the computer equipment and technical program requirements, the resources required, and a schedule for development and deployment of the systems and equipment.
- . Participates in the incorporation of the WAPDA Computer Systems Plan into the Computer Systems Division Plan and into the Management Services Department Plan, and secures approval for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the activities of computer system user groups for assigned applications, assists them to identify long range computer systems goals, needed improvements or corrections, helps them to prioritize desired projects, and keeps them informed on the status of approved work.
- . Under the direction of the Manager Computer Systems, establishes the WAPDA Computer Systems organization, specifies duties of personnel, defines procedures required to achieve objectives, manages the assigned resources, and reports to the Manager and to computer application system user groups on progress, problems and status of plan projects.
- . Assists other WAPDA formations as directed with the evaluation, acquisition, installation, operation and maintenance of special purpose computer equipment and programs to be used for process control or other unique purposes.
- . Prepares and administers a personnel Training Program based on the Management Services Department Training Plan, identifying skills required to meet plan objectives, establishing corresponding qualifications required for key positions, selecting available training techniques and programs to achieve requisite skills, and coordinating the scheduling of training courses for personnel based on plan priorities.

- . Is responsible for planning, development, testing, pilot operation, documentation, training, deployment and maintenance of all programs and procedures within assigned computer application areas. Coordinates these efforts with the Computer Operations organization, with the Programming staffs at the Computer Centres and with Microcomputer Operations staff at the Distribution Division offices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 10 years experience in development and operation of data processing systems with 5 years experience supervising development within the WAPDA Management Services Department. Five (5) years prior employment as a WAPDA grade 18 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and operations research techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.



POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Manager Computer Systems regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and design efficient information systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within WAPDA for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the WAPDA Computer Systems Senior Programmer Analysts for each of the assigned application areas, and through them has overall supervisory responsibility of the WAPDA Computer Systems staff.

POSITION TITLE: Director Methods and Procedures

GRADE: BPS 19

BASIC FUNCTIONAL DESCRIPTION:

The Director Methods and Procedures is responsible to the Manager Computer Systems for all documentation and monitoring of Department standards and methods, for investigation and analysis of the WAPDA Distribution Organization, systems, methods and procedures; for preparation of recommendations for system solutions to problems identified; and for assistance in definition and production of improved procedures during corrective action. These analyses will include operations research, methods studies, procedure definition and other appropriate techniques.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Reviews proposals for new computer systems or significant additions to existing systems, analyzes effects of proposals on existing organization and procedures, identifies needs which should be included in the scope of the change, and prepares recommendations of objectives and functions for inclusion in system capabilities.
- . Coordinates the documentation and maintenance of the Department standards, methods and procedures used for all aspects of systems analysis, design, development and operation; and coordinates the selection, procurement, installation and use of program products to assist in these activities.
- . As directed by the Manager, performs studies of WAPDA Distribution formations, analyzing duties performed, methods and procedures being used and problems detracting from productivity. Prepares reports for WAPDA Distribution management on the results of the studies including specific recommendations for changes in organization, staffing, duties and responsibilities, methods and procedures.
- . Assists WAPDA Distribution formations as requested in documentation of existing or revised procedures to be followed in the performance of duties, and in the maintenance, publication and distribution of Procedures Manuals.
- . Prepares a Methods and Procedures Plan including future projects, current activities, personnel resources and special support products; participates in the incorporation of the Methods and Procedures Plan into the Computer Systems Division Plan and into the Management Services Department Plan, and secures approval for use of available resources, or the acquisition of additional resources, needed for Plan implementation.

- . Under the direction of the Manager Computer Systems, establishes the Methods and Procedures organization, specifies duties of personnel, defines procedures required to achieve objectives, manages the assigned resources, and reports to the Manager on progress, problems and status of plan projects.
- . Prepares and administers a personnel Training Program based on the Management Services Department Training Plan, identifying skills required to meet plan objectives, establishing corresponding qualifications required for key positions, selecting available training techniques and programs to achieve requisite skills, and coordinating the scheduling of training courses for personnel based on plan priorities.
- . Is responsible for planning, development, testing, pilot operation, documentation, training, deployment and maintenance of all programs and procedures within assigned computer application areas. Coordinates these efforts with the Computer Operations organization, with the Programming staffs at the Computer Centres and with Microcomputer Operations staff at the Distribution Division offices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 10 years experience in development and operation of data processing systems with 5 years experience supervising development within the WAPDA Management Services Department. Five (5) years prior employment as a WAPDA grade 18 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and operations research techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Manager Computer Systems regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and design efficient information systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within WAPDA for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Deputy Director Systems and Procedures, Deputy Director Organization and Methods, and Deputy Director Operations Research for each of the assigned application areas, and through them has overall supervisory responsibility of the concerned staff.

POSITION TITLE: Director Technical Services

GRADE: BPS 19

BASIC FUNCTIONAL DESCRIPTION:

The Director Technical Services is responsible to the Director General Computer Operations for all aspects of equipment evaluation, planning, acquisition, installation and maintenance; for planning and preparation of computer sites and associated facilities; and for planning, acquisition, installation and maintenance of special power supply and air conditioning equipment needed for proper operation of computers at the Computer Centers and Data Entry Centers; for preparation of the Department Plan; and for coordination of the Department Training Plan.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Reviews plans for new or expanded computer systems and their corresponding equipment needs, analyzes effects of plans on existing computer facilities or the need for new facilities and sites, and prepares recommendations of acquisitions or modifications required to meet plans.
- . Prepares a Equipment and Site Plan including current capabilities, future additions and modifications, special resources which will be necessary for power and environment, personnel resources and other support products; participates in the incorporation of the Equipment and Site Plan into the Computer Operations Division Plan and into the Management Services Department Plan, and secures approval for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the Equipment and Site Plan with all other Department formation plans, and specifically with the Systems Programming Plan, to produce a complete and consistent technology which will fully support the Management Services Plan and WAPDA computer needs.
- . Coordinates the preparation of the Management Services Department Plan and assists other Department formations in the regular revision of their individual Plans.
- . Under the direction of the Director General Computer Operations, establishes the Technical Services organization, specifies duties of personnel, defines procedures required to achieve objectives, manages the assigned resources, and reports to the Director General on progress, problems and status of plan projects.
- . Prepares and administers a personnel Training Program based on the Management Services Department Training Plan, identifying skills required to meet plan objectives, establishing corresponding qualifications required for key positions, selecting available training techniques and programs to achieve requisite skills, and coordinating the scheduling of training courses for personnel based on plan priorities.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 10 years experience in electronic data processing with 5 years supervising experience in the operations of both business and engineering computer application systems at WAPDA. Five (5) years prior employment as a WAPDA grade 18 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and operations research techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director General Computer Operations regarding, policies, procedures operations and organization of the Computer Centres.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and efficiently operate computer systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within the Area Electricity Board(s) served by the Centres for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the the Deputy Director Site Planning, Air conditioning and Maintenance for each of the assigned application area, and through them has overall supervisory responsibility of the concerned staff.

POSITION TITLE: Director Computer Scheduling and Control

GRADE: BPS 19

BASIC FUNCTIONAL DESCRIPTION:

The Director Computer Scheduling and Control is responsible to the Director General Computer Operations for all aspects of scheduling of computer operations at all Management Services Computer Centers, Data Entry Centers and Distribution Divisions; and for operation of the automated computer network including transfer of information between locations over communication facilities; and for maintenance of procedures to schedule, monitor, control and report results of operations.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares plans for new or expanded computer systems and their corresponding operations needs, analyzes effects of plans on existing computer operations or the need for new operations support facilities, and prepares recommendations for the development or acquisition of procedures required to satisfy computer systems plans.
- . Prepares a Scheduling and Control Plan including changes required to existing procedures to support new operations, new products or modifications to existing facilities, personnel resources and other support products; participates in the incorporation of the Scheduling and Control Plan into the Computer Operations Division Plan and into the Management Services Department Plan, and secures approval for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the Scheduling and Control Plan with all other Department formation plans, and specifically with the Computer Operations Plan, to produce a comprehensive schedule and set of control procedures which will ensure coordinated systems operation throughout the WAPDA computer network.
- . Under the direction of the Director General Computer Operations, establishes the Scheduling and Control organization, specifies duties of personnel, defines procedures required to achieve objectives, manages the assigned resources, and reports to the Director General on progress, problems and status of plan projects.
- . Prepares and administers a personnel Training Program based on the Management Services Department Training Plan, identifying skills required to meet plan objectives, establishing corresponding qualifications required for key positions, selecting available training techniques and programs to achieve requisite skills, and coordinating the scheduling of training courses for personnel based on plan priorities.



- . Is responsible for planning, development, testing, pilot operation, documentation, training, deployment and maintenance of all programs and procedures within assigned computer application areas. Coordinates these efforts with the Computer Operations organization, with the Programming staffs at the Computer Centres and with Microcomputer Operations staff at the Distribution Division offices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 10 years experience in development and operation of data processing systems with 5 years experience supervising development within the WAPDA Management Services Department. Five (5) years prior employment as a WAPDA grade 18 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and operations research techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director General Computer Operations regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and design efficient information systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within WAPDA for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Deputy Director computer Operation Scheduling and Control for each of the assigned application areas, and through them has overall supervisory responsibility of the concerned staff.

POSITION TITLE: Manager Finance

GRADE: EPS 19

BASIC FUNCTIONAL DESCRIPTION:

The Manager Finance is responsible to the General Manager Management Services for the coordination and administration of all financial support functions for the Department including preparation of the Department budget, planning and recording of Department expenditures, and coordination of Department accounting activities with the Distribution Finance organization.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Coordinates the preparation of the Department budget based on information supplied by the Department formations; and reports regularly to the General Manager and to each of the formations on the status of their expenditures versus their approved budget.
- . Exercises functional direction over all financial and budget activity for the Department at all Management Services locations; and coordinates the recording and reporting of all financial activity for the Department.
- . Coordinates the preparation of the Department payroll based on the information supplied by the Department formations; and reports regularly to the General Manager and to the formations on the status of their salary and personnel budgets.
- . Prepares the Finance and Budget Plan including current and future projects, resource requirements and special support facilities; and assists other Department formations in preparation of financial plans as requested.
- . Participates in the incorporation of the Finance and Budget Plan into the Management Services Department Plan.
- . Establishes the Finance and Budget organization, specifies duties, responsibilities and procedures required to achieve plan objectives, manages resources, and reports to Department management on progress, problems and status of plan projects.
- . Prepares and administers an Finance and Budget Training Program based on the Management Services Department Plan, identifying skills required to meet plan objectives, establishing corresponding skills qualifications for positions, evaluating available training techniques and programs to achieve requisite skills, and scheduling training courses for personnel based on plan priorities.

DESIRED QUALIFICATIONS:

a. Education:

Bachelor's degree in Finance; or a Master's degree in Finance; or Business Administration together with training in data processing concepts is required.

b. Prior Work Experience:

Minimum of 10 years finance and budget organization experience including a minimum of 5 years supervisory experience in these functions. Five (5) years prior employment as a WAPDA grade 18 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of WAPDA financial and budget policies and procedures; and have thorough understanding of the operation of the Management Services Department and the techniques used for budgeting and charging for the use of computer resources..

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard financial techniques.
- . Be able to direct studies for new financial projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the General Manager Management Services regarding, policies, procedures operations and organization of computer division.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct financial operations and to coordinate the distributed operations of the Department.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with officials within WAPDA and with other Financial Officers within the Department for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Assistant Directors responsible for Payroll, Accounting, Budget, and functional direction of the Finance and Budget Officers at all Department locations and through them supervisory responsibility of the Finance and Budget organization.

POSITION TITLE: Director Computer Operation

GRADE: BPS 19

BASIC FUNCTIONAL DESCRIPTION:

The Director Computer Operation is responsible to the Director General Computer Operations for all aspects of the planning, administration and operation of an assigned WAPDA Computer Centre. He exercises full control over all decentralized Data Entry Centres attached to the Computer Centre including scheduling of operations, facility planning and finance. He assists the Director General as required in the evaluation, acquisition, installation, scheduling, control and operation of new computer systems, equipment and technical program products.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Under the guidance of the Director General, exercises control over the Computer Centre and over attached Data Entry Centres, in the areas of personnel, operations standards, operations scheduling, operator training, production control, hardware installation and maintenance, special programming assistance and computer systems maintenance.
- . Is responsible for hiring, discipline and termination of all Centre staff and has full administrative review authority of all staff at attached Data Entry Centres.
- . Exercises the financial and administrative powers of a Superintending Engineer and as such approves and sanctions financial transactions within the Computer Centre and attached Data Entry Centres on behalf of and as directed by the Director General.
- . Advises the Director General on maintenance, modification, replacement or augmentation of equipment for the Centre and for attached Data Entry Centres.
- . Administers training programs for the staff of the Centre and attached Data Entry Centres including recommendation of nominees for special training, scheduling of curriculum for in-house training, and approval for development of local training programs.
- . Is responsible for preparation of annual budgets for stationary, transport and other operational needs, and coordinates inclusion of these needs in the Departmental budget.
- . Coordinates operation schedules of the Computer Centre and attached Data Entry Centres with the management of the Area Electricity Board(s), Circles and Divisions served by the Centres.
- . Is responsible for review of special requests made by the Area Electricity Board, Circle and Division management for analysis and reporting for unique local needs, assignment of programming resources where justified, and regular reporting of projects approved and their status.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 10 years experience in electronic data processing with 5 years supervisory experience in the operations of both business and engineering computer application systems at WAPDA. Five (5) years prior employment as a WAPDA grade 18 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and operations research techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director General Computer Operations regarding, policies, procedures operations and organization of the Computer Centres.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and efficiently operate computer systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within the Area Electricity Board(s) served by the Centres for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the the Deputy Director Data Control, Deputy Director Programming and System Analysis, Budget and Accounts Officer, and Junior Superintendent Administration of the Computer Centre, and of Deputy Director Computer Operation of attached Data Entry Centre(s).



POSITION TITLE: Deputy Director Administration

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Administration is responsible to the General Manager - Management Services for the coordination and administration of all administrative support functions for the Department including supervision of the general services functions, and coordination of the planning and purchase of supplies required for computer operations at all sites.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Coordinates the planning, budgeting, procurement and delivery of all stationary and other supplies for all Management Services Computer and Data Entry Centers.
- . Prepares the Administrative Services Plan including current and future projects, resource requirements and special support facilities.
- . Coordinates and administers all general services for the Department including maintenance of personnel records; training and assignment of secretarial and stenographer staff; scheduling and monitoring of courier services; acquisition, scheduling and maintenance of transport; and scheduling and monitoring of janitorial and security services.
- . Establishes the Administrative Services organization, specifies duties, responsibilities and procedures required to achieve plan objectives, manages resources, and reports to Department management on progress, problems and status of plan projects.
- . Prepares and administers an Administrative Services Training Program based on the Management Services Department Plan, identifying skills required to meet plan objectives, establishing corresponding skills qualifications for positions, evaluating available training techniques and programs to achieve requisite skills, and scheduling training courses for personnel based on plan priorities.

DESIRED QUALIFICATIONS:

a. Education:

A Master's degree in Business Administration is required.

b. Prior Work Experience:

Minimum of 5 years experience in Administration or Management is required. Five (5) years prior employment as a WAPDA grade 17 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and operations research techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the General Manager - Management Services regarding, policies, procedures operations and organization of computer division.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and design efficient information systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with officials within WAPDA and with vendors of computer supplies for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Assistant Directors responsible for Purchasing and Stores, Personnel, Computer Centre Housekeeping and Security, Courier Services, Planning, Methods and Standards and Department Training and through them supervisory responsibility of the Administrative Services organization.

POSITION TITLE: Deputy Director Financial and Materials Systems

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Financial and Materials Systems is responsible to the Director Computer Systems for all aspects of the evaluation, planning, development, operation and maintenance of financial and materials computer systems which pertain to all WAPDA formations, and for all types of similar computer systems which pertain specifically to those formations outside the Distribution organization. These include computer systems for General Accounting; Property Accounting; Stores Accounting; Labor Accounting; Financial Management; Stores Inventory; Purchasing; and for a generalized Management Reporting System.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares and maintains a plan for the computer systems to be developed, the information required, the information to be produced, the computer equipment and technical program requirements, the resources required, and a schedule for development and deployment of the systems.
- . Participates in the incorporation of the Section computer systems plan into the Division Plan and into the Management Services Department Plan, and secures approval from the Director for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the activities of computer systems user groups for applications maintained by the Section; assists them to identify long range computer systems goals, needed improvements or corrections; helps them to prioritize desired projects; and keeps them informed on the status of approved work.
- . Under the guidance of the Director, plans the work of the Section staff, supervises duties of personnel, monitors adherence to procedures required to achieve objectives, and reports to the Director and to user groups on progress, problems and status of projects.
- . Directs staff in preparation of proposals for new and revised systems based on user committee requirements, including system design, data bases, files, inputs, outputs and processing steps; and reviews proposals with user committee to gain approval for development and implementation.
- . Directs staff in development and implementation of approved proposals including detailed planning, programming, testing, pilot operation, preparation of user manuals, coordination of user training, preparation of conversion aids, and coordination of conversion processing.

- . Prepares and administers a Training Program for Section staff based on the Management Services Department Training Plan, and coordinates the scheduling of training courses for staff based on Section plan priorities.
- . Is responsible for documentation, deployment and maintenance of all programs and procedures within assigned computer application areas. Assists in coordinating these efforts with the Computer Operations organization, with the Programming staffs at the Computer Centres and with Microcomputer Operations staff at the Distribution Division offices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in development and operation of data processing systems with 2 years experience within the WAPDA Management Services Department. Five (5) years prior employment as a WAPDA grade 17 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and systems analysis techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Computer Systems regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and efficiently operate computer systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within the Area Electricity Board(s) served by the Centres for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Junior Officers of the Section and through them of the programmers and analysts assigned to develop and maintain the programs within Section application areas.

POSITION TITLE: Deputy Director Purchasing & Inventory Control Systems

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Purchasing & Inventory Control Systems is responsible to the Director Computer Systems for all aspects of the evaluation, planning, development, operation and maintenance of Purchasing and Stores computer systems which pertain to all WAPDA formations, and for all such types of computer systems which pertain specifically to those formations outside the Distribution organization. These include computer systems for Inventory Control, Consolidated Inventory Reporting, Purchasing and Materials Management; and for interfaces to other computer systems requiring access to invent or purchasing information.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares and maintains a plan for the computer systems to be developed, the information required, the information to be produced, the computer equipment and technical program requirements, the resources required, and a schedule for development and deployment of the systems.
- . Participates in the incorporation of the Section computer systems plan into the Division Plan and into the Management Services Department Plan, and secures approval from the Director for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the activities of computer systems user groups for applications maintained by the Section; assists them to identify long range computer systems goals, needed improvements or corrections; helps them to prioritize desired projects; and keeps them informed on the status of approved work.
- . Under the guidance of the Director, plans the work of the Section staff, supervises duties of personnel, monitors adherence to procedures required to achieve objectives, and reports to the Director and to user groups on progress, problems and status of projects.
- . Directs staff in preparation of proposals for new and revised systems based on user committee requirements, including system design, data bases, files, inputs, outputs and processing steps; and reviews proposals with user committee to gain approval for development and implementation.
- . Directs staff in development and implementation of approved proposals including detailed planning, programming, testing, pilot operation, preparation of user manuals, coordination of user training, preparation of conversion aids, and coordination of conversion processing.

- . Prepares and administers a Training Program for Section staff based on the Management Services Department Training Plan, and coordinates the scheduling of training courses for staff based on Section plan priorities.
- . Is responsible for documentation, deployment and maintenance of all programs and procedures within assigned computer application areas. Assists in coordinating these efforts with the Computer Operations organization, with the Programming staffs at the Computer Centres and with Microcomputer Operations staff at the Distribution Division offices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in development and operation of data processing systems with 2 years experience within the WAPDA Management Services Department. Five (5) years prior employment as a WAPDA grade 17 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and systems analysis techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.



POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Computer Systems regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and efficiently operate computer systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within the Area Electricity Board(s) served by the Centres for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Junior Officers of the Section and through them of the programmers and analysts assigned to develop and maintain the programs within Section application areas.

POSITION TITLE: Deputy Director Payroll and Personnel Systems

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Payroll and Personnel Systems is responsible to the Director WAPDA Computer Systems for all aspects of the evaluation, planning, development, operation and maintenance of Payroll and Personnel computer systems which pertain to all WAPDA formations, and for all such types of computer systems which pertain specifically to those formations outside the Distribution organization. These include computer systems for Personnel Information, Benefits Administration, Salary Administration, Payroll Calculation, Time Reporting, Personnel Transactions and for interface to other computer systems requiring access to payroll or personnel information.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares and maintains a plan for the computer systems to be developed, the information required, the information to be produced, the computer equipment and technical program requirements, the resources required, and a schedule for development and deployment of the systems.
- . Participates in the incorporation of the Section computer systems plan into the Division Plan and into the Management Services Department Plan, and secures approval from the Director for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the activities of computer systems user groups for applications maintained by the Section; assists them to identify long range computer systems goals, needed improvements or corrections; helps them to prioritize desired projects; and keeps them informed on the status of approved work.
- . Under the guidance of the Director, plans the work of the Section staff, supervises duties of personnel, monitors adherence to procedures required to achieve objectives, and reports to the Director and to user groups on progress, problems and status of projects.
- . Directs staff in preparation of proposals for new and revised systems based on user committee requirements, including system design, data bases, files, inputs, outputs and processing steps; and reviews proposals with user committee to gain approval for development and implementation.
- . Directs staff in development and implementation of approved proposals including detailed planning, programming, testing, pilot operation, preparation of user manuals, coordination of user training, preparation of conversion aids, and coordination of conversion processing.

- . Prepares and administers a Training Program for Section staff based on the Management Services Department Training Plan, and coordinates the scheduling of training courses for staff based on Section plan priorities.
- . Is responsible for documentation, deployment and maintenance of all programs and procedures within assigned computer application areas. Assists in coordinating these efforts with the Computer Operations organization, with the Programming staffs at the Computer Centres and with Microcomputer Operations staff at the Distribution Division offices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in development and operation of data processing systems with 2 years experience within the WAPDA Management Services Department. Five (5) years prior employment as a WAPDA grade 17 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and systems analysis techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director WAPDA Computer Systems regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and efficiently operate computer systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within the Area Electricity Board(s) served by the Centres for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Junior Officers of the Section and through them of the programmers and analysts assigned to develop and maintain the programs within Section application areas.

POSITION TITLE: Deputy Director Generation, Transmission and Power Planning Systems

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Generation, Transmission and Power Planning Systems is responsible to the Director Computer Systems for all aspects of the evaluation, planning, acquisition or development, operation and maintenance of computer systems which support the Generation, Transmission and Power Planning formations. These duties include providing interfaces to other computer systems for required information.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares and maintains a plan for the computer systems to be acquired or developed, the information required, the information to be produced, the computer equipment and technical program requirements, the resources required, and a schedule for development and deployment of the systems.
- . Participates in the incorporation of the Section computer systems plan into the Division Plan and into the Management Services Department Plan, and secures approval from the Director for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the activities of computer systems user groups for applications maintained by the Section; assists them to identify long range computer systems goals, needed improvements or corrections; helps them to prioritize desired projects; and keeps them informed on the status of approved work.
- . Under the guidance of the Director, plans the work of the Section staff, supervises duties of personnel, monitors adherence to procedures required to achieve objectives, and reports to the Director and to user groups on progress, problems and status of projects.
- . Directs staff in preparation of proposals for new and revised systems based on user committee requirements, including system design, data bases, files, inputs, outputs and processing steps; and reviews proposals with user committee to gain approval for development and implementation.
- . Directs staff in development and implementation of approved proposals including detailed planning, programming, testing, pilot operation, preparation of user manuals, coordination of user training, preparation of conversion aids, and coordination of conversion processing.

- . Prepares and administers a Training Program for Section staff based on the Management Services Department Training Plan, and coordinates the scheduling of training courses for staff based on Section plan priorities.
- . Is responsible for documentation, deployment and maintenance of all programs and procedures within assigned computer application areas. Assists in coordinating these efforts with the Computer Operations organization, with the Programming staffs at the Computer Centres and with Microcomputer Operations staff at the Distribution Division offices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in development and operation of data processing systems with 2 years experience within the WAPDA Management Services Department. Five (5) years prior employment as a WAPDA grade 19 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and systems analysis techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Computer Systems regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and efficiently operate computer systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within the Area Electricity Board(s) served by the Centres for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Junior Officers of the Section and through them of the programmers and analysts assigned to develop and maintain the programs within Section application areas.

POSITION TITLE: Deputy Director Water Information and Planning Systems

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Water Information and Planning Systems is responsible to the Director Computer Systems for all aspects of the evaluation, planning, acquisition or development, operation and maintenance of computer systems which support the Water Authority. These duties include providing interfaces to other computer systems for required information.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares and maintains a plan for the computer systems to be acquired or developed, the information required, the information to be produced, the computer equipment and technical program requirements, the resources required, and a schedule for development and deployment of the systems.
- . Participates in the incorporation of the Section computer systems plan into the Division Plan and into the Management Services Department Plan, and secures approval from the Director for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the activities of computer systems user groups for applications maintained by the Section; assists them to identify long range computer systems goals, needed improvements or corrections; helps them to prioritize desired projects; and keeps them informed on the status of approved work.
- . Under the guidance of the Director, plans the work of the Section staff, supervises duties of personnel, monitors adherence to procedures required to achieve objectives, and reports to the Director and to user groups on progress, problems and status of projects.
- . Directs staff in preparation of proposals for new and revised systems based on user committee requirements, including system design, data bases, files, inputs, outputs and processing steps; and reviews proposals with user committee to gain approval for development and implementation.
- . Directs staff in development and implementation of approved proposals including detailed planning, programming, testing, pilot operation, preparation of user manuals, coordination of user training, preparation of conversion aids, and coordination of conversion processing.



- . Prepares and administers a Training Program for Section staff based on the Management Services Department Training Plan, and coordinates the scheduling of training courses for staff based on Section plan priorities.
- . Is responsible for documentation, deployment and maintenance of all programs and procedures within assigned computer application areas. Assists in coordinating these efforts with the Computer Operations organization, with the Programming staffs at the Computer Centres and with Microcomputer Operations staff at the Distribution Division offices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in development and operation of data processing systems with 2 years experience within the WAPDA Management Services Department. Five (5) years prior employment as a WAPDA grade 17 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and systems analysis techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Computer Systems regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and efficiently operate computer systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within the Area Electricity Board(s) served by the Centres for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Junior Officers of the Section and through them of the programmers and analysts assigned to develop and maintain the programs within Section application areas.

POSITION TITLE: Deputy Director Customer Information Systems

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Customer Information Systems is responsible to the Director Distribution Computer Systems for all aspects of the evaluation, planning, development, operation and maintenance of Customer Information computer systems. These include computer systems for customer services, meter reading, customer transactions, payments, inquiries, customer billing and receivables, application for service, demand deposits, usage statistics and revenue reporting; and for interface to other computer systems requiring access to customer information.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares and maintains a plan for the computer systems to be developed, the information required, the information to be produced, the computer equipment and technical program requirements, the resources required, and a schedule for development and deployment of the systems.
- . Participates in the incorporation of the Section computer systems plan into the Division Plan and into the Management Services Department Plan, and secures approval from the Director for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the activities of computer systems user groups for applications maintained by the Section; assists them to identify long range computer systems goals, needed improvements or corrections; helps them to prioritize desired projects; and keeps them informed on the status of approved work.
- . Under the guidance of the Director, plans the work of the Section staff, supervises duties of personnel, monitors adherence to procedures required to achieve objectives, and reports to the Director and to user groups on progress, problems and status of projects.
- . Directs staff in preparation of proposals for new and revised systems based on user committee requirements, including system design, data bases, files, inputs, outputs and processing steps; and reviews proposals with user committee to gain approval for development and implementation.
- . Directs staff in development and implementation of approved proposals including detailed planning, programming, testing, pilot operation, preparation of user manuals, coordination of user training, preparation of conversion aids, and coordination of conversion processing.

- Prepares and administers a Training Program for Section staff based on the Management Services Department Training Plan, and coordinates the scheduling of training courses for staff based on Section plan priorities.
- Is responsible for documentation, deployment and maintenance of all programs and procedures within assigned computer application areas. Assists in coordinating these efforts with the Computer Operations organization, with the Programming staffs at the Computer Centres and with Microcomputer Operations staff at the Distribution Division offices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in development and operation of data processing systems. Five (5) years prior employment as a WAPDA grade 17 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and systems analysis techniques.

e. Abilities and Skills:

- Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- Be able to direct feasibility studies for new projects.
- Communication, motivation and leadership qualities.
- General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Distribution Computer Systems regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and efficiently operate computer systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within the Area Electricity Board(s) served by the Centres for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Junior Officers of the Section and through them of the programmers and analysts assigned to develop and maintain the programs within Section application areas.

POSITION TITLE: Deputy Director Distribution Work Order System

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Distribution Work Order System is responsible to the Director Distribution Computer Systems for all aspects of the evaluation, planning, development, operation and maintenance of Distribution Work Order. These include computer systems for distribution construction standards, work order estimating, bill of materials preparation, work order monitoring, work order closing, and consolidated work order reporting; and for interface to other computer systems requiring access to Distribution information.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares and maintains a plan for the computer systems to be developed, the information required, the information to be produced, the computer equipment and technical program requirements, the resources required, and a schedule for development and deployment of the systems.
- . Participates in the incorporation of the Section computer systems plan into the Division Plan and into the Management Services Department Plan, and secures approval from the Director for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the activities of computer systems user groups for applications maintained by the Section; assists them to identify long range computer systems goals, needed improvements or corrections; helps them to prioritize desired projects; and keeps them informed on the status of approved work.
- . Under the guidance of the Director, plans the work of the Section staff, supervises duties of personnel, monitors adherence to procedures required to achieve objectives, and reports to the Director and to user groups on progress, problems and status of projects.
- . Directs staff in preparation of proposals for new and revised systems based on user committee requirements, including system design, data bases, files, inputs, outputs and processing steps; and reviews proposals with user committee to gain approval for development and implementation.
- . Directs staff in development and implementation of approved proposals including detailed planning, programming, testing, pilot operation, preparation of user manuals, coordination of user training, preparation of conversion aids, and coordination of conversion processing.

- Prepares and administers a Training Program for Section staff based on the Management Services Department Training Plan, and coordinates the scheduling of training courses for staff based on Section plan priorities.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 4 years experience in development and operation of data processing systems. Five (5) years prior employment as a WAPDA grade 17 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and systems analysis techniques.

e. Abilities and Skills:

- Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- Be able to direct feasibility studies for new projects.
- Communication, motivation and leadership qualities.
- General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Distribution Computer Systems regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and efficiently operate computer systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within the Area Electricity Board(s) served by the Centres for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Junior Officers of the Section and through them of the programmers and analysts assigned to develop and maintain the programs within Section application areas.



POSITION TITLE: Deputy Director Distribution Planning, Design and Mapping Systems

GRADE: BES 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Distribution Planning, Design and Mapping Systems is responsible to the Director Distribution Computer Systems for all aspects of the evaluation, planning, acquisition or development, operation and maintenance of Distribution Planning, Design and Mapping computer systems. These include computer systems for preparation and maintenance of Distribution maps, interface of map data bases to planning and design data bases, the CADPAD facility, feeder analysis and loss calculation programs, facility directory programs, and allied functions; and for interface to other computer systems requiring access to mapping, planning and design data.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares and maintains a plan for the computer systems to be developed, the information required, the information to be produced, the computer equipment and technical program requirements, the resources required, and a schedule for development and deployment of the systems.
- . Participates in the incorporation of the Section computer systems plan into the Division Plan and into the Management Services Department Plan, and secures approval from the Director for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the activities of computer systems user groups for applications maintained by the Section; assists them to identify long range computer systems goals, needed improvements or corrections; helps them to prioritize desired projects; and keeps them informed on the status of approved work.
- . Under the guidance of the Director, plans the work of the Section staff, supervises duties of personnel, monitors adherence to procedures required to achieve objectives, and reports to the Director and to user groups on progress, problems and status of projects.
- . Directs staff in preparation of proposals for new and revised systems based on user committee requirements, including system design, data bases, files, inputs, outputs and processing steps; and reviews proposals with user committee to gain approval for development and implementation.
- . Directs staff in development and implementation of approved proposals including detailed planning, programming, testing, pilot operation, preparation of user manuals, coordination of user training, preparation of conversion aids, and coordination of conversion processing.

- . Prepares and administers a Training Program for Section staff based on the Management Services Department Training Plan, and coordinates the scheduling of training courses for staff based on Section plan priorities.
- . Is responsible for documentation, deployment and maintenance of all programs and procedures within assigned computer application areas. Assists in coordinating these efforts with the Computer Operations organization, with the Programming staffs at the Computer Centres and with Microcomputer Operations staff at the Distribution Division offices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science; or Bachelor's degree in Engineering; or Master's degree in Physics, Mathematics, Statistics or Business Administration; together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 4 years experience in development and operation of data processing systems. Familiarization with CADPAD or other Mapping System is preferred..

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and systems analysis techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Distribution Computer Systems regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and efficiently operate computer systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within the Area Electricity Board(s) served by the Centres for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Junior Officers of the Section and through them of the programmers and analysts assigned to develop and maintain the programs within Section application areas.

POSITION TITLE: Deputy Director Distribution Operation Systems

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Distribution Operation Systems is responsible to the Director Distribution Computer Systems for all aspects of the evaluation, planning, acquisition or development, operation and maintenance of Distribution Distribution Operation computer systems. These include computer systems for inventory and maintenance of distribution facilities including poles, transformers, meters and other allied equipment; transformer and feeder loading analysis; outage analysis; operations statistics; and for interface to other computer systems requiring access to distribution operations data.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares and maintains a plan for the computer systems to be developed, the information required, the information to be produced, the computer equipment and technical program requirements, the resources required, and a schedule for development and deployment of the systems.
- . Participates in the incorporation of the Section computer systems plan into the Division Plan and into the Management Services Department Plan, and secures approval from the Director for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the activities of computer systems user groups for applications maintained by the Section; assists them to identify long range computer systems goals, needed improvements or corrections; helps them to prioritize desired projects; and keeps them informed on the status of approved work.
- . Under the guidance of the Director, plans the work of the Section staff, supervises duties of personnel, monitors adherence to procedures required to achieve objectives, and reports to the Director and to user groups on progress, problems and status of projects.
- . Directs staff in preparation of proposals for new and revised systems based on user committee requirements, including system design, data bases, files, inputs, outputs and processing steps; and reviews proposals with user committee to gain approval for development and implementation.
- . Directs staff in development and implementation of approved proposals including detailed planning, programming, testing, pilot operation, preparation of user manuals, coordination of user training, preparation of conversion aids, and coordination of conversion processing.

- . Prepares and administers a Training Program for Section staff based on the Management Services Department Training Plan, and coordinates the scheduling of training courses for staff based on Section plan priorities.
- . Is responsible for documentation, deployment and maintenance of all programs and procedures within assigned computer application areas. Assists in coordinating these efforts with the Computer Operations organization, with the Programming staffs at the Computer Centres and with Microcomputer Operations staff at the Distribution Division offices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in development and operation of data processing systems. Five (5) years prior employment as a WAPDA grade 17 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and systems analysis techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Distribution Computer Systems regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and efficiently operate computer systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within the Area Electricity Board(s) served by the Centres for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Junior Officers of the Section and through them of the programmers and analysts assigned to develop and maintain the programs within Section application areas.

POSITION TITLE: Deputy Director Systems Programming

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Systems Programming is responsible to the Manager Computer Systems for all aspects of the evaluation, planning, acquisition, modification, installation, maintenance and documentation of systems programming products for all computer equipment administered by the Department. These products include Operating Systems, communications monitors, computer scheduling products, on-line operations monitors, compilers, utilities, application development products, data base management products and other such general use technical programs. He also assists with similar activities as assigned for special purpose equipment for other WAPDA formations.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Based on the computer application and equipment plans, and on the Department strategic plans, prepares and maintains a Technical Programming Plan which includes the program products to be acquired, modifications to be made, a schedule for acquisition, modification and deployment of the program products, and the personnel resources and skills required to implement the plan.
- . Participates in the incorporation of the Technical Programming Plan into the Computer Systems Division Plan and into the Management Services Department Plan, and secures approval for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates his organization's activities with other Department formations to formulate long-term objectives, to identify needed improvements or corrections to existing products, to prioritize desired projects, and to assure coordination of technology with future application needs.
- . Under the direction of the Manager Computer Systems, establishes the Systems Programming organization, specifies duties of personnel, defines procedures required to achieve objectives, manages the assigned resources, and reports to the Manager on progress, problems and status of plan projects.
- . Assists other WAPDA formations as directed with the evaluation, acquisition, installation, operation and maintenance of special purpose computer equipment and programs to be used for process control or other unique purposes.
- . Prepares and administers a personnel Training Program based on the Management Services Department Training Plan, identifying skills required to meet plan objectives, establishing corresponding qualifications required for key positions, selecting available training techniques and programs to achieve requisite skills, and coordinating the scheduling of training courses for personnel based on plan priorities.

- . Is responsible for planning, development, testing, pilot operation, documentation, training, deployment and maintenance of all technical programs and procedures. Coordinates these efforts with the Computer Operations organization, with the Programming staffs at the Computer Centres and with Microcomputer Operations staff at the Distribution Division offices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in data processing programming with 3 years supervisory experience within the WAPDA Management Services Department in Systems Programming.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; operating systems; and operations research techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.



POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Manager Computer Systems regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to evaluate, plan and coordinate the technical program products to be used throughout the WAPDA computer network.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within WAPDA for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of all Systems Programmers and through them has overall supervisory responsibility of the Systems Programming staff.

POSITION TITLE: Deputy Director Systems and Procedures

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Systems and Procedures is responsible to the Director Methods & Procedures for documentation and monitoring of Department standards and procedures, for investigation and analysis of WAPDA Distribution systems and procedures; for preparation of recommendations for system solutions to problems identified; and for assistance in definition and production of improved procedures during corrective action.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Assists in the review of proposals for new computer systems or significant additions to existing systems, analyzes effects of proposals on existing organization and procedures, identifies needs which should be included in the scope of the change, and prepares recommendations of functions for inclusion in system capabilities.
- . Coordinates the documentation and maintenance of the Department standards, methods and procedures used for all aspects of systems analysis, design, development and operation; and coordinates the selection, procurement, installation and use of program products to assist in these activities.
- . As directed by the Director, performs studies of WAPDA Distribution formations, analyzing duties performed and procedures being used. Prepares reports for WAPDA Distribution management on the results of the studies including specific recommendations for changes in procedures.
- . Assists WAPDA Distribution formations as requested in documentation of existing or revised procedures to be followed in the performance of duties, and in the maintenance, publication and distribution of Procedures Manuals.
- . Assists in the preparation of a Methods and Procedures Plan including future projects, current activities, personnel resources and special support products; participates in the incorporation of the Methods and Procedures Plan into the Computer Systems Division Plan and into the Management Services Department Plan, and secures approval for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates Section's activities with other Division formations to formulate long-term objectives, to identify future projects, to prioritize assignments, and to assure coordination of studies with future WAPDA needs.

- . Under the direction of the Director, supervises the Systems and Procedures Section staff, monitors and evaluates performance of duties by personnel, enforces adherence to procedures required to achieve objectives, and reports to the Director on progress, problems and status of plan projects.
- . Administers a Section Training Program based on the Management Services Department Training Plan, specifying skills required to meet plan objectives, preparing staff training schedules as needed to meet project objectives, and coordinating the scheduling of training courses for personnel based on plan priorities.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in data processing systems analysis and development, with 3 years experience in these functions within the WAPDA Management Services Department.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of information systems design, operations research, methods studies, procedures writing and organization analysis.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Methods & Procedures regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to evaluate and report on problems and opportunities for improvement in the WAPDA Distribution formations.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within WAPDA for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of all Operations, Methods and Procedures Analysts and through them supervisory responsibility of the Methods and Procedures staff.

POSITION TITLE: Deputy Director Organization and Methods

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Organization and Methods is responsible to the Director Methods & Procedures for investigation and analysis of WAPDA Distribution formation organization and methods; for preparation of recommendations for changes in organization, job responsibilities, work methods and system solutions to problems identified; and for assistance in definition and production of improved procedures during corrective action.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Assists in the review of proposals for new computer systems or significant additions to existing systems, analyzes effects of proposals on existing organization and methods, identifies needs which should be included in the scope of the change, and prepares recommendations of functions for inclusion in system capabilities.
- . Coordinates the analysis, documentation and maintenance of the Distribution organization and methods; and coordinates the selection, procurement, installation and use of program products to assist in these activities.
- . As directed by the Director, performs studies of WAPDA Distribution formations, analyzing organization, job duties and methods being used. Prepares reports for WAPDA Distribution management on the results of the studies including specific recommendations for changes in organization and methods.
- . Assists WAPDA Distribution formations as requested in documentation of existing or revised methods to be followed in the performance of duties.
- . Assists in the preparation of a Methods and Procedures Plan including future projects, current activities, personnel resources and special support products; participates in the incorporation of the Methods and Procedures Plan into the Computer Systems Division Plan and into the Management Services Department Plan, and secures approval for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates Section's activities with other Division formations to formulate long-term objectives, to identify future projects, to prioritize assignments, and to assure coordination of studies with future WAPDA needs.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in data processing systems analysis and development, with 3 years experience in these functions within the WAPDA Management Services Department.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of information systems design, operations research, methods studies, procedures writing and organization analysis.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Methods & Procedures regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to evaluate and report on problems and opportunities for improvement in the WAPDA Distribution formations.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within WAPDA for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of all Operations, Methods and Procedures Analysts and through them supervisory responsibility of the Methods and Procedures staff.

POSITION TITLE: Deputy Director Training

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Training is responsible to the Director Technical Services for all aspects of preparation of the Department Training Plan including acquisition and maintenance of facilities, acquisition or production of training programs, coordination with the WAPDA Training Department, and for coordination with all Sections of the Department in formulating and administering the Department Training Plan.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Reviews plans for new or expanded computer systems and their corresponding training needs, analyzes effects of plans on current programs and facilities or the need for new facilities, and prepares recommendations of acquisitions or modifications required to meet plans.
- . Prepares a Department Training Plan including current capabilities, future additions and modifications, special resources which will be necessary, personnel resources and other support products; participates in the incorporation of the Training Plan into the Computer Operations Division Plan and into the Management Services Department Plan, and secures approval for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the Training Plan with all other Department formation plans to fully support the Management Services Plan and WAPDA computer needs.
- . Under the direction of the Director Technical Services establishes the Section organization, specifies duties of personnel, defines procedures required to achieve objectives, manages the assigned resources, and reports to the Director on progress, problems and status of plan projects.
- . Prepares and administers a personnel Training Program for the Training Section based on the Management Services Department Training Plan, identifying skills required to meet plan objectives, establishing corresponding qualifications required for key positions, selecting available training techniques and programs to achieve requisite skills, and coordinating the scheduling of training courses for personnel based on plan priorities.



DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in data processing systems analysis and development, with 2 years supervisory experience in the training area.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of information systems design, operations research, methods studies, procedures writing and organization analysis.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Technical Services regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to evaluate and report on problems and opportunities for improvement in the WAPDA Distribution formations.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within WAPDA for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of Management Services Training staff.

POSITION TITLE: Deputy Director Computer Site Air Conditioning  
and Power Planning

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Computer Site Air Conditioning and Power Planning is responsible to the Director Technical Services for all aspects of evaluation, planning, acquisition, installation and maintenance of special power supply and air conditioning equipment needed for proper operation of computers at the Computer Centres and Data Entry Centres; for preparation of the Department Plan; and for coordination of the Department Training Plan,.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Reviews plans for new or expanded computer systems and their corresponding computer centre needs, analyzes effects of plans on existing computer site facilities or the need for new facilities and sites, and prepares recommendations of acquisitions or modifications required to meet plans.
- . Prepares a Site Power and Air Conditioning Plan including current capabilities, future additions and modifications, special resources which will be necessary for power and environment, personnel resources and other support products; participates in the incorporation of the Power and A/C Site Plan into the Computer Operations Division Plan and into the Management Services Department Plan, and secures approval for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the Power and A/C Site Plan with all other Department formation plans, and specifically with the Computer Site and Equipment Plan, to produce a complete and consistent technology which will fully support the Management Services Plan and WAPDA computer needs.
- . Participates in the preparation of the Management Services Department Plan and assists other Department formations in the regular revision of their individual Plans.
- . Under the direction of the Director Technical Services establishes the Power and Air Conditioning Services organization, specifies duties of personnel, defines procedures required to achieve objectives, manages the assigned resources, and reports to the Director General on progress, problems and status of plan projects.
- . Prepares and administers a personnel Training Program based on the Management Services Department Training Plan, identifying skills required to meet plan objectives, establishing corresponding qualifications required for key positions, selecting available training techniques and programs to achieve requisite skills, and coordinating the scheduling of training courses for personnel based on plan priorities.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in computer site preparation and maintenance; and in equipment planning, acquisition, installation, operation and maintenance. A minimum of 5 years experience in the supervision of these types of activities within the WAPDA Management Services Department is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of computer site preparation and computer equipment installation and maintenance requirements, and familiarity with air conditioning and power supply equipment.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Technical Services regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to coordinate the planning and implementation of computer facilities throughout the WAPDA service area.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within WAPDA and other computer professionals for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the staff responsible for site preparation for power and air conditioning planning and maintenance, and support equipment planning, acquisition, installation and maintenance.

POSITION TITLE: Deputy Director Computer Equipment and Site Planning

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Computer Equipment and Site Planning is responsible to the Director Technical Services for all aspects of computer center site evaluation, planning, and preparation of computer sites and associated facilities, and for planning and acquisition of computer equipment and facilities.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Reviews plans for new or expanded computer systems and their corresponding equipment needs, analyzes effects of plans on existing computer facilities or the need for new facilities and sites, and prepares recommendations of acquisitions or modifications required to meet plans.
- . Assists in preparation of the Equipment and Site Plan including current capabilities, future additions and modifications, special resources which will be necessary for power and environment, personnel resources and other support products; participates in the incorporation of the Equipment and Site Plan into the Computer Operations Division Plan and into the Management Services Department Plan, and secures approval for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Helps coordinate the Equipment and Site Plan with all other Department formation plans, and specifically with the Systems Programming Plan, to produce a complete and consistent technology which will fully support the Management Services Plan and WAPDA computer needs.
- . Under the direction of the Director General Computer Operations establishes the Section organization, specifies duties of personnel, defines procedures required to achieve objectives, manages the assigned resources, and reports to the Director on progress, problems and status of plan projects.
- . Prepares and administers a personnel Training Program based on the Management Services Department Training Plan, identifying skills required to meet plan objectives, establishing corresponding qualifications required for key positions, selecting available training techniques and programs to achieve requisite skills, and coordinating the scheduling of training courses for personnel based on plan priorities.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in computer systems development and operations. A minimum of 5 years experience in the supervision of operations, scheduling and control of the WAPDA computer network is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of computer system design and operations requirements, and familiarity with communications techniques and equipment.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Technical Services regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to coordinate the planning and implementation of computer scheduling and control throughout the WAPDA service area.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within WAPDA and other computer professionals for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Section staff responsible for site and equipment planning, preparation, and acquisition activities.



POSITION TITLE: Deputy Director Computer Equipment Installation and Maintenance

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Computer Equipment Installation and Maintenance is responsible to the Director Technical Services for all aspects of equipment installation and maintenance; and assists in the planning and preparation of computer sites and associated facilities.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Reviews plans for new or expanded computer systems and their corresponding equipment needs, helps analyze effects of plans on existing computer facilities and the maintenance requirements, and prepares recommendations of acquisitions or modifications required to meet plans.
- . Prepares an Equipment Installation and Maintenance Plan including current capabilities, future additions and modifications, special resources, personnel resources and other support products; participates in the incorporation of the Equipment Maintenance Plan into the Computer Operations Division Plan and into the Management Services Department Plan, and secures approval for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the Equipment Maintenance Plan with all other Department formation plans, and specifically with the Equipment and Site Plan, to produce a complete and consistent technology which will fully support the Management Services Plan and WAPDA computer needs.
- . Under the direction of the Director Technical Services establishes the Section organization, specifies duties of personnel, defines procedures required to achieve objectives, manages the assigned resources, and reports to the Director on progress, problems and status of plan projects.
- . Prepares and administers a personnel Training Program based on the Management Services Department Training Plan, identifying skills required to meet plan objectives, establishing corresponding qualifications required for key positions, selecting available training techniques and programs to achieve requisite skills, and coordinating the scheduling of training courses for personnel based on plan priorities.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in computer systems development and operations. A minimum of 5 years experience in the supervision of operations, scheduling and control of the WAPDA computer network is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of computer system design and operations requirements, and familiarity with communications techniques and equipment.

e. Abilities and Skills:

- Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- Be able to direct feasibility studies for new projects.
- Communication, motivation and leadership qualities.
- General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Technical Services regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to coordinate the planning and implementation of computer scheduling and control throughout the WAPDA service area.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within WAPDA and other computer professionals for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Section staff responsible for installation and maintenance of computer equipment and associated facilities.

POSITION TITLE: Deputy Director Computer Systems Planning

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Computer Systems Planning is responsible to the Director Technical Services for all aspects of preparation of the Department Plan.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Coordinates the preparation of the Management Services Department Plan and assists other Department formations in the regular revision of their individual Plans.
- . Publishes the Department Plan and assists the Director Technical Services in circulating and reviewing the Plan with other WAPDA formations.
- . Under the direction of the Director Technical Services establishes the Section organization, specifies duties of personnel, defines procedures required to achieve objectives, manages the assigned resources, and reports to the Director on progress, problems and status of plan projects.
- . Prepares and administers a personnel Training Program based on the Management Services Department Training Plan, identifying skills required to meet plan objectives, establishing corresponding qualifications required for key positions, selecting available training techniques and programs to achieve requisite skills, and coordinating the scheduling of training courses for personnel based on plan priorities.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in data processing systems analysis and development, with 2 years supervisory experience in the training or planning area.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of information systems design, operations research, methods studies, procedures writing and organization analysis.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Technical Services regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to evaluate and report on problems and opportunities for improvement in the WAPDA Distribution formations.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within WAPDA for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of all Management Services Planning staff.

POSITION TITLE: Deputy Director Computer Operations Scheduling

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Computer Operations Scheduling is responsible to the Director Computer Scheduling and Control for all aspects of the scheduling of computer operations at all Management Services Computer Centres, Data Entry Centers and Distribution Divisions; and for operation of the automated computer network including transfer of information between locations over communication facilities; and for maintenance of procedures to schedule, monitor, control and report results of operations.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Reviews plans for new or expanded computer systems and their corresponding operations needs, analyzes effects of plans on existing computer operations or the need for new operations support facilities, and prepares recommendations for the development or acquisition of procedures required to satisfy computer systems plans.
- . Prepares a Scheduling Plan including changes required to existing procedures to support new operations, new products or modifications to existing facilities, personnel resources and other support products; participates in the incorporation of the Scheduling and Control Plan into the Computer Operations Division Plan and into the Management Services Department Plan, and secures approval for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the Scheduling Plan with all other Department formation plans, and specifically with the Computer operations Plan, to produce a comprehensive schedule and set of control procedures which will ensure coordinated systems operation throughout the WAPDA computer network.
- . Under the direction of the Director Computer Scheduling and Control establishes the Scheduling and Control organization, specifies duties of personnel, defines procedures required to achieve objectives, manages the assigned resources, and reports to the Director General on progress, problems and status of plan projects.
- . Prepares and administers a personnel Training Program based on the Management Services Department Training Plan, identifying skills required to meet plan objectives, establishing corresponding qualifications required for key positions, selecting available training techniques and programs to achieve requisite skills, and coordinating the scheduling of training courses for personnel based on plan priorities.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in computer systems development and operations. A minimum of 5 years experience in the supervision of operations, scheduling and control of the WAPDA computer network is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of computer system design and operations requirements, and familiarity with communications techniques and equipment.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.



POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Computer Scheduling and Control regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to coordinate the planning and implementation of computer scheduling and control throughout the WAPDA service area.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within WAPDA and other computer professionals for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Section staff responsible for network communications, schedule preparation, and monitor and control activities.

POSITION TITLE: Deputy Director Computer Operation

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Computer Operation is responsible to the Director Computer Operation of his AEB Computer Center for all aspects of the planning, administration and operation of an assigned WAPDA Computer Centre. He exercises full control over a Circle level Computer Centre including scheduling of operations, facility planning and finance. He assists the Director Computer Operation as required in the evaluation, acquisition, installation, scheduling, control and operation of new computer systems, equipment and technical program products.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Under the guidance of the Director Computer Operation, exercises control over the Computer Centre in the areas of personnel, operations standards, operations scheduling, operator training, production control, hardware installation and maintenance, special programming assistance and computer systems maintenance.
- . Assists in the hiring, discipline and termination of all Centre staff.
- . Exercises the financial and administrative powers of an Executive Engineer and as such approves and sanctions financial transactions within the Computer Centre on behalf of and as directed by the Data Processing Manager.
- . Advises the Director Computer Operation on maintenance, modification, replacement or augmentation of equipment for the Centre.
- . Administers training programs for the staff of the Centre including recommendation of nominees for special training, scheduling of curriculum for in-house training, and approval for development of local training programs.
- . Is responsible for preparation of annual budgets for stationary, transport and other operational needs, and coordinates inclusion of these needs in the Departmental budget.
- . Coordinates operation schedules of the Computer Centre with the management of the Area Electricity Board(s), Circles and Divisions served by the Centres.
- . Is responsible for review of special requests made by the Area Electricity Board, Circle and Division management for analysis and reporting for unique local needs, assignment of programming resources where justified, and regular reporting of projects approved and their status.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in electronic data processing with 5 years supervisory experience in the operations of both business and engineering computer application systems at WAPDA.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and operations research techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Computer Operation of the AEB Computer Centre regarding policies, procedures operations and organization of the Computer Centre.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and efficiently operate computer systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within the Area Electricity Board(s) served by the Centres for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the the Junior Officers assigned to Data Control Data Entry, Operations and Programming/System Analysis for the Computer Centre.

POSITION TITLE: Deputy Director Data Control

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Data Control is responsible to the Director Computer Operation and/or the Director Computer Scheduling and Control for all aspects of the receipt, control and entry of data for an assigned WAPDA Computer Centre. He exercises full control over data control and entry activities including scheduling of operations, assignment of staff and preparation of procedures. He assists the Data Processing Manager as required in the overall scheduling, control and operation of the Computer Centre and its associated Circle Computer Centres.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Under the guidance of the Director Computer Operation and/or the Director Computer Scheduling and Control, exercises control over the Computer Centre in the areas of receipt of data from Division offices and Circle CC's, distribution of outputs and reports, verification of input and output controls, data entry staff and all data entry activities.
- . Assists in the hiring, discipline and termination of all data control and data entry staff.
- . Advises the Director Computer Operation and/or the Director Computer Scheduling and Control on development, modification, replacement or augmentation of data control and data entry procedures and equipment for the Centre.
- . Administers training programs for the data control/data entry staff of the Centre including recommendation of nominees for special training, scheduling of curriculum for in-house training, and approval for development of local training programs.
- . Is responsible for preparation of annual budgets for stationary, transport and other operational needs of the Section, and coordinates inclusion of these needs in the Departmental budget.
- . Coordinates data control/data entry operation schedules of the Computer Centre with the management of the Computer Centre and with the Area Electricity Board, Circles and Divisions served by the Centres.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in electronic data processing with 5 years supervisory experience in the operations of both business and engineering computer application systems at WAPDA.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and operations research techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Computer Operation and/or the Director Computer Scheduling and Control regarding, policies, procedures operations and organization of the Computer Centres.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and efficiently operate computer systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within the Area Electricity Board(s) served by the Centres for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the the Data Control staff of the Computer Centre, and of Data Control staff at attached Data Entry Centre(s).

POSITION TITLE: Deputy Director Programming & System Analysis

GRADE: BPS 18

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Programming & System Analysis of a Distributed Computer Centre is responsible to the Director Computer Operation for the operation of the Computer Centre equipment, maintenance of operating schedules, updating of program libraries with authorized changes, data and program library security, and for preparation of special programs needed for the Centre and for the AEB and Circles it supports.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Coordinates the planning for computer operations, schedules and controls, including the timely preparation of all outputs needed by the formations the Centre supports.
- . Participates in the incorporation of the Centre operations plan into the Computer Centre Plan and into the Management Services Department Plan, and secures approval from the Director for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the activities of AEB local computer systems user groups for applications maintained by the Centre; assists them to identify long range computer systems goals, needed improvements or corrections; helps them to prioritize desired projects; and keeps them informed on the status of approved work.
- . Under the guidance of the Director Computer Operation plans the work of the Section staff, supervises duties of personnel, monitors adherence to procedures required to achieve objectives, and reports to the Director and to user groups on progress, problems and status of projects.
- . Directs staff in preparation of proposals for new and revised systems based on user committee requirements, including system design, data bases, files, inputs, outputs and processing steps; and reviews proposals with user committee to gain approval for development and implementation.
- . Directs staff in development and implementation of approved proposals including detailed planning, programming, testing, pilot operation, preparation of user manuals, coordination of user training, preparation of conversion aids, and coordination of conversion processing.



- . Prepares and administers a Training Program for Section staff based on the Management Services Department Training Plan, and coordinates the scheduling of training courses for staff based on Section plan priorities.
- . Is responsible for documentation, deployment and maintenance of all programs and procedures within assigned computer application areas. Assists in coordinating these efforts with the Computer Operations organization, with the Programming staffs at other Computer Centres and with Microcomputer Operations staff at the Distribution Division offices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 5 years experience in development and operation of data processing systems. Two (2) years experience within the WAPDA Management Services Department is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and systems analysis techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Director Computer Operation regarding, policies, procedures operations and organization of the Computer Centres.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and efficiently operate computer systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within the Area Electricity Board(s) served by the Centres for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Junior Officers assigned to computer operations, equipment maintenance and programming/systems analysis for the Computer Centre and for attached Data Entry Centre(s).

POSITION TITLE: Assistant Director Administration

GRADE: BPS 17

BASIC FUNCTIONAL DESCRIPTION:

The Assistant Director Administration is responsible to the Deputy Director Administration for the execution of all administrative support functions for the Department including general services functions, and the planning, purchase and warehousing of supplies required for computer operations at all sites.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Implements approved plans for budgeting, procurement and delivery of all stationary and other supplies for all Management Services Computer and Data Entry Centers.
- . Assists in preparation of the Administrative Services Plan including current and future projects, resource requirements and special support facilities.
- . Performs or administers all general services for the Department including maintenance of personnel records; training and assignment of secretarial and stenographer staff; scheduling and monitoring of courier services; acquisition, scheduling and maintenance of transport; and scheduling and monitoring of janitorial and security services.
- . Performs or supervises Section staff in specific duties, responsibilities and procedures required to achieve plan objectives, manages resources, and reports to Department management on progress, problems and status of plan projects.
- . Participates in an Administrative Services Training Program based on the Management Services Department Plan, identifying skills required to meet plan objectives, establishing corresponding skills qualifications for positions, evaluating available training techniques and programs to achieve requisite skills, and scheduling training courses for personnel based on plan priorities.

DESIRED QUALIFICATIONS:

a. Education:

A Master's degree in Business Administration is required.

b. Prior Work Experience:

N.A.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and operations research techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Deputy Director Administration regarding, policies, procedures operations and organization of computer division.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and design efficient information systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with officials within WAPDA and with vendors of computer supplies for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Assistant Directors responsible for Purchasing and Stores, Personnel, Computer Centre Housekeeping and Security, Courier Services, Planning, Methods and Standards and Department Training and through them supervisory responsibility of the Administrative Services organization.

POSITION TITLE: Assistant Director Programming and Systems Analysis

GRADE: BPS 17

BASIC FUNCTIONAL DESCRIPTION:

The Assistant Director Programming and Systems Analysis is responsible to the Deputy Director of a specific systems area for all aspects of the evaluation, planning, development, operation and maintenance of assigned computer systems.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares and maintains a plan for the assigned computer systems to be developed, the information required, the information to be produced, the computer equipment and technical program requirements, the resources required, and a schedule for development and deployment of the systems.
- . Participates in the incorporation of the Section computer systems plan into the Division Plan and into the Management Services Department Plan.
- . Participates as directed in computer systems user groups for applications maintained by the Section; assists them to identify long range computer systems goals, needed improvements or corrections; helps them to prioritize desired projects; and keeps them informed on the status of approved work.
- . Under the guidance of the Deputy Director, plans the work of the Section staff, supervises duties of personnel, monitors adherence to procedures required to achieve objectives, and reports to the Director and to user groups on progress, problems and status of projects.
- . Directs staff in preparation of proposals for new and revised systems based on user committee requirements, including system design, data bases, files, inputs, outputs and processing steps; and reviews proposals with user committee to gain approval for development and implementation.
- . Directs staff in development and implementation of approved proposals including detailed planning, programming, testing, pilot operation, preparation of user manuals, coordination of user training, preparation of conversion aids, and coordination of conversion processing.
- . Participates in the Section Training Program as directed and uses available facilities to maintain and improve professional skills.
- . Is responsible for documentation, deployment and maintenance of all assigned programs and procedures within assigned computer application areas. Assists in coordinating these efforts with the Computer Operations organization, with the Programming staffs at the Computer Centres and with Microcomputer Operations staff at the Distribution Division offices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

N.A

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and systems analysis techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Deputy Director of the Section assigned regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and efficiently operate computer systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within the Area Electricity Board(s) served by the Centres for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the junior programmers and analysts assigned to projects under his general guidance.



POSITION TITLE: Assistant Director Systems Programming

GRADE: BPS 17

BASIC FUNCTIONAL DESCRIPTION:

The Assistant Director Systems Programming is responsible to the Deputy Director Systems Programming for all aspects of the evaluation, planning, acquisition, modification, installation, maintenance and documentation of systems programming products for all computer equipment administered by the Department as assigned. These products include Operating Systems, communications monitors, computer scheduling products, on-line operations monitors, compilers, utilities, application development products, data base management products and other such general use technical programs. He also assists with similar activities as assigned for special purpose equipment for other WAPDA formations.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Assists in the preparation and maintenance of the Technical Programming Plan which includes the program products to be acquired, modifications to be made, a schedule for acquisition, modification and deployment of the program products, and the personnel resources and skills required to implement the plan.
- . Participates in the incorporation of the Technical Programming Plan into the Computer Systems Division Plan and into the Management Services Department Plan as directed.
- . Helps coordinate the organization's activities with other Department formations to formulate long-term objectives, to identify needed improvements or corrections to existing products, to prioritize desired projects, and to assure coordination of technology with future application needs.
- . Under the direction of the Deputy Director, supervises assigned Systems Programming personnel, monitors adherence to procedures required to achieve objectives, manages the assigned resources, and reports to the Deputy Director on progress, problems and status of plan projects.
- . Assists other WAPDA formations as directed with the evaluation, acquisition, installation, operation and maintenance of special purpose computer equipment and programs to be used for process control or other unique purposes.
- . Participates in the Section Training Program, improving skills required to meet plan objectives, and meeting qualifications required for key positions.
- . Is responsible for planning, development, testing, pilot operation, documentation, training, deployment and maintenance of all assigned technical programs and procedures. Coordinates these efforts with the Computer Operations organization, with the Programming staffs at the Computer Centres and with Microcomputer Operations staff at the Distribution Division offices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

N.A

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; operating systems; and operations research techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Deputy Director Systems Programming regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to evaluate, plan and coordinate the technical program products to be used throughout the WAPDA computer network.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within WAPDA for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of all Junior Officers and staff assigned to projects under his general direction.

POSITION TITLE: Assistant Director Training

GRADE: BPS 17

BASIC FUNCTIONAL DESCRIPTION:

The Assistant Director Training is responsible to the Deputy Director Training for assisting in preparation of the Department Training Plan including acquisition and maintenance of facilities, acquisition or production of training programs, coordination with the WAPDA Training Department, and for coordination with all Sections of the Department in formulating and administering the Department Training Plan.

MAJOR DUTIES AND RESPONSIBILITIES:

- . As assigned, reviews plans for new or expanded computer systems and their corresponding training needs, analyzes effects of plans on current programs and facilities or the need for new facilities, and prepares recommendations of acquisitions or modifications required to meet plans.
- . Assists with preparation of a Department Training Plan including current capabilities, future additions and modifications, special resources which will be necessary, personnel resources and other support products; participates in the incorporation of the Training Plan into the Computer Operations Division Plan and into the Management Services Department Plan.
- . Assists with the coordination of the Training Plan with all other Department formation plans to fully support the management Services Plan and WAPDA computer needs.
- . Under the direction of the Deputy Director supervises assigned personnel, monitors adherence to procedures required to achieve objectives, manages the assigned resources, and reports to the Deputy Director on progress, problems and status of plan projects.
- . Prepares and presents training programs as directed; assists other Department formations in determining specific program needs; and coordinates the Department Training curriculum with the WAPDA Training Department to avoid redundancies and omissions.
- . Participates in the Section Training Program, maintaining and acquiring skills required to meet plan objectives, and utilizes available resources to meet qualifications required for key positions.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Not Applicable.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of information systems design, operations research, methods studies, procedures writing and organization analysis.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Deputy Director Management Services Training regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to evaluate and report on problems and opportunities for improvement in the WAPDA Distribution formations.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within WAPDA for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Not Applicable.

POSITION TITLE: Assistant Director Data Control

GRADE: BPS 17

BASIC FUNCTIONAL DESCRIPTION:

The Assistant Director Data Control is responsible to the Deputy Director of the Section of his AEB Computer Center for all aspects of the receipt, control and entry of data for an assigned WAPDA Computer Centre. He performs or supervises data control activities including scheduling of operations, assignment of staff and preparation of procedures. He assists the Deputy Director of the Section as required in the overall scheduling, control and operation of the Computer Centre and its associated Circle Computer Centres.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Under the guidance of the Deputy Director of the Section, supervises the Computer Centre in the areas of receipt of data from Division offices and Circle CC's, distribution of outputs and reports, and verification of input and output controls.
- . Assists in the hiring, discipline and termination of all data control staff.
- . Advises the Deputy Director of the Section on development, modification, replacement or augmentation of data control procedures and equipment for the Centre.
- . Participates in training programs for the data control staff of the Centre including special training, scheduling of curriculum for in-house training, and development of local training programs.
- . Supervises preparation of annual budgets for stationary, transport and other operational needs of the Section, and coordinates inclusion of these needs in the Departmental budget.
- . Helps coordinate data control operation schedules of the Computer Centre with the management of the Computer Centre and with the Area Electricity Board, Circles and Divisions served by the Centres.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Not applicable.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and operations research techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.



POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Deputy Director of the Section regarding, policies, procedures operations and organization of the Computer Centres.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and efficiently operate computer systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within the Area Electricity Board(s) served by the Centres for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Data Control staff for his Computer Centre and of attached Data Entry Centre(s).

POSITION TITLE: Assistant Director Technical Services

GRADE: BPS 17

BASIC FUNCTIONAL DESCRIPTION:

The Assistant Director Technical Services is responsible to the Deputy Director of the Section for all aspects of assigned duties within the Technical Services area.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares and maintains a plan for the assigned tasks within the assigned area including tasks to be performed, controls, reports and analyses,, the information to be produced, the computer equipment and technical program requirements, the resources required, and a schedule for accomplishment.
- . Participates in the incorporation of the Section plan into the Division Plan and into the Management Services Department Plan.
- . Participates as directed in computer systems user groups for applications maintained by the Section; assists them to identify long range computer systems goals, needed improvements or corrections; helps them to prioritize desired projects; and keeps them informed on the status of approved work.
- . Under the guidance of the Deputy Director, plans the work of the Section staff, supervises duties of personnel, monitors adherence to procedures required to achieve objectives, and reports to the Director and to user groups on progress, problems and status of projects.
- . Directs staff in preparation of proposals for new and revised systems, facilities and equipment; and reviews proposals with user committee to gain approval for development and implementation.
- . Directs staff in development and implementation of approved proposals including detailed planning, acquisition of facilities, installations and renovations, coordination of training, preparation of conversion aids, and coordination of conversion processing.
- . Participates in the Section Training Program as directed and uses available facilities to maintain and improve professional skills.
- . Is responsible for documentation, deployment and maintenance of all assigned procedures within assigned duties. Assists in coordinating these efforts with the Computer Operations organization, with the Programming staffs at the Computer Centres and with Microcomputer Operations staff at the Distribution Division offices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Not applicable.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of computer system design and operations requirements, and familiarity with communications techniques and equipment.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Deputy Director of the Section regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to coordinate the planning and implementation of computer scheduling and control throughout the WAPDA service area.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within WAPDA and other computer professionals for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the junior staff assigned to projects under his general direction.

POSITION TITLE: Assistant Director Data Entry

GRADE: BPS 17

BASIC FUNCTIONAL DESCRIPTION:

The Assistant Director Data Entry is responsible to the Deputy Director of the Section of his AEB Computer Center for all aspects of the entry of data for an assigned WAPDA Computer Centre. He performs or supervises data entry activities including scheduling of operations, assignment of staff and preparation of procedures. He assists the Chief Data Control as required in the overall scheduling, control and operation of the Computer Centre and its associated Circle Computer Centres.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Under the guidance of the Deputy Director of the Section, supervises the Computer Centre in the areas of data entry and verification of all automated systems inputs, and verification of input controls.
- . Assists in the hiring, discipline and termination of all data entry staff.
- . Advises the Deputy Director of the Section on development, modification, replacement or augmentation of data entry procedures and equipment for the Centre.
- . Participates in training programs for the data entry staff of the Centre including special training, scheduling of curriculum for in-house training, and development of local training programs.
- . Supervises preparation of annual budgets for stationary, transport and other operational needs of the Section, and coordinates inclusion of these needs in the Departmental budget.
- . Helps coordinate data entry operation schedules of the Computer Centre with the management of the Computer Centre and with the Area Electricity Board, Circles and Divisions served by the Centres.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Not applicable.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and operations research techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Deputy Director of the Section regarding, policies, procedures operations and organization of the Computer Centres.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and efficiently operate computer systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within the Area Electricity Board(s) served by the Centres for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the Data Entry staff of the Computer Centre, and of staff at attached Data Entry Centre(s).

POSITION TITLE: Assistant Director Machine Room

GRADE: BPS 17

BASIC FUNCTIONAL DESCRIPTION:

The Assistant Director Machine Room is responsible to the Deputy Director Programming and System Analysis of his AEB Computer Center for all aspects of the operation of the computers at an assigned WAPDA Computer Centre. He performs or supervises computer operations activities including scheduling of operations, assignment of staff and preparation of procedures. He assists the Deputy Director as required in the overall scheduling, control and operation of the Computer Centre and its associated Circle Computer Centres.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Under the guidance of the Deputy Director, supervises an assigned shift of computer operators including start-up and monitoring of jobs, problem determination and resolution, validation of job results and verification of all automated systems inputs, processing and output controls.
- . Assists in the hiring, discipline and termination of all computer operations staff.
- . Advises the Deputy Director on development, modification, replacement or augmentation of computer procedures and equipment for the Centre.
- . Participates in training programs for the computer operations staff of the Centre including special training, scheduling of curriculum for in-house training, and development of local training programs.
- . Supervises preparation of annual budgets for stationary, transport and other operational needs of the Section, and coordinates inclusion of these needs in the Departmental budget.
- . Helps coordinate computer operation schedules of the Computer Centre with the management of the Computer Centre and with the Area Electricity Board, Circles and Divisions served by the Centres.



DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Not applicable.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and operations research techniques.

e. Abilities and Skills:

- Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- Be able to direct feasibility studies for new projects.
- Communication, motivation and leadership qualities.
- General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Deputy Director Programming and System Analysis of the Computer Centre regarding policies, procedures operations and organization of the Computer Centres.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation.

c. Exercise of Judgment:

Considerable judgment and discretion will be required to direct studies and efficiently operate computer systems.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within the Area Electricity Board(s) served by the Centres for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of the computer operators of his assigned shift, and of the operations staff in attached Data Entry Centre(s).

POSITION TITLE: Assistant Director Maintenance

GRADE: BPS 17

BASIC FUNCTIONAL DESCRIPTION:

The Assistant Director Maintenance is responsible to the Deputy Director Programming & Systems Analysis of the Computer Centre for all aspects of assigned duties within the Equipment Maintenance area.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares and maintains a plan for the preventive maintenance of all computer equipment within the jurisdiction of the Computer Centre including the tasks to be performed, reports, the computer equipment and technical program requirements, the resources required, and a schedule for accomplishment.
- . Participates in the incorporation of the Equipment Maintenance plan into the Centre Plan and into the Management Services Department Plan.
- . Participates as directed in computer systems user groups for applications maintained by the Centre; assists them to identify long range computer systems goals, needed improvements or corrections; helps them to prioritize desired projects; and keeps them informed on the status of approved work.
- . Under the guidance of the Deputy Director Programming & Systems Analysis, plans the work of the Section staff, supervises duties of personnel, monitors adherence to procedures required to achieve objectives, and reports on progress, problems and status of projects.
- . Directs staff in preparation of proposals for new and revised procedures and/or equipment; and reviews proposals with supervision to gain approval for development and implementation.
- . Directs staff in development and implementation of approved proposals including detailed planning, acquisition of facilities, installations and renovations, coordination of training, preparation of conversion aids, and coordination of conversion processing.
- . Participates in the Section Training Program as directed and uses available facilities to maintain and improve professional skills.
- . Is responsible for documentation, deployment and maintenance of all assigned procedures within assigned duties. Assists in coordinating these efforts with the Computer Operations organization, with the Programming staffs at the Computer Centres and with Microcomputer Operations staff at the Distribution Division offices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Not applicable.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of computer system design and operations requirements, and familiarity with communications techniques and equipment.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Deputy Director Programming & Systems Analysis regarding, policies, procedures operations and organization.

b. Available Guidelines:

Has available pertinent policies and procedures approved by the Authority and is expected to insure implementation

c. Exercise of Judgment:

Considerable judgment and discretion will be required to coordinate the planning and implementation of computer scheduling and control throughout the WAPDA service area.

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contact:

Frequent contacts with senior officials within WAPDA and other computer professionals for gathering information and exchanging views related to the assignments.

f. Supervision Exercised:

Direct supervision of staff assigned to assist with equipment maintenance for the Computer Centre and associated Division offices.

POSITION TITLE: Budget and Accounts Officer

GRADE: BPS 17

BASIC FUNCTIONAL DESCRIPTION:

The Budget and Accounts Officer is responsible to the Director Computer Operation of his distributed Computer Centre and/or to the Director Budget and Accounts of the Management Services Department for the execution of all financial support functions for the Department/Computer Centre including preparation of the Department budget, planning and recording of Department expenditures, and coordination of Department accounting activities with the Distribution Finance organization.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares the Department budget based on information supplied by the Department formations; and reports regularly to the Director Budget and Accounts and to each of the formations on the status of their expenditures versus their approved budget.
- . Records and reports all financial activity for the Computer Centre or Section.
- . Assists in the preparation of the Department payroll based on the information supplied by the Department formations; and reports regularly to the Director Budget and Accounts and to the Data Processing Manager on the status of their salary and personnel budgets.
- . Helps prepare the Finance and Budget Plan including current and future projects, resource requirements and special support facilities; and assists other Department formations in preparation of financial plans as requested.
- . Participates in the incorporation of the Finance and Budget Plan into the Management Services Department Plan.
- . Performs all duties, responsibilities and procedures required to achieve plan objectives, manages resources, and reports to Department management on progress, problems and status of plan projects.
- . Helps prepare, administer and participates in a Finance and Budget Training Program based on the Management Services Department Plan, identifying skills required to meet plan objectives, establishing corresponding skills qualifications for positions, evaluating available training techniques and programs to achieve requisite skills, and scheduling training courses for personnel based on plan priorities.

DESIRED QUALIFICATIONS:

a. Education:

Bachelor's degree in Finance; or a Master's degree in Finance; or Business Administration together with training in data processing concepts is required.

b. Prior Work Experience:

Not applicable.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of WAPDA financial and budget policies and procedures; and have thorough understanding of the operation of the Management Services Department and the techniques used for budgeting and charging for the use of computer resources..

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard financial techniques.
- . Be able to direct studies for new financial projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Computer Science, Physics, Mathematics, Statistics or Business Administration or a Bachelor's degree in Engineering together with broad data processing technical training is required.

b. Prior Work Experience:

Minimum of 10 years experience in electronic data processing with 5 years supervising experience in the operations of both business and engineering computer application systems at WAPDA. Five (5) years prior employment as a WAPDA grade 18 officer is preferred.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

Required to have wide knowledge of implementation of computer, communication and data processing facilities; information systems design; and operations research techniques.

e. Abilities and Skills:

- . Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports by applying standard computer system techniques.
- . Be able to direct feasibility studies for new projects.
- . Communication, motivation and leadership qualities.
- . General Managerial and Administrative skills.



POSITION TITLE: Director Distribution Computer Systems

GRADE: BPS 19

BASIC FUNCTIONAL DESCRIPTION:

The Director Distribution Computer Systems is responsible to the Manager Computer Systems for all aspects of the evaluation, planning, development, operation and maintenance of those computer systems which pertain specifically to the Distribution organization. These include major computer systems for Customer Billing and Accounting; Distribution Facilities; Distribution Planning, Design and Mapping; Distribution Work Orders; and Distribution Operations.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Prepares and maintains a comprehensive Distribution Computer Systems Plan which includes the computer systems to be developed, the information required, the information to be produced, the computer equipment and technical program requirements, the resources required, and a schedule for development and deployment of the systems and equipment.
- . Participates in the incorporation of the Distribution Computer Systems Plan into the Computer Systems Division Plan and into the Management Services Department Plan, and secures approval for use of available resources, or the acquisition of additional resources, needed for Plan implementation.
- . Coordinates the activities of computer system user groups for assigned applications, assists them to identify long range computer systems goals, needed improvements or corrections, helps them to prioritize desired projects, and keeps them informed on the status of approved work.
- . Under the direction of the Manager Computer Systems, establishes the Distribution Computer Systems organization, specifies duties of personnel, defines procedures required to achieve objectives, manages the assigned resources, and reports to the Manager and to computer application system user groups on progress, problems and status of plan projects.
- . Assists other WAPDA formations as directed with the evaluation, acquisition, installation, operation and maintenance of special purpose computer equipment and programs to be used for process control or other unique purposes.
- . Prepares and administers a personnel Training Program based on the Management Services Department Training Plan, identifying skills required to meet plan objectives, establishing corresponding qualifications required for key positions, selecting available training techniques and programs to achieve requisite skills, and coordinating the scheduling of training courses for personnel based on plan priorities.