

- PN-ABU-338

WAPDA/USAID
POWER DISTRIBUTION PROGRAM
COMPONENT I
RURAL ELECTRIFICATION PROJECT # 391-0473

REORGANIZATION OF DIVISIONS,
CIRCLES, AEBS AND HEADQUARTERS
AND THE POSITION DESCRIPTIONS

GENERAL ADMINISTRATION COMPONENT

PREPARED BY
GENERAL ADMINISTRATION COMPONENT
EBASCO-AEPES-ITECO
JOINT VENTURE

C O N T E N T S

1. DIVISIONS REORGANIZATION
2. CIRCLES AND AEBS REORGANIZATION
3. HEADQUARTERS REORGANIZATION
4. SAFETY ORGANIZATION

REORGANIZATION OF THE
TWO MODEL DIVISIONS

1. REASONS FOR REORGANIZING:

- Inadequate Safety Program
- Illdefined Duties and Responsibilities
- Insufficient Vehicular Transportation
- Too Restrictive Administrative and Financial Powers
- Proliferation of Offices and Personnel
- Less than Desirable Accommodation

2. An Administration Section is being proposed for the new divisional organization. Some of the activities that will be included are already being performed within the present organization; others are not.

The responsibilities will be:

- General Services will be responsible for acquisition of office building, houses, land maintenance and repairs of WAPDA buildings, procurement of office equipment, furniture, stationery and the operation and maintenance of divisional vehicles.
- Personnel will be responsible for the employee personnel problems, employment, training, orientation, records, and the processing of promotions, demotions and transfers records.
- Legal and Labor Welfare will be responsible for assisting in choosing legal counsel, providing evidence, monitoring cases and advising on labor problems and grievances.
- Safety coordinator will actively enforce the safety program, inspect for compliance of safety code, resolve safety enquiries, assist in accidents investigation, recommend safety equipment, conduct regular safety meeting, assist and conduct safety training programs.

M U R I D K E

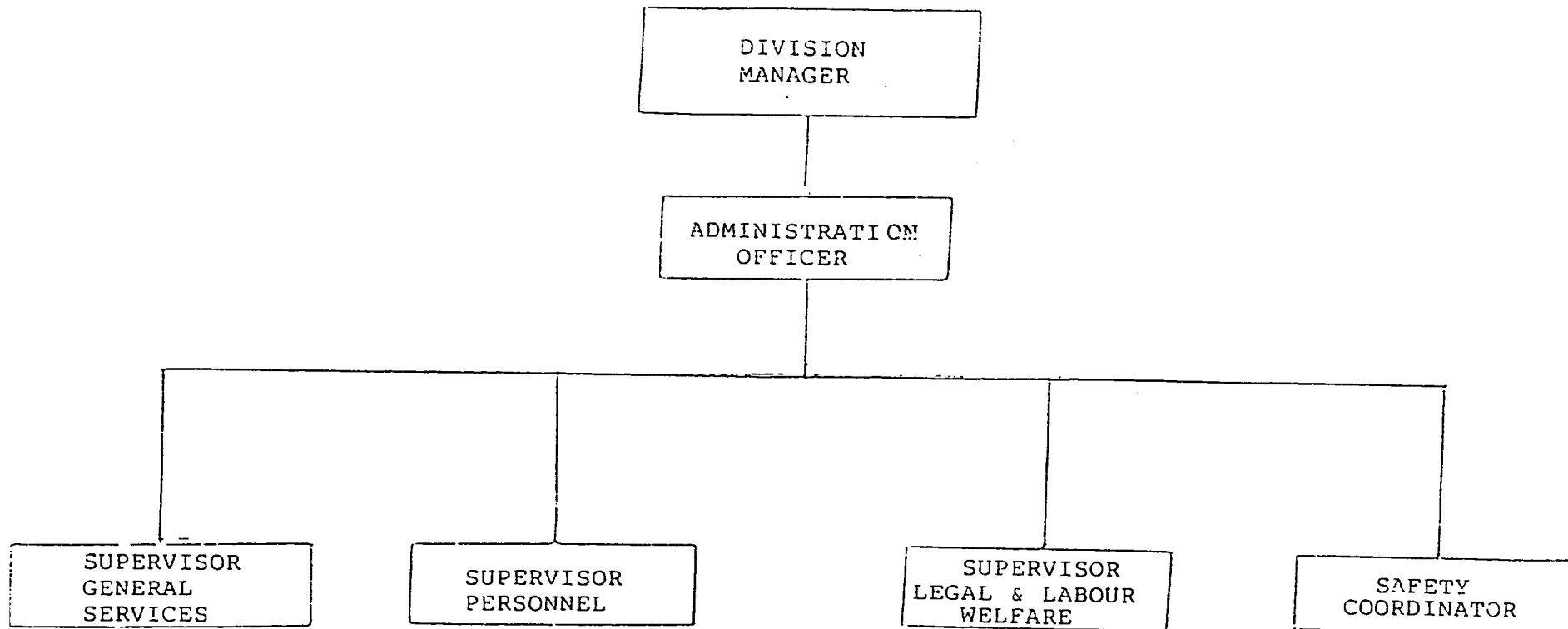
STAFFING - EXISTING AND PROPOSED

	<u>BPS</u>	<u>PROP</u>	<u>EXIST</u>	<u>DIFF</u>
<u>Administration</u>				
Administration Officer	17	1	0	-1
Supervisor General Services	11/14	1	0	-1
Jr. Clerk	5	1	1	0
Naib Qasids	1	3	4	+1
Sweeper	1	1	1	0
Chowkidar	1	1	2	+1
Mali	1	1	1	0
Foreman Transport	11	1	0	-1
Lorry Cleaners	3	0	1	+1
Driver	7	1	1	0
Supervisor Personnel	11/14	1	1	-0
Sr. Clerk	7	2	2	0
Jr. Clerk	5	1	1	0
Record Keepers	5	1	1	0
Diary & Despatch Clerk	5	1	1	0
Typists	5	2	2	0
Supervisor Legal & Labor Welfare	11/14	1	0	-1
Sr. Clerk	7	1	1	0
Jr. Clerk	5	1	1	0
Safety Coordinator	16	1	0	-1
Sr. Clerk	7	1	1	0
		24	32	-5
				+3

SHEIKHUPURASTAFFING - EXISTING AND PROPOSED

	<u>BPS</u>	<u>PROP</u>	<u>EXIST</u>	<u>DIFF</u>
<u>Administration</u>				
Administration Officer	17	1	0	-1
Supervisor General Services	11/14	1	0	-1
Jr. Clerk	5	1	1	0
Naib Qasids	1	3	10	+7
Sweeper	1	1	1	0
Chowkidar	1	1	6	+5
Mali	1	1	1	0
Foreman Transport	11	1	0	-1
Lorry Cleaners	3	0	3	+3
Supervisor Personnel	11/14	1	0	-1
Sr. Clerks	7	3	3	0
Jr. Clerks	5	2	2	0
Record Keepers	5	2	2	0
Diary Clerk	5	1	1	0
Despatch Clerk	5	1	1	0
Typists	5	2	2	0
Supervisor Legal & Labor Welfare	11/14	1	0	-1
Sr. Clerk	7	1	1	0
Jr. Clerks	5	2	2	0
Safety Coordinator	16	1	0	-1
Sr. Clerk	7	1	1	0
		28	37	- 6
				+15

DIVISION



POSITION TITLE: Administration Officer

GRADE: BPS-17

BASIC POSITION DESCRIPTION:

The Administration Officer is responsible to the Division Manager for the services including employment, personnel, training, welfare and safety, wages and salary administration, maintaining employees records, labor relation, recommendation for promotion, demotion, transfer, building hire and maintenance, vehicle operation and maintenance, office furnishings, supplies and equipment, and assists in the compilation of the divisional budget.

MAJOR DUTIES AND RESPONSIBILITIES

- " Directs the recruitment of personnel in accordance with the established down policies and procedures.
- " Directs the process cases of postings, transfers, promotions, demotions and terminations.
- " Ensures that the public and employee complaints, grievances, litigation cases are effectively and fairly handled.
- " Ensures that the personnel files and records of employees of the Division are maintained.
- " Advises the Division Manager and other Supervisors on matters relating to personnel, discipline and labor problems.
- " Ensures that the employees relations program such as indoctrination, orientation, training, implementation and education assistance are properly administered.
- " Ensures that the retirement, gratuity, all kinds of leave, group life insurance, provident fund and WAPDA welfare plans, are dealt with.
- " Approves payrolls and other employee's claims.
- " Processes and maintains annual confidential reports and declaration of assets and all matters concerning therewith such as communication of adverse remarks and scrutiny of representation thereto.
- " Keeps employees abreast with the latest Authority/Government regulations on Safety, Wages and Salary, Labor Laws, Workmen Compensation and other benefit plans.
- " Prepares performance evaluation reports and recommends grant of increments, awards, accelerated promotion, transfer, demotion, disciplinary action of personnel supervised.

- " Interprets laws, rules and regulations framed by the Authority obtains advice on legal matters from the concerned authorities.
- " Disposes of disciplinary/enquiry cases in accordance with the laid down policies and practices.
- " Monitors the legal cases in the Court of law in coordination with Assistant Director - Legal, Area Electricity Board and provides assistance where needed.
- " Prepares, implements and monitors the budget of his section.
- " Recommends the hiring, rehiring and vacation of all types of buildings including complaint offices, customer services centres and area offices as required and coordinates maintenance of buildings owned by WAPDA and hired offices/residences.
- " Exercises overall control over the operation of the division vehicles to maximize employees efficiency and vehicle utilization and to eliminate unauthorized use.
- " Directs that the maintenance and repair of the division vehicles is accomplished in a timely manner.
- " Arranges procurements of office furniture, equipment and insures their service and repair during use.
- " Recommends replacement of obsolete and unserviceable office furniture and equipments.
- " Arranges supplies of stationery items for the Division.
- " Assists in establishing and maintaining position description of employees of the Division.
- " Undertakes other functions and responsibilities as may be assigned by the Division Manager.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Business Administration/Public Administration/ Business Education is required or Bachelor's degree with minimum of 5 years' experience in the Personnel administration.

b. Prior Work Experience:

Minimum of 3 years' experience in one of the major functional areas.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

- . Knowledge of management practices and an understanding of the operation of the personnel functions.
- . Knowledge of the methods used to deal with unskilled and semi-skilled labor.
- . Knowledge of office methods and procedures.

e. Abilities and Skills:

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

POSITION ELEMENTS:

a. Supervision Received:

Direct supervision is received from the Division Manager and functional assistance from the AEB Director Administration. Process the cases for decisions, with the advice of the above supervision, based on sound interpretation of policies and procedures.

b. Available Guidelines:

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

c. Exercise of Judgment:

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

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contacts:

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

f. Supervision Exercised:

Directly supervises all employees assigned to the personnel function.

adadmin/#2

POSITION TITLE: Supervisor - General Services

GRADE: BPS 11/14

BASIC POSITION DESCRIPTION:

The Supervisor - General Services is responsible to the Administration Officer for the division's building and maintenance needs, office furniture, supplies, utilities and vehicles operation and maintenance.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Recommends the leasing, re-leasing and vacating of all types of buildings including complaint offices, customer service centers and area offices as required.
- . Coordinates repairs and maintenance of all buildings within the division.
- . Arranges procurement of office furniture, equipment using approved purchasing procedures.
- . Maintains records of office furniture and equipment in the division.
- . Recommends replacement of obsolete and unserviceable office furniture and equipment and prepares purchase documents for approved replacements. Also recommends purchase of required additional items.
- . Ensures the service and repair of office equipment.
- . Consolidates division requirement for stationery and obtains same using approved purchasing procedures.
- . Obtains authorized telephone service and telexes system and insures equipment is properly maintained.
- . Coordinates the maintenance and repair of vehicles and monitors that repairs performed by outside workshops or the WAPDA central repair shop in a timely manner.
- . Monitors the operation of the division vehicles to maximize vehicle utilization.

DESIRED QUALIFICATIONS

a. Education

Bachelor's degree or by promotion from amongst lower staff on the basis of seniority-cum-fitness with at least 10 years experience.

b. Prior Work Experience

Minimum of 3 years experience in the relevant field.

c. Language Proficiency

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas

- . Knowledge of WAPDA's rules, regulations, policies pertaining to General Services.
- . Knowledge of the methods used to deal with unskilled and semi-skilled labor.
- . Knowledge of the office equipment and furnishing available in the market.
- . Knowledge of maintenance methods and procedures.

e. Abilities and Skills

Skill to deal with vendors, suppliers and contractors.

POSITION ELEMENTS:

a. Supervision Received

Direct supervision is received from the Administration Officer.

b. Available Guidelines

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

c. Exercise of Judgment

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

d. Nature, Level and Purpose of Contacts

Deals with local suppliers of office equipment, vehicle maintenance and others to discharge his duties.

e. Supervision Exercised

Directly supervises all employees assigned to the general services function.

assistgs/#2

POSITION DESCRIPTION: Supervisor Personnel

GRADE: BPS 11/14

BASIC FUNCTIONAL DESCRIPTION:

Reports to the Administration Officer and is responsible for the personnel functions, wage and salary plans, benefit plans, hiring and firing procedure, employees service records, postings, promotions, transfers, and terminations.

MAJOR DUTIES AND RESPONSIBILITIES:

- ° Handles cases of fixation of salary, grant of increments, incentive awards, honoraria, compensation to the deceased employees's families, scholarships to employees' children, welfare grant.
- ° Scrutinises and processes employee's claims (salaries, wages, TAS, etc.).
- ° Processes the cases of postings, transfers, promotions, terminations and disciplinary actions according to Authority's rules.
- ° Performs duties in connections with employment of personnel.
- ° Conducts personnel orientation of new employees including proper completion of all forms and documents. Responsible for obtaining all the documents to complete the personal files of the concerned employees.
- ° Performs duties in connection with maintenance of files, service records, upto date and complete in all respects, schedules meetings, and convenes Boards for selection purposes.
- ° Ensures that the employees service records are kept up-to-date.
- ° Assists in preparing position descriptions of the clerical staff.
- ° Assists in preparing and scheduling local and centralised training programs.
- ° Supervises the incoming and outgoing correspondence.

DESIRED QUALIFICATION:

a. Education:

Bachelor's degree or by promotion from amongst lower staff on the basis of seniority-cum-fitness with at least 10 years' experience.

b. Prior Work Experience:

Minimum of 5 years' experience in one of the major functional areas.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

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

e. Ability and Skills:

- . Ability to develop accurate and complete records and schedules.

POSITION ELEMENTS:

a. Supervision Received:

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

b. Available Guidelines:

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

c. Exercise of Judgement:

- . Requires to coordinate activities with supervisors.
- . Works on the basis of the instructions received and strict adherence to pertinent operating procedures. Recommendations to supervisors are expected to be complete, accurate and in the best interest of WAPDA.

d. Authority to Make Commitments:

Limited to powers delegated by the Administration Officer.

e. Nature, Level and Purpose of Contacts:

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

f. Supervision Exercised:

Directly supervises all employees assigned to the personnel functions.

POSITION TITLE: Supervisor - Legal and Labor Welfare

GRADE: BPS-11/14

BASIC POSITION DESCRIPTION

Responsible to the Administration Officer for divisional legal and labor welfare matters.

MAJOR DUTIES AND RESPONSIBILITIES:

- " Maintains record of legal cases.
- " Provides assistance and information to the WAPDA counsel engaged for the defence of Division cases.
- " Attends court of law with WAPDA counsel to provide any evidence or information that may be required during the hearing of the case.
- " Assists the Manager Administration in choosing counsel from the panel of those approved by the Authority.
- " Prepares cases for obtaining legal advice and guidance from the AEB/WAPDA Headquarters.
- " Deals with the labor problems and prepares cases for decision.
- " Processes all cases of grievances and petitions for redress.
- " Arranges meetings of Division Manager with CBA Union and records minutes of the meetings.
- " Keeps the Manager Administration informed on all matters relating to legal and labor welfare.

DESIRED QUALIFICATION:

a. Education:

Bachelor's degree or by promotion from amongst senior clerks on the basis of seniority-cum-fitness with at least 10 years experience.

b. Prior Work Experience:

Minimum three years of experience in the relevant field.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

- . Knowledge of WAPDA's rules, regulations, policies pertaining to legal and labor welfare.
- . Knowledge of the methods used to deal with skilled, semi-skilled and unskilled labor.

e. Abilities and Skills:

- . Ability to communicate his views and write reports.
- . Ability to understand and deal with Division employees.
- . Ability to deal with the WAPDA counsels.

POSITION ELEMENTS:

a. Supervision Received:

Direct supervision is received from the Administration Officer and functional supervision from the Assistant Director/Deputy Director - Legal and Labor Welfare AEB. Puts up cases for decision with the advice of his superiors based on sound interpretation and rules framed by the Authority.

b. Available Guide Lines:

Has available all applicable policies and procedures issued by the Authority as well as those issued by the AEB.

c. Exercise of Judgment:

- . Requires to coordinate activities with supervisors.
- . Works independently based on the instructions received and strict adherence to pertinent operating procedures. Recommendations to his superiors are expected to be complete, accurate and in the interest of WAPDA.

d. Authority to Make Commitments:

Nil

e. Nature, Level and Purpose of Contacts:

Deals with the Division Supervisor's staff, WAPDA counsel, representatives of labor union, courts, tribunal, etc.

f. Supervision Exercised:

Directly supervises staff assigned to him.

POSITION TITLE: Safety Coordinator

GRADE: BPS-16

BASIC FUNCTIONAL DESCRIPTION:

The Safety Coordinator is responsible to the Administration Officer for all safety matters concerning the Division and to the Deputy Director - Safety AEB. Promotes the safety programs and practices and insures compliance with the WAPDA Safety Code. Reports unsafe conditions for corrective action, reports accidents to the concerned higher authorities and maintains records of all safety activities and statistics on accidents.

MAJOR DUTIES AND RESPONSIBILITIES:

- " Performs field inspections regularly for compliance with the WAPDA Safety Code and safety procedures and practices and provides a written report to the appropriate administrative supervisors with recommendations to correct any deficiencies found.
- " Answers or resolves inquiries of safety from management and employees.
- " Assists and guides accident investigation committees.
- " Conducts inspection of safety equipment and tools for their availability, serviceability and suitability and provides reports with recommendation to correct the deficiencies found.
- " Initiates requests for the acquisition of safety equipment not available in the field store.
- " Monitors implementation of recommendation for accident prevention.
- " Conducts monthly safety meetings to review the WAPDA Safety Code and discuss the safety matters with the Division employees.
- " Organizes monthly safety committee meetings under the chairmanship of Division Manager to review and discuss safety problems.
- " Submits monthly summary of safety activities and statistics on accidents to the Deputy Director Safety, AEB.
- " Assists in organizing on site safety training programs for the Division employees.
- " Makes immediate telephone reports to the functional supervisor in all urgent matters of safety such as employee or utility related public fatalities and serious accidents.
- " Any other duty as may be assigned by his supervisor.

DESIRED QUALIFICATIONS:

a) Education:

Incumbent should hold diploma in Electrical engineering from Polytechnic Institute. However, job related experience may be substituted for education.

b) Prior Work Experience:

Incumbent must have at least 10 years experience in Electrical Distribution activities.

c) Language Proficiency:

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

d) Knowledge:

Intimate knowledge of the Safety Code and work procedures.

e) Abilities and Skills:

- . Ability to impart knowledge of the safety code interfaced with sound distribution procedures to all employees.
- . Ability to prepare written reports and statistics.

POSITION ELEMENTS:

a) Supervision Received:

Under functional guidance of the Deputy Director - Safety (AEB) and administrative supervision of the Administration Officer incumbent performs most work under moderate supervision for activities and progress.

b) Available Guidelines:

Incumbent uses the safety and various other data provided by functional supervision combined with abilities and skills to provide a comprehensive safety program.

c) Exercise of Judgment:

Incumbent exercises moderate judgment and will appeal to higher supervision in the difficult matters.

d) Authority to Make Commitments:

Recommendations based on WAPDA Safety Code and the related guidelines provided by the functional supervisors must be considered applicable to the Division area assigned.

e) Nature, Level and Purpose of Contact:

Regular contacts with the Division employees on safety matters but no contact with the general public.

f) Supervision Exercised:

Directly supervises the staff provided.

DISK 1 safecoor

POSITION/TITLE: Foreman Transport

GRADE BES 11

BASIC POSITION DESCRIPTION:

The Foreman Transport in a Division is responsible to the Supervisor General Services for operations, maintenance and repair of vehicles in the Division.

MAJOR DUTIES AND RESPONSIBILITIES:

- Controls the allocation and use of divisional vehicles for maximum utilization.
- Organizes regular preventive maintenance of each vehicle under his supervision.
- Arranges minor repairs expeditiously in vehicle repair shop under his supervision.
- Inspects all divisional vehicles on a quarterly basis to check fitness of vehicles.
- Inspects vehicles requiring major repairs, and scrutinizes repair estimates.
- Arranges major repairs expeditiously and checks the extent and standard of repairs done.

DESIRED QUALIFICATIONS:

a. Education

Matriculation with certificate in Auto & Diesel Repairs from a technical school.

b. Prior Work Experience

Minimum of 3 years as Chargehand/Assistant Foreman in a vehicle repairing workshop.

c. Language

Ability to read and understand instructions given in Users Handbook on Operation and Maintenance of Vehicles, and ability to explain these instructions to vehicle drivers.

d. Knowledge of Specific Areas

- . Knowledge of WAFDA's rules and procedures on transport.
- . Knowledge of maintenance and repair of vehicles.
- . Knowledge of vehicle spare parts.

c. Abilities and Skills

Skill to deal with drivers and repair shop mechanics etc.

POSITION ELEMENTS:

a. Supervision received

Direct supervision received from Supervisor General Services.

b. Available Guidelines

Has available all instructions on use, operation, maintenance and repair of vehicles issued by Administrative Officer and specific instruction issued by his Supervisor.

c. Exercise of Judgment

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

d. Nature, Level and Purpose of Contacts

Deals with local repair service shops and spare part dealers under guidance of his Supervisor.


e. Supervision Exercised

Directly supervises drivers in performance of their assigned duties and for maintenance of vehicles.

INTER-OFFICE MEMORANDUM

April 16, 1987

TO : S. JAWAD HALDER
FROM : MANZUOR A. SHAIKH



SUBJ : REORGANIZATION OF AEB'S AND CIRCLES

Proposed Reorganizations for AEB's and Circles were sent to you on April 5, 1987. As a part of the same exercise, the following additional input is enclosed for your comments:

1. Reasons for Reorganization.
2. Staffing.
3. Requirements for office space, office equipment, vehicles, telephones and furniture.
4. Position Descriptions for the positions proposed at AEB and Circle.

Attach: a.a.

cc: E.W. Hermansen

GENERAL ADMINISTRATION

REASONS FOR REORGANIZATION

Several problems exist at the Circles and AEB's level in the area of General Administration. Some of the problems are:

1. Awareness of significance of Safety practices is lacking to a great extent.
2. Facilities for Safety training do not exist.
3. Complete review and update of the present personnel policies and procedures is required in order to manage efficiently.
4. A systematic approach towards Career Development and Human Resource Information System has not been developed.
5. Administrative and financial powers are delegated on the basis of distrust.
6. Position descriptions do not exist in most of the cases.
7. Availability and utilization of transport needs to be improved by instituting an efficient maintenance system.
8. General Services has not emerged as a distinct function thus far.
9. Availability of office equipment is insufficient.
10. Procedures for acquiring houses and offices is cumbersome.
11. Telephone sanctioning procedures need simplification.

These problems will be rectified by improved organizations for Circles and AEB's, modification of the existing policies and procedures, and by introducing latest concepts in these areas.

GENERAL ADMINISTRATION

AREA ELECTRICITY BOARD

The General Administration function at the AEB level has been augmented to ensure efficient handling of administrative matters, to bring clarity with regards to responsibilities, increased awareness about safety, make certain that Safety policies and practices are adhered to, and develop a systematic approach towards career planning and development. Director Administration will get functional guidance from the Director General Personnel at the Headquarters. He will be supported by six Deputy Directors and will be responsible for:

- . Personnel Affairs: It will include compensation, employees funds, advances, claims, leaves, employees personnel records.
- . Personnel: Will handle recruitment, transfers, promotions, disciplinary cases, performance evaluation.
- . Legal and Labor: Will deal with legal and labor cases, keeping legal records, selection of legal counsel advising on labor problems.
- . Safety: Will be responsible for ensuring implementation of newly introduced Safety policies and procedures, assist in accidents investigations, expedite availability of safety equipment.
- . Transport: Will be responsible for the use, control, maintenance and repair of vehicles.
- . General Services and Civil Work: Will prepare annual building construction and maintenance programs, its budgeting, designing and execution. Will also take care of office matters like provision of office equipment, office furniture, stationery and forms, installation of telephones, acquisition of residential and non-residential buildings.

All these activities will be governed according to the administrative and financial powers of the Chairman, AEB and Director Administration.

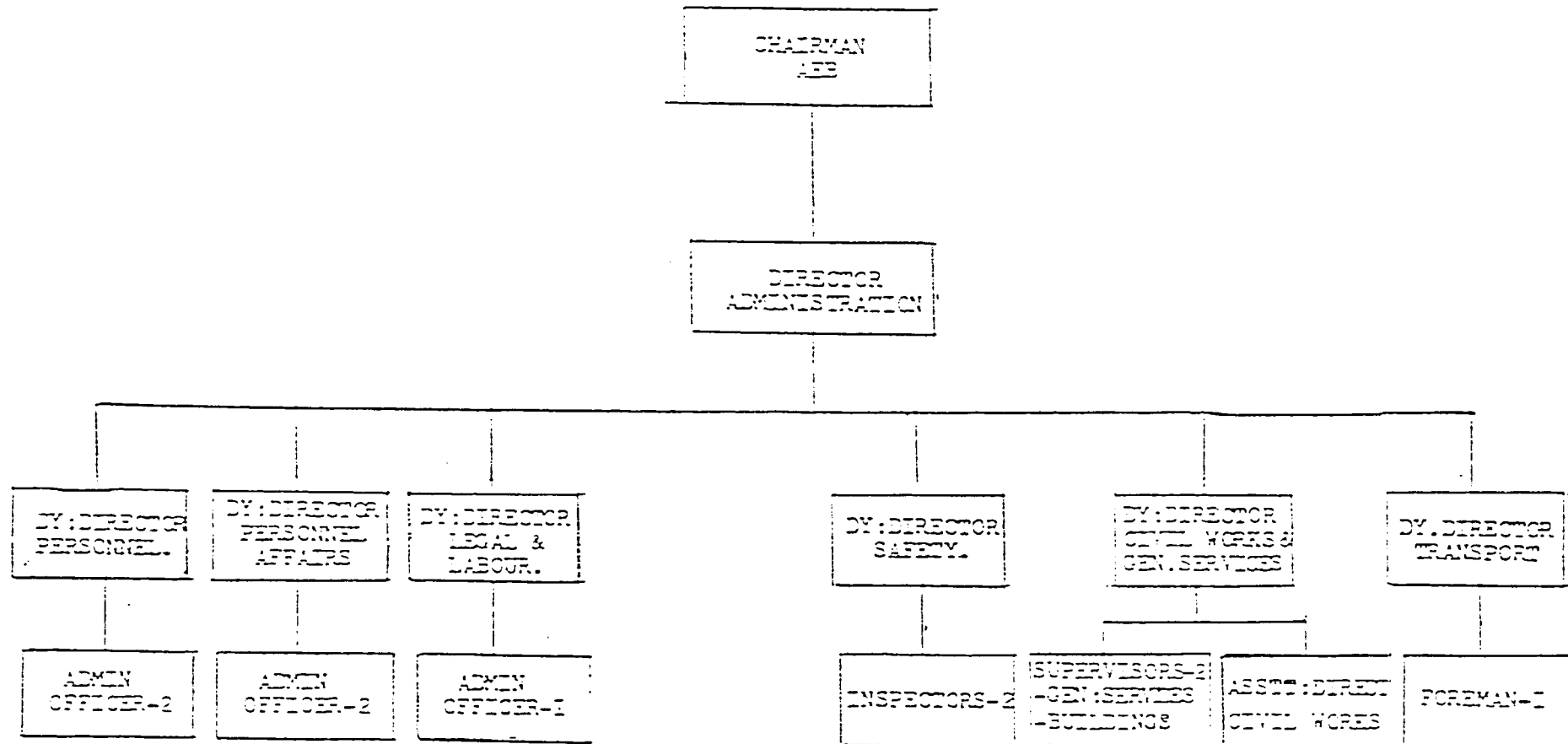
GENERAL ADMINISTRATION

CIRCLE

An Administration Section has been proposed at the Circle level. Its functions will be similar to the ones proposed for Model Divisions. It will be headed by an Administration Officer and the responsibilities will include:

- . Personnel will be responsible for the employees employment, compensation, training, orientation, records and processing of promotion, demotion, transfer cases, etc.
- . Safety Inspector will ensure implementation of Safety policies and practices and speedy handling of accidents investigations.
- . General Services and Civil Works will handle acquisition of residential and non-residential buildings, their repair and maintenance, arranging of office supplies, office equipment, telephone, water and gas connections, etc.
- . Transport Incharge will ensure use, control, maintenance and repair of the vehicles.

All these activities will be governed according to the financial and administrative powers of the Circle incharge.



BEST AVAILABLE DOCUMENT

AREA ELECTRICITY BOARD
STAFFING - GENERAL ADMINISTRATION

	BPS	PROP.	EXIST.	DIFF.
DIRECTOR ADMINISTRATION	19	1	1	0
Steno Grade I	15	1	1	0
Driver	7	1	0	-1
Naib Qasid	1	1	1	0
		4	3	-1
DEPUTY DIRECTOR PERSONNEL	18	1	1	0
Steno Grade II	12	1	1	0
Naib Qasid	1	1	1	0
Administration Officer	17	2	0	-2
Sr. Supervisor Personnel	16	2	2	0
Supervisor Personnel	14	2	0	-2
Personnel Assistant	11	2	2	0
Senior Clerk	7	2	2	0
Junior Clerk/Typist	5	2	2	0
		15	11	-4
DY. DIRECTOR PERSONNEL AFFAIRS	18	1	0	-1
Steno Gr. II	12	1	0	-1
Naib Qasid	1	1	1	0
Administration Officer (Affairs)	17	2	0	-2
Sr. Supervisor Personnel (Affairs)	16	2	0	-2
Supervisor Personnel (Affairs)	14	2	0	-2
Assistant Personnel (Affairs)	11	2	2	0
Senior Clerk	7	2	2	0
Junior Clerk/Typist	5	2	2	0
Record Keeper (Avg 8,000 files)	5	1	0	-1
		16	7	-9

	BFS	PROP.	EXIST.	DIFF.
DY. DIRECTOR LEGAL & LABOUR	✓18	1	1	0
Steno Gr. II	12	1	0	-1
Naib Qasid	✓1	1	1	0
Administration Officer (L&L)	17	1	0	-1
Senior Supervisor (L&L)	16	1	0	-1
Supervisor (L&L)	14	1	0	-1
Assistant (L&L)	✓11	12	1	0
Senior Clerk	7	1	0	-1
Junior Clerk/Typist	✓5	1	1	0

9	4	-5
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DY. DIRECTOR SAFETY	✓18	1	1	0
Inspector Safety	✓16	2	2	0
Steno Grade II	12	1	0	-1
Typist	✓5	01	1	+1
Naib Qasid	✓1	1	1	0

5	5	-1
		+1

	BFS	PROP.	EXIST.	DIFF.
DEPUTY DIRECTOR CIVIL WORKS & G. SERVICES				
Deputy Director (XEN)	18	1	1	0
Steno Grade II	12	1	1	0
N. Qasid	1	2	2	0
Supervisor G.S.	11/14	1	0	-1
Supervisor Buildings	11/14	1	0	-1
Head Clerk	11/14	0	1	+1
Assistant	12/11	0	1	+1
Sr. Clerk	7	3	3	0
Jr. Clerk	5	3	3	0
Telex Operator	7	1	1	0
Geostatner Operator	7	1	1	0
Typist	5	1	0	-1
Daffri	2	1	1	0
Assistant Director	7	1	1	0
Sub-Engineers	11/16	3	3	0
Head Clerk-cum-Accountant	11/14	1	1	0
Sr. Clerk	7	4	5	+1
Jr. Clerk	5	2	2	0
Typist	5	1	0	-1
Draftsman	11	1	1	0
Tracer	5	1	1	0
N. Qasid	2	2	3	+1
Work Mistry	7	2	1	-1
Fitter	5	2	8	+6
Carpenter	5	4	2	-2
Plumber	5	2	2	0
Mason	5	4	0	-4
Electrician	5	2	1	-1
Head Mali	2	2	2	0
Mali	1	15	19	+4
Helper/Choolie	1	12	4	-8
Chowkidar	1	4	1	-3
Sweeper	1	6	9	+3

	87	81	-23	
			+17	

	BES	PROP.	EXIST.	DIFF.
DEPUTY DIRECTOR TRANSPORT	✓18	1	1	0
Steno Grade II	✓12	1	0	-1
Foreman Transport (Auto)	✓14	1	0	-1
Auto Assistant Foreman	all ✓11	0	1	+1
Driver	✓7	3	0	-3
Typist	✓5	0	1	+1
Naib Qasid	✓1	1	1	0
		7	4	-5
				+2
TOTAL		143	115	-48
				+20

S U M M A R Y

BES	1	-3
	5	-2
	7	-5
11/12/14		-9
	16	-3
	17	-5
	18	-1

		-28

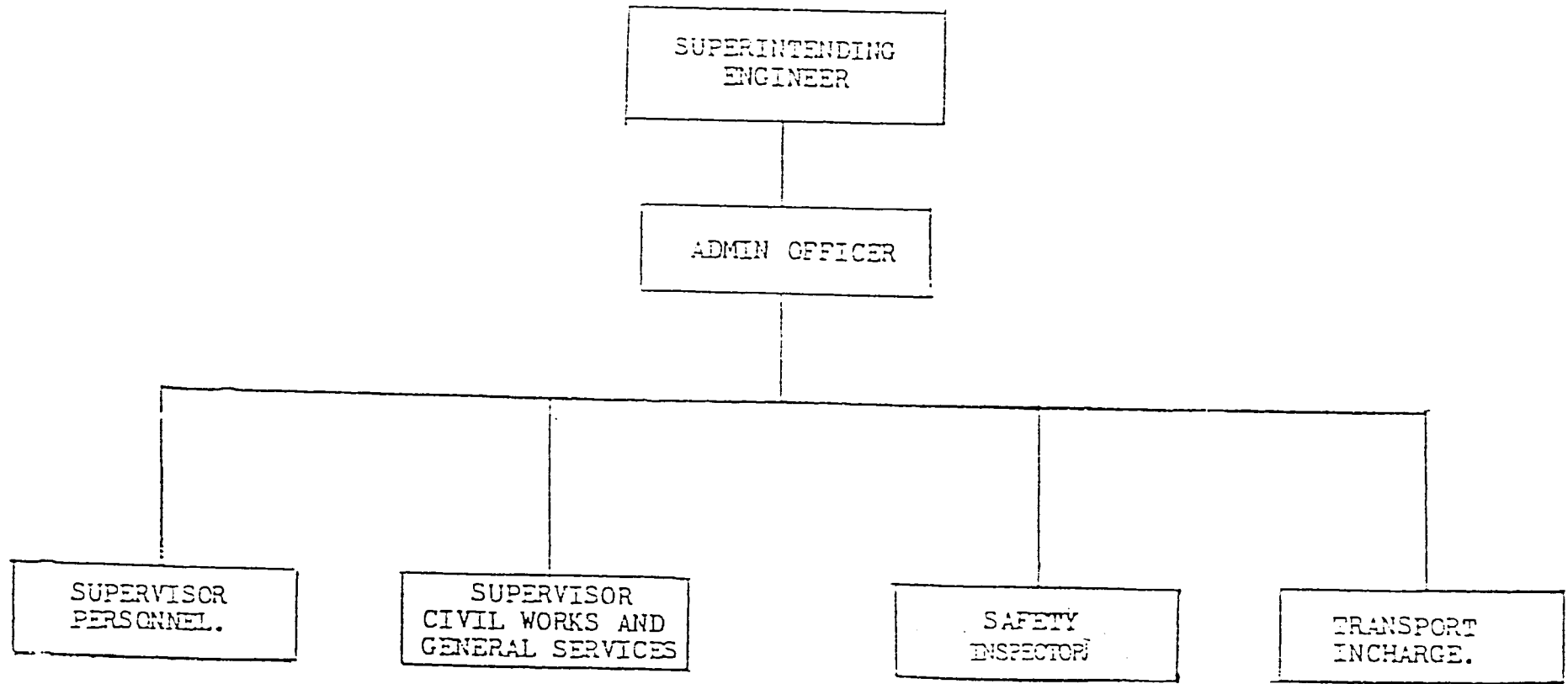
GENERAL ADMINISTRATION

SUMMARY OF REQUIREMENTS

	CIRCLE	A. E. B
1. Vehicles	1	4
2. Direct Telephone Lines or Through PBX	1	4
3. Intercoms	4	10
4. Office Space	1260 Sq. ft	7250 Sq. ft
5. Furniture : Office Chairs	5	25
Visitors Chairs	15	84
Office Chairs - Ordinary	10	66
Office Tables - Type I	5	25
Drawer Cabinets	5	25
File Racks	14	71
Almirahs	2	21
Stools	1	10
Wooden Benches	1	5
6. Photocopying Machine	1	1
7. Typewriters	2	11

Note: Existing vehicles, telephones, intercoms, furniture and office equipment will reduce the actual requirements.

CIRCLE



GENERAL ADMINISTRATION

CIRCLE STAFFING - EXISTING AND PROPOSED

	BPS	PROP.	EXIST.	DIFF.
ADMINISTRATION OFFICER	17	1	0	-1
Naib Qasid	1	2	2	0
Supervisor Personnel	11/14	1	0	-1
Assistant	12	0	3	+3
Sr. Clerk	7	2	2	0
Jr. Clerk	5	1	3	+2
Record Keeper	5	1	-	-1
Diary & Dispatch Clerk	5	1	0	-1
Typist	5	2	0	-2
Supervisor Gen. Services	11/16	1	0	-1
Jr. Superintendent	14	0	1	+1
Jr. Clerk	5	1	0	-1
Sweeper	1	1	1	0
Chowkidar	1	1	1	0
Mali	1	1	1	0
Daftri	2	0	1	+1
Safety Inspector	16	1	0	-1
Sr. Clerk	7	1	0	-1
Transport Incharge	7	1	0	-1
Driver	7	1	0	-1
		20	15	-12
				+7

POSITION TITLE: Secretary AEB

GRADE: BES 18

DEPARTMENT: AEB

BASIC FUNCTIONAL DESCRIPTION:

Secretary, Area electricity Board reports to the Chairman AEB and is responsible for organizing meetings of the Board, recording minutes of these meetings and monitoring implementation of the decisions taken by the Board. He deals with the complaints received from the office of Wafaqi Mohtasib.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Organizes meetings of Area Electricity Board and maintains records of the minutes of the meetings.
- . Monitors the implementation of the decisions of the Board.
- . Assists Chairman AEB in all the meetings of developments with Provincial Government.
- . Monitors the progress of selection of villages by the Provincial Government and assists Chairman AEB to follow up and expedite the progress of selection.
- . Handles complaints received from the office of Wafaqi Mohtasib office.
- . Any other functions and duties as may be entrusted to him from time to time by the Board.

DESIRED QUALIFICATIONS:

a. Education

Bachelor's degree in Engineering is required.

b. Prior Work Experience

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

c. Language Proficiency

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas

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

e. Ability and Skills

- Communication skill both in written and spoken English and Urdu. Ability to address groups and the Press.
- Ability to understand problems and develop practical solutions.

POSITION ELEMENTS:

a. Supervision Received

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

b. Available Guidelines

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

c. Exercise of Judgment

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

d. Authority to Make Commitments

Limited to the administrative and financial powers given to him.

e. Nature, Level and Purpose of Contacts

Deals with related offices to discharge his duties efficiently.

f. Supervision Exercised

Directly supervises all employees assigned to the personnel functions.

POSITION TITLE: Director Administration

GRADE: BFS-19

DEPARTMENT: AEB Level

BASIC FUNCTIONAL DESCRIPTION:

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

MAJOR DUTIES AND RESPONSIBILITIES

- . Directs the recruitment of personnel in accordance with the established down policies and procedures.
- . Directs the process of cases for postings, transfers, promotions, demotions and terminations.
- . Ensures that the public and employee complaints, grievances, litigation cases are effectively and fairly handled.
- . Ensures that the personnel files and records of employees are maintained.
- . Advises the Chairman AEB and other officers on matters relating to personnel, discipline and labor problems.
- . Ensures that the employees relations program such as indoctrination, orientation, training, implementation and education assistance are properly administered.
- . Ensures that the retirement, gratuity, all kinds of leave, group life insurance, provident fund and WAPDA welfare plans, are dealt with.
- . Approves payrolls and other employee's claims.
- . Processes and maintains annual confidential reports and declaration of assets and all matters concerning therewith such as communication of adverse remarks and scrutiny of representation thereto.
- . Keeps employees abreast with the latest Authority/Government regulations on Safety, Wages and Salary, Labor Laws, Workmen Compensation and other benefit plans.
- . Prepares performance evaluation reports and recommends grant of increments, awards, accelerated promotion, transfer, demotion, disciplinary action of personnel supervised.
- . Directs career planning and development of the employees at the AEB level.

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

DESIRED QUALIFICATIONS:

a. Education:

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

b. Prior Work Experience:

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

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

- . Knowledge of management practices and an understanding of the operation of the personnel functions.
- . Knowledge of the methods used to deal with unskilled and semi-skilled and skilled labor.
- . Knowledge of office methods and procedures.

e. Abilities and Skills:

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

POSITION ELEMENTS:

a. Supervision Received:

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

b. Available Guidelines:

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

c. Exercise of Judgment:

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

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contacts:

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

f. Supervision Exercised:

Directly supervises all employees assigned to the Administration function.

POSITION TITLE: Deputy Director Personnel Affairs

GRADE: BES 18

DEPARTMENT: AEB Level

BASIC FUNCTIONAL DESCRIPTION:

The Deputy Director Employee Benefits is responsible to the Director Administration. He is responsible for the implementation of all wage and salary and benefits programs in AEB. It shall include the administration of the benefits programs on a uniform and consistent manner. He is also responsible for employees funds, advances, claims, leave sports, etc.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Works closely with the Director Administration in the administration of the employee benefits policies.
- . Maintains a wage and salary program for WAFDA as given by the Authority. Ensure uniformity in all the Divisions and Circles.
- . Assists all Administration officers and Supervisors Personnel in the Divisions and Circles to ensure coordination, continuity, and consistency with WAFDA policies and procedures.
- . Assists in preparing and keeping wages and benefits budgets for individual departments and coordinate all budgetary processes of all Divisions and Circles.
- . Develops and maintains necessary forms and procedures for all Employee Benefits programs for all levels in AEB.
- . Maintains all wage and salary and benefits manuals.
- . Establishes and monitors a satisfactory procedure to ensure proper benefit payments for all levels of AEB. This will include dealing with Pension, Provident Fund/Gratuity and Group Life Insurance.
- . Assists in the preparation of data for labor and welfare meetings as necessary.
- . Deals with employees claims, advances and leaves.
- . Conducts necessary audits of the AEB's to ensure compliance with all program.
- . Organizes sports activities at the AEB level.
- . Any other duties as may be assigned by the proper authority.

DESIRED QUALIFICATIONS:

a. Education:

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

b. Prior Work Experience:

At least 8 years in the Personnel related areas.

c. Language Proficiency:

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

d. Job Knowledge:

- . Individual is required to have a thorough working knowledge and practical understanding of the basic wage and salary and benefits policy of WAFDA.
- . Must be able to read and interpret benefit policies and procedures at the AEB level. Also possess the skills to implement these plans as well.
- . Analytical skills and ability to evaluate and coordinate reports at all levels of the salary & wage and benefits program.
- . Ability to recommend new programs or revisions as deemed necessary.

POSITION ELEMENT:

a. Supervision Required:

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

b. Exercise of Judgment:

Incumbent is expected to exercise judgment on all matters relating to wage and salary and benefits and other related subjects.

c. Authority to Make Commitments:

Limited to the administrative and financial powers delegated to him.

d. Nature, Level and Purpose of Contacts:

Incumbent will maintain effective working relations with all employees and their supervisors to obtain pertinent information to discharge his duties efficiently.

e. Supervision Exercised:

The incumbent will supervise all employees assigned to the Personnel Affairs function. He will provide functional guidance to the Divisions and Circles on employee benefits and other related matters.

POSITION TITLE: Deputy Director Transport

GRADE: BFS 18

DEPARTMENT AEB Level

BASIC FUNCTIONAL DESCRIPTION:

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

MAJOR DUTIES AND RESPONSIBILITIES:

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

DESIRED QUALIFICATIONS:

a. Education

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

b. Prior Work Experience

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

- c. Language Proficiency
Fluency in written and spoken English and Urdu.
- d. Knowledge of Specific Areas
 - Knowledge of transport management principles.
 - Knowledge of rules and procedures.
 - Knowledge of vehicle maintenance repair practices and techniques.
 - Knowledge of repair workshop facilities.
- e. Ability and Skills
 - Ability to understand technical problems relating to transport management, develop and implement practical solutions.
 - Ability to evaluate fitness state of vehicles.
 - Ability to evaluate and execute repair programs.

POSITION ELEMENTS

- a. Supervision Received
Receives direct functional supervision from Director Administration.
- b. Available Guidelines
Has available all policy, procedures, guidelines issued by Distribution Headquarters and AEB.
- c. Exercise of Judgment
Exercises sound judgment to arrive at correct decisions in execution of his functions relating to transport vehicles in AEB and its formations.
- d. Authority to Make Commitments
Exercises full authority within limits of delegated financial powers and approved policies/procedures.
- e. Supervision Exercised
Directly supervises the work of Foreman Transport and other employees assigned to his department.

POSITION TITLE: Deputy Director Safety

GRADE: EFS 18

DEPARTMENT: AEB

BASIC FUNCTIONAL DESCRIPTION:

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

MAJOR DUTIES AND RESPONSIBILITIES:

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

DESIRED QUALIFICATIONS:

a. Education:

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

b. Prior Work Experience:

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

c. Language Proficiency:

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

d. Job Knowledge:

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

e. Abilities and Skills:

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

POSITION ELEMENTS:

a. Supervision Received:

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

b. Available Guidelines:

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

c. Exercise of Judgment:

Incumbent exercises a high degree of judgment and personal direction.

d. Authority to Make Commitments:

Recommendations are considered by supervisors and are generally accepted.

e. Nature, Level, and Purpose of Contacts:

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

f. Supervision Exercised:

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

POSITION DESCRIPTION: Deputy Director Personnel

GRADE: BES 18

DEPARTMENT: AEB Level

BASIC FUNCTIONAL DESCRIPTION:

Reports to the Director Administration and is responsible for recruitment, transfer, promotion, disciplinary cases, performance evaluation and training.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Performs duties in connections with employment of personnel.
- . Processes the cases of postings, transfers, promotions, terminations and disciplinary actions according to Authority's rules.
- . Conducts personnel orientation of new employees including proper completion of all forms and documents. Responsible for obtaining all the documents to complete the personal files of the concerned employees.
- . Performs duties in connection with maintenance of files and service records up-to-date and complete in all respects, schedules meetings, and convenes Boards for selection purposes.
- . Assists in preparing position descriptions.
- . Prepares performance evaluation reports for the employees.
- . Provides guidance to the Divisions and Circles on Personnel matters.
- . Any other duties as may be assigned by the proper authority.

DESIRED QUALIFICATION:

- a. Education:
Bachelor or Master's degree. Degree in Public Administration or Business Administration is preferred.
- b. Prior Work Experience:
Minimum of 8 years' experience in Personnel associated area.
- c. Language Proficiency:
Must be fluent in written and spoken English and Urdu.
- d. Knowledge of Specific Areas:
 - . Knowledge of administrative policies and practices and an understanding of the operation of the personnel functions.

- . Knowledge of the methods used to deal with unskilled and semi-skilled and skilled labor.
- . Knowledge of rules and regulations of the Authority.
- e. Ability and Skills:
Ability to develop accurate and complete records and schedules.

POSITION ELEMENTS:

- a. Supervision Received:
Direct supervision is received from the Director Administration. Puts up cases for decisions based on sound interpretation of policies and rules framed by the Authority.
- b. Available Guidelines:
Has available all applicable policies and procedures issued by the Authority as well as specific instructions issued by his supervisors.
- c. Exercise of Judgment:
Works on the basis of the instructions received and strict adherence to pertinent operating procedures.
- d. Authority to Make Commitments:
Limited to the administrative and financial powers delegated to him.
- e. Nature, Level and Purpose of Contacts:
Deals with related offices to discharge his duties efficiently.
- f. Supervision Exercised:
Directly supervises all employees assigned to the personnel functions.

POSITION TITLE: Deputy Director Labor and Legal

GRADE: BES 18

DEPARTMENT: AEB Level

BASIC FUNCTIONAL DESCRIPTION:

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

MAJOR DUTIES AND RESPONSIBILITIES:

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

DESIRED QUALIFICATIONS:

a. Education:

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

b. Prior Work Experience:

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

c. Language Proficiency:

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

d. Job Knowledge:

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

e. Ability and Skills:

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

POSITION ELEMENT:

a. Supervision Required:

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

b. Exercise of Judgment:

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

c. Authority to Make Commitments:

Limited to the administrative and financial powers delegated to him.

d. Nature, Level and Purpose of Contacts:

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

e. Supervision Exercised:

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

POSITION TITLE: Foreman Transport

GRADE: BFS 14

DEPARTMENT: AEB Level

BASIC FUNCTIONAL DESCRIPTION:

The Foreman Transport in AEB is responsible to the Deputy Director Transport for operations, maintenance and repair of vehicles in AEB office.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Allocation and detailing of vehicles to maximize utilization for required duties.
- . Organize, schedule and supervise preventive maintenance of vehicles.
- . Supervise issue of EOL.
- . Arrange and supervise minor repairs expeditiously.
- . Inspect AEB vehicles periodically to check fitness state.
- . Inspect vehicles requiring major repairs, evaluate scope of repairs and scrutinize cost estimates.
- . Arrange and supervise major repairs expeditiously and monitor standard and quality of repair work.
- . Assist Deputy Director Transport to:
 - inspect vehicles in AEB formations
 - monitor utilization of vehicles in AEB formations
 - monitor work of Transport Sections in AEB formations
 - perform any other transport duties

DESIRED QUALIFICATIONS:

a. Education

Three years Associate Engineer diploma in Automobile Technology from a Government Polytechnic Institute or College of Technology.

b. Prior Work Experience

Post-diploma apprenticeship for minimum of 1 year in an organization dealing with maintenance and repair of vehicles

or

Minimum of 2 years experience as Assistant Foreman/Chargehand in a vehicle repair workshop.

c. Language Proficiency

- Ability to read and write English and Urdu, and understand instructions on operation and maintenance of vehicles.
- Ability to explain these instructions to drivers.
- Ability to maintain vehicle records and documents and prepare statistical reports.

d. Knowledge of Specific Areas

- Knowledge of Distribution HQ and AEB rules and procedures on transport.
- Knowledge of maintenance and repair procedures for vehicles.
- Knowledge of workshop plant, repair tools and test equipments.
- Knowledge of spare parts.

e. Abilities and Skills

Skill to deal with drivers and repair shops, service stations, etc.

POSITION ELEMENTS:

a. Supervision received

Direct supervision received from Administration Officer.

b. Available Guidelines

Has available instructions on use, operation, maintenance and repair of vehicles issued by Distribution Headquarters and AEB. Specific instructions issued by Administration Officer are also available to him.

c. Exercise of Judgment

Works on the basis of instructions received and strictly adheres to relevant operating rules and procedures.

d. Nature, Level and Purpose of Contacts

Deals with local petrol pumps, repair service shops and spare part shops under guidance of Administration Officer.

e. Supervision Exercised

Directly supervises drivers in performance of assigned duties and maintenance of vehicles.

POSITION TITLE: Administration Officer

GRADE: BPS-17

DEPARTMENT: Circle Level

BASIC FUNCTIONAL DESCRIPTION:

The Administration Officer is responsible to the Superintending Engineer for the services including employment, promotion, demotion, transfer, compensation, performance evaluation, labor, legal, personnel records and statistics, building hire and maintenance, vehicle operation and maintenance, office furnishings, supplies and equipment.

MAJOR DUTIES AND RESPONSIBILITIES

- . Directs the recruitment of personnel in accordance with the established down policies and procedures.
- . Directs the processing of cases for postings, transfers, promotions, demotions and terminations.
- . Ensures that the public and employee complaints, grievances, litigation cases are effectively and fairly handled.
- . Ensures that the personnel files and records of employees of the Circle are maintained.
- . Advises the Superintending Engineer and other officers on matters relating to personnel, discipline and labor problems.
- . Ensures that the employees relations program such as indoctrination, orientation, training, implementation and education assistance are properly administered.
- . Ensures that the retirement, gratuity, all kinds of leave, group life insurance, provident fund and WAFDA welfare plans, are dealt with.
- . Approves payrolls and other employee's claims in the Circle Office.
- . Processes and maintains annual confidential reports and declaration of assets and all matters concerning therewith such as communication of adverse remarks and scrutiny of representation thereto.
- . Keeps employees abreast with the latest Authority/Government regulations on Safety, Wages and Salary, Labor Laws, Workmen Compensation and other benefit plans.
- . Prepares performance evaluation reports and recommends grant of increments, awards, accelerated promotion, transfer, demotion, disciplinary action of personnel supervised.

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

DESIRED QUALIFICATIONS:

a. Education:

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

b. Prior Work Experience:

Minimum of 3 years' experience with Master's degree and 5 years experience with Bachelor's degree in one of the major functional areas.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

BEST AVAILABLE DOCUMENT

d. Knowledge of Specific Areas:

- . Knowledge of management practices and an understanding of the operation of the personnel functions.
- . Knowledge of the methods used to deal with unskilled and semi-skilled and skilled labor.
- . Knowledge of office methods and procedures.

e. Abilities and Skills:

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

POSITION ELEMENTS:

a. Supervision Received:

Direct supervision is received from the Superintending Engineer and functional assistance from the AEB Director Administration. Process the cases for decisions, with the advice of the above supervision, based on sound interpretation of policies and procedures.

b. Available Guidelines:

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

c. Exercise of Judgment:

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

d. Authority to Make Commitments:

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

e. Nature, Level and Purpose of Contacts:

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

f. Supervision Exercised:

Directly supervises all employees assigned to the Administration function.

POSITION TITLE: Safety Inspector

GRADE: BPS 16

DEPARTMENT: Circle Office

BASIC FUNCTIONAL DESCRIPTION:

The Safety Inspector is responsible to the Administration Officer in the Circle Office for the implementation of the policies, procedures and programs relating to Safety. Reports functionally to the Deputy Director Safety AEB. Resolves all Safety matters with guidance, as necessary, from the Deputy Director Safety AEB. Provides functional guidance to the Safety Coordinators posted in the Divisions on Safety matters.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Conducts field inspections regularly for compliance with the Safety Code and Safety procedures and provides a written report to the Supervisors with recommendation for rectification of the deficiencies found.
- . Assists and guides the Superintending Engineer on the reports of the accidents submitted by an investigator or by the investigation committee.
- . Performs inspection of personal protection safety equipment for their serviceability, suitability and availability and submits report to the appropriate administrative supervisors with recommendation for necessary action.
- . Answers or resolves inquiries of Safety from the management and the employees.
- . Initiates requests for the acquisition of the safety equipment not available in the field store through functional supervisors.
- . Monitors implementation of recommendation for accident prevention.
- . Maintains records of safety activities and statistics on accidents.
- . Conducts monthly safety meetings with the employees of the Circle Office to review WAEDA Safety Code and discusses other safety matters.
- . Organizes monthly safety committee meeting under the chairmanship of Superintending Engineer to review and discuss safety problems.
- . Submits monthly summary of Safety activities and statistics on accident to the Deputy Director Safety AEB.
- . Assists in organizing on site Safety Training Program for the employees of the Circle Office.
- . Supervises assigned employees.

- . Makes telephonic reports to functional supervisor in all urgent matters of safety as fatalities and serious accidents.
- . Performs any other duty as may be assigned by his supervisor.

DESIRED QUALIFICATIONS:

a. Education

Incumbent should hold diploma in Electrical Engineering from Polytechnic Institute. However, job related experience may be substituted for education.

b. Prior Work Experience

Must have at least 10 years experience in electrical distribution activities.

c. Language Proficiency

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

d. Knowledge

Intimate knowledge of the Safety Code and work procedure.

e. Ability and Skills

- . Ability to impart recommendations to first line supervisor in an effective and acceptable manner.

- . Ability to write reports and make meaningful recommendation.

POSITION ELEMENTS:

a. Supervision Received

Job assigned by Deputy Director Safety at AEB.

b. Available Guidelines

Incumbent uses the Safety Code and any other literature generated or approved by the Deputy Director Safety AEB.

c. Exercise of Judgment

Incumbent uses judgment acquired only through years of service.

d. Authority to Make Commitments

Incumbent shall make recommendation based on WAPDA Safety Code to his immediate supervisor for making any commitments.

e. Nature, Level, and Purpose of Contacts

Incumbent must effect a congenial yet firm manner in conducting safety inspections with all employees but no contact with general public.

f. Supervision Exercised

To Safety Coordinators posted at Division Managers' offices.

- . Arranges land acquisitions to meet new requirements and disposes of lands declared surplus by competent authority.
- . Ensures provision of office furniture, its maintenance in good condition and replacement of broken furniture.
- . Arranges office equipment, like photo copying machine, typing machine, water cooler, electric or gas heaters, desert coolers, table lamps, pedestal fans, etc.
- . Arranges stationery, forms and printed registers for use in AEB office.
- . Arranges purchase of stationery items which are out of stock in the Central Stationery Stores. Also arranges printing of forms and registers which are out of stock.
- . Arranges installation of new telephones which have been sanctioned by the competent authority or shifting of existing telephones.
- . Arranges sui gas connections and water connections for the AEB offices.
- . Supervises working of General Services Sections in Circle and Division offices.

DESIRED QUALIFICATIONS:

- a. Education
 - Bachelor's degree in Civil Engineering.
- b. Prior Work Experience
 - 8 years experience of executing civil works as Assistant Engineer.
- c. Language Proficiency
 - Must be fluent in written and spoken English and Urdu.
- d. Knowledge of Specific Areas:
 - Knowledge of management principles, departmental policies and procedures.
 - Knowledge of building construction techniques and materials.
 - Knowledge of the methods used to motivate employees.
- e. Ability and Skills
 - Ability to enforce specifications of workmanship as well as materials.

- Ability to understand problems and develop practical solutions.
- Ability to understand and evaluate the recommendations of subordinates particularly those with financial implications like non-schedule rates and claims of contractors.

POSITION ELEMENTS

a. Supervision Received

Receives functional guidance from the Director Administration.

b. Available Guide Lines

Approved specifications and schedule of rates are available and are to be enforced. Policies and procedures issued by Power Distribution Wing of WAPDA and AEB are also to be followed.

c. Exercise of Judgment

Exercises sound judgment and arrives at correct decisions in execution of his works, incurrence of expenditure and disposal of contractor's claims etc. He has also to guard against shortages of printed forms in AEB, Circle and Divisional Offices.

d. Authority to Make Commitments

Has full authority within the limits of financial powers delegated to him and approved policies and procedures.

e. Supervision Exercised

Directly supervises the work of Assistant Director and Supervisors and through them has overall management and supervisory responsibility for execution of works and quality control as well as management of office and estate services.

POSITION DESCRIPTION: Supervisor Personnel

GRADE: BEG 11/14

DEPARTMENT: Circle Level

BASIC FUNCTIONAL DESCRIPTION:

Reports to the Administration Officer and is responsible for the personnel functions, wage and salary plans, benefit plans, hiring and firing procedure, employees service records, postings, promotions, transfers, and terminations.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Handles cases of fixation of salary, grant of increments, incentive awards, honoraria, compensation to the deceased employees' families, scholarships to employees' children, welfare grant.
- . Scrutinises and processes employee's claims (salaries, wages, TA's, etc).
- . Processes the cases of postings, transfers, promotions, terminations and disciplinary actions according to Authority's rules.
- . Performs duties in connections with employment of personnel.
- . Conducts personnel orientation of new employees including proper completion of all forms and documents. Responsible for obtaining all the documents to complete the personal files of the concerned employees.
- . Performs duties in connection with maintenance of files, service records, upto date and complete in all respects, schedules meetings, and convenes Boards for selection purposes.
- . Ensures that the employees service records are kept up-to-date.
- . Assists in preparing position descriptions of the clerical staff.
- . Assists in preparing and scheduling local and centralised training programs.

DESIRED QUALIFICATION:

a. Education:

Bachelor's degree or by promotion from amongst lower staff on the basis of seniority-cum-fitness with at least 10 years' experience.

b. Prior Work Experience:

Minimum of 2 years' experience in personnel.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

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

e. Ability and Skills:

- . Ability to develop accurate and complete records and schedules.

POSITION ELEMENTS:

a. Supervision Received:

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

b. Available Guidelines:

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

c. Exercise of Judgment:

Works on the basis of the instructions received and strict adherence to pertinent operating procedures. Recommendations to subordinates are expected to be complete, accurate and in the best interest of WAFDA.

d. Authority to Make Commitments:

Limited to powers delegated by the Administration Officer.

e. Nature, Level and Purpose of Contacts:

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

f. Supervision Exercised:

Directly supervises all employees assigned to the personnel functions.

POSITION TITLE: Supervisor Civil Works and General Services

GRADE: BES 11/16

LEVEL: Circle Level

BASIC FUNCTIONAL DESCRIPTION:

The Supervisor Civil Works and General Services is responsible to the Administration Officer for the efficient functioning of estate and office services. He has to ensure that WAPDA buildings are well maintained and WAPDA lands well protected against encroachments. He has also to render prompt and courteous service to the Circle Office employees in matters connected with the hiring of buildings for their residences. He is also responsible for basic office matters like provision of office furniture, office equipment, stationery and forms, installation of telephones, sui gas connections and water connections.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Ensures good maintenance of all office and residential buildings belonging to Circle Office.
- . Arranges hiring of private buildings required for use as offices or residences by the Circle Office and its employees.
- . Arranges land acquisitions to meet the new requirements and disposes of lands declared surplus by competent authority.
- . Ensures provision of office furniture, its maintenance in good condition and replacement of broken furniture.
- . Arranges office equipment like photo copying machine, typing machine, water coolers, electric or gas heaters, desert coolers, table lamps, pedestal fans, etc.
- . Arranges stationery forms and printed registers for use in Circle Office and purchase of out of stock items.
- . Arranges installation of new telephones which have been sanctioned, shifting of existing telephones, etc.
- . Arranges sui gas connections and water connections for Circle Office.
- . Supervises working of General Services Sections in Divisional Offices.

DESIRED QUALIFICATIONS:

a. Education

Three years Diploma in Civil Engineering.

b. Prior Work Experience

Minimum of 3 years experience in the relevant field.

c. Language Proficiency

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas

- Knowledge of WAEDA rules, regulations, and policies pertaining to building construction and maintenance and General Services.
- Knowledge of office equipment and furnishings available in the market.
- Knowledge of methods used to motivate employees.

e. Abilities and Skills

Skill to deal with vendors, suppliers and contractors.

POSITION ELEMENTS:

a. Supervision Received

Direct supervision is received from Administration Officer.

b. Available Guidelines

Has available all applicable policies and procedures issued by AEB as well as specific instructions issued by his supervisor.

c. Exercise of Judgment

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

d. Nature, Level and Purpose of Contacts

Deals with contractors, suppliers and others to discharge his duties.

e. Supervision Exercised

Directly supervises all employees assigned to General Services function.

GENERAL MANAGER
ADMINISTRATION

DEPUTY
DIRECTOR

DIRECTOR GENERAL
PERSONNEL

DIRECTOR
LABOUR &
WELFARE

DIRECTOR
SAFETY

DIRECTOR
EMPLOYEES
BENEFITS

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DIRECTOR
LABOUR

DIRECTOR
LITIGATION

DIRECTOR
WELFARE

DIRECTOR
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OTHER
BENEFITS

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PENSION
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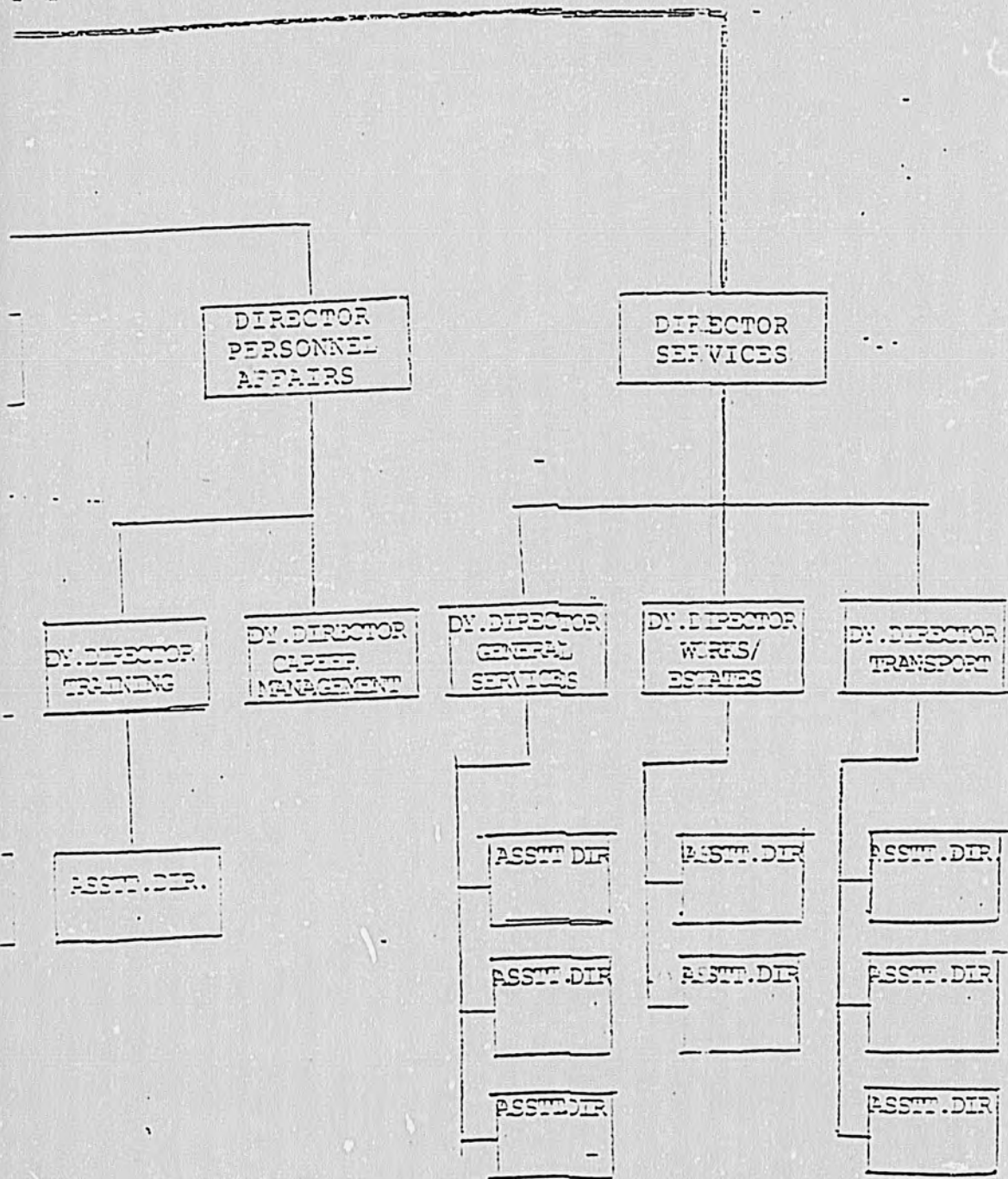
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POSITION TITLE: General Manager Administration (Distribution)

GRADE: BPS-20

DEPARTMENT: Headquarters

BASIC FUNCTIONAL DESCRIPTION:

The General Manager Administration (Distribution) is responsible to Managing Director (Distribution) for planning, coordinating, directing and administering distribution organization's personnel and general services functions; involving formulation of the policies and procedures on recruitment, placement, transfer, promotion, labor relations, salary and benefits, human resource development, human resource information system, health and safety, general services and transportation. This position also includes responsibility for providing staff leadership and devising systems work flow to create an effective General Administration organization.

BASIC FUNCTIONS AND RESPONSIBILITIES

- Policy Formulation

Formulates personnel, health and safety and general services related policies as they reflect labor laws, current labor market trends and directives of the policy making authority and Managing Director (Distribution). Advises/suggests to the management if and when change in the prevailing policy or policies becomes imminent.

Analyses specific and specialized functions within Distribution organization, recommends alternatives to meet complex situations at all levels. Designs and standardizes general administration work flow throughout Distribution organization.

- Management Advisory Services

The incumbent provides advisory opinions/recommendations and solutions to all matters relating to the personnel administration, organization and public safety and general services and designs, plans and coordinates methodology towards constantly improving prevailing policies and systems. Frequently contacts GMs of other functions to discuss and extend advice to them on ways and means of achieving organizations overall objectives through personnel excellence. Keeps management aware of the human resources, safety and general services costs of the whole organization.

- Employee Relations

Design the management policy to formulate the basis for effective employee relations. Formulate the guidelines for the collective bargaining and policy to follow the consolidations of the union/management contract. Advises the management on all facets of current labor laws and their impact on the organizational policies of the organization and intervenes directly at the time of labor unrest and if and when crises situation develops.

- Salary Administration

Directs the health and retirement benefits, compensation plans for different categories of employment (e.g. permanent contract, temporary, deputationists etc.) and on occupational grounds (e.g. professional, technical, clerical etc.). Provides advice on salaries, grade classification and management of different employee related funds. Develops and directs policies and procedure on management of different employee funds.

- Policy Interpretation, Direction and Control

Provide directions and guidelines on the policies and procedures approved by the authority to all the implementing formations to achieve standardization throughout the organization. Forms general administration authority teams from time to time to prove the compliance with rules and regulations.

DESIRED QUALIFICATIONS:

a. Education:

Bachelor/Master's degree in Public Administration, Business Administration or Liberal Arts.

b. Prior Work Experience:

Minimum of 20 years' experience with 10 years' experience in related field of general administration in a responsible management position.

c. Language Proficiency:

Incumbent is required to possess a high degree of proficiency in written and spoken English and Urdu languages, including the ability to write the organizational policies.

d. Knowledge of Specific Areas:

Good theoretical knowledge and practical understanding of the basic personnel, general services and safety functions and management's practical experience including distribution, general administration policies and procedures, local labor laws and prevailing compensation and employment policies.

e. Post Entry Training:

Progressive on the job training for a minimum period of at least 5 years in all the areas of general administration is essential.

f. Skills and Abilities:

The following skills and abilities are required:

- Excellent writing skills and ability to transform authority's point of view on policy matters.
- Analytical ability and skill in dealing with complex situations with regard to human resources.
- Demonstrated ability in gaining acceptance of recommendations from employees and concerned management officials on complex and novel general administration problems.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the Managing Director - Distribution. The incumbent plans and schedules his assignments independently and is expected to reach independent conclusions. The final work is revised for soundness of judgement, adequacy of justification and effectiveness of presentation with heavy weight given to the recommended actions of the incumbent on all matters including his interpretation and judgement. The incumbent also keeps his supervisors informed of the problems and solutions being developed to solve these.

b. Available Guidelines:

Incumbent uses policies and procedures developed for Distribution organization, and laws and regulations concerning personnel and general administration, salary & benefit policy to perform full range of general administration work.

c. Exercise of Judgment:

Incumbent is expected to exercise judgement on policy matters relating to recruitment, promotion, transfer, disciplinary and grievance matters of complex nature, human resource development and information system, salary and wage administration, and collective bargaining. Also general and safety functions on support services. Supervisor places heavy reliance on the incumbent's recommendations and judgement in approving and reviewing the problems.

d. Authority to Make Commitments:

Has full authority to make commitments under the Authority's guidelines, general administration policy and procedures and financial and other administrative powers vested in him from time to time.

e. Nature, Level and Purpose of Contacts:

Maintain effective working relations with all levels of management within Distribution and general Administration organization. Keeps regular contact with employees and above mentioned levels to obtain factual information on which recommendations and decisions can be based. Explains to the implementing levels the general administration policies including; general services, personnel and safety, the basis on which recommendations were made and intent of particular circular or policy.

f. Supervision Exercised:

Directly supervision is exercised on Director General Personnel, Director Safety and his office staff. Indirect leadership is provided to the entire staff of personnel, general services and safety functions and other Distribution functions in matters relating to general administration.

g. Time Required to Perform the Full Range of Duties:

A minimum of one year is required for the new incumbent to perform the full range of duties of this position.

POSITION TITLE: Director General Personnel (Distribution)

GRADE: BPS-20

DEPARTMENT: Headquarters (General Administration)

BASIC FUNCTIONAL DESCRIPTION:

The Director General Personnel (Distribution) is responsible to the General Manager Administration for implementing, controlling, directing, coordinating and managing an effective personnel administration support function for the Distribution organization; involving personnel and personnel service activities, matters relating to labor and welfare employee benefits and safety policy and procedures.

BASIC FUNCTIONS AND RESPONSIBILITIES

- Policy Administration

- " Administers policies and procedures relating to recruitment, transfer, promotion, grievance and discipline, employee relations, performance evaluation, conditions of union management contract, career development, personnel records, labor and welfare and employee and public safety.
- " Directs activities of Distribution organization and accident prevention program including coordination of employees safety policies and procedures.
- " Coordinates and directs the activities of Directors at Headquarters and AEB level to conform within the directives of the Authority and policies and procedures concerning personnel administration and safety.

- Managing Function

- " Manages and responsible to run an efficient and effective personnel and safety function for approximately 75,000 employees in Distribution organization.
- " Administers and directs different type of annual and interim reports on human resource and safety activity.
- " Plans, designs and coordinates the budget for personnel administration and safety function at Headquarters and AEB (including cost centers within AEB) level.
- " Maintains effective budgetary controls and is responsible to justify the total cost of his activity to the General Manager Administration.

- ° Approves the position classification and descriptions for all the jobs within Distribution organization (may delegate the approval of subordinate positions to one of his Directors.
- ° Directs the conditions of union/management contract at all the levels. Controls and directs the implementation of policies in such a manner that it creates good relations among employees and management.

- Management Support and Assistance Services

- ° Assists the General Manager Administration in personnel and safety policy formulation and systems design. Performs as a link between the Field Formations and Headquarters and reports to the GM's office concerning matters important to him. Assists and recommends the solutions to both his supervisor and field personnel directly engaged in implementing.
- ° Assists and consults the General Manager on complex situations arising out of day to day functioning of personnel and safety administration.
- ° Assist the General Manager Administration on improving the policies and procedures.

DESIRED QUALIFICATIONS:

a. Education:

Bachelor/Master's degree in Public Administration, Business Administration or Liberal Arts.

b. Prior Work Experience:

Minimum of 15 years' experience with over 8 years' experience in a supervisory capacity in the related field of personnel and safety administration.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas:

- Good practical knowledge of management practices and an understanding of the operation of the various personnel and safety functions.
- Broad knowledge of the methods, policies and procedure of personnel prevailing in Distribution.

e. Post Entry Training:

Progressive on the job training for a minimum period of at least 8 years in all the areas of personnel and safety administration.

f. Skills and Abilities:

- Negotiating skills to deal with labor unions.
- Ability to maintain effective relations with employees and management officials.
- Managerial skills to maintain full range of personnel programs and gaining confidence of management and employees.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the General Manager - Administration (Distribution) regarding policy matters. Required to make independent decision on matters related to Personnel based on sound interpretation of policies and procedures.

b. Available Guidelines:

Has available all approved policies and procedures of Distribution organization.

c. Exercise of Judgment:

Required to exercise sound judgment and arrive at correct decisions on a wide range of complex problems. Recommendations to General Manager - Administration are expected to be concise, well researched, accurate.

d. Authority to Make Commitments:

Has full authority to commit the Authority within the limits of delegated financial and administrative powers and approved policies and procedures relating to the position.

e. Nature, Level and Purpose of Contacts:

Maintains effective working relations and two way communication with all levels of management and his immediate staff. Keeps regular contacts with personnel and safety functions at AEB level so that uninterrupted liaison and leadership is provided.

f. Supervision Exercised:

Directly supervises the Directors of Personnel, Personnel Affairs, Labor and Legal, Compensation and Benefits and Safety at Headquarters and AEB levels and through them has overall management and supervisory responsibility for the Personnel and Safety function of Distribution organization.

POSITION TITLE: Director Personnel

GRADE: BPS-19

DEPARTMENT: Headquarters

BASIC FUNCTIONAL DESCRIPTION:

The Director Personnel at the Headquarters level is responsible to the Director General Personnel. He is responsible for assisting in planning, coordination, supervision and administration of Distribution Wings, personnel programs including recruitment, promotions, transfers, discipline, and personnel records. He also works closely with the other directors at the Headquarters administration office level in making recommendation relative to personnel policies and procedures.

MAJOR DUTIES AND RESPONSIBILITIES:

- . Responsible for the administration of established personnel policies including recruitment, promotion, transfer, discipline, reward, handling of grievances.
- . Handles all the cases of disciplinary action in respect of employees falling within the jurisdiction of Director General (Personnel)/General Manager (Admin)/Managing Director (Distribution) and any appeals thereof.
- . Deals with the cases of transfers and postings of employees falling within the jurisdiction of the Managing Director (Distribution)/General Manager (Administration).
- . Counsels with and advises supervisory personnel concerning the interpretation and clarification of personnel policies and procedures. Keeps supervisors informed of changes related thereto.
- . Maintains personnel records for all employees including Headquarters, AEB's, Circles and Divisions.
- . Keeps abreast of various relevant laws and develops procedures for compliance with them.
- . Counsels with employees on personnel related matters.
- . Develops and maintains necessary forms and procedures for all personnel related functions to be standardized in the Distribution Wing.
- . Reviews and maintains position descriptions.
- . Maintains seniority list for each cadre for all employees.
- . Prepares budget for his office.
- . Any other duties as may be assigned by the Director General Personnel.

DESIRED QUALIFICATIONS:

a. Education

Bachelor/Master's degree in Public Administration, Business Administration or Liberal Arts with courses in Personnel Administration and Management.

b. Prior Work Experience

At least 10 years in Administration with 7 years experience at a supervisory level.

c. Job Knowledge

Individual is required to have a good working knowledge and practical understanding of the basic personnel management functions. Also needs an understanding of the labor laws and other applicable industry standards.

d. Abilities and Skills

- Ability to maintain effective relations with employees and management officials.
- Managerial skills to maintain the full range of personnel program.
- Analytical skills and ability to evaluate reports of all nature and substance.
- Negotiating skills for any level action required.

e. Language Proficiency

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

POSITION ELEMENTS

a. Supervision Required

The Director Personnel reports to the Director General Personnel. The incumbent plans and schedules his assignments with minimum direction. He is expected to reach independent conclusions and make recommendations for appropriate actions.

b. Exercise of Judgment

Incumbent is expected to exercise judgment on matters relating to all personnel policies and procedures of Distribution.

c. Authority to Make Commitments

Has full authority to make commitment within the limits of established financial powers of the Director Personnel.

d. Nature, Level and Purpose of Contacts

The incumbent maintains effective working relations with all employees and their supervisors to obtain factual information with which recommendations and decisions can be made. In order to monitor all personnel functions, he will routinely communicate with all AEB's.

e. Supervision Exercised

The incumbent shall have direct authority and responsibility for his immediate staff.

POSITION TITLE: Director Labor Welfare

GRADE: 19

DEPARTMENT: Headquarters Level

BASIC FUNCTIONAL DESCRIPTION:

The Director Labor and Welfare is responsible to the Director General Personnel. He is responsible for the coordination of all labor matters at the headquarters level. He shall lend support and functional guidance to all the AEB's, to ensure the continuity and uniformity of the Headquarter officials. He will coordinate labor meetings with the leaders of the labor unions and keep records of these meetings.

MAJOR DUTIES AND RESPONSIBILITIES:

- ° Develops and maintains a current working labor contract or manual, which contains all agreed upon items by the Union and the WAPDA.
- ° Coordinates the WAPDA positions on any labor negotiations at the headquarters level. Keeps the Chairman and Director General Personnel upto date on all matters.
- ° Assists any Area Electric Board Deputy Director Labor and Welfare in labor meetings as necessary. Ensures the continuity of WAPDA's verall intentions throughout all the AEBs. This includes handling of all disagreements and disputes.
- ° Maintains minutes of all official labor meetings for the headquarters and the AEB level. Makes recommendations when necessary.
- ° Research and keeps current on all similar labor union activities.
- ° Reviews and monitors all grievances at the AEB level that may be precedent setting.
- ° Any other duties as may be assigned by the proper authority.

DESIRED QUALIFICATIONS:

a. Education:

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

b. Prior Work Experience:

At least 10 years in labor associated work or the equivalent in personnel related training. Must have training in negotiating skills along with labor law training.

c. Language Proficiency:

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

d. Job Knowledge:

Individual is required to have a thorough working knowledge of proper labor negotiating techniques. He must be able to represent every level of WAPDA in labor meetings in the settlement of disagreements and disputes of contract. Must possess the skill to carry out these functions in a professional manner.

e. Ability and Skills:

- . Ability to maintain a good working relationship with all employees and management officials.
- . Managerial skills to coordinate the labor negotiations at all levels of WAPDA Distribution Function.
- . Ability to evaluate and recommend changes in the working labor agreement.

POSITION ELEMENT:

a. Supervision Required:

The Director Labor Welfare shall report to the Director General Personnel. The Incumbent shall plan and schedule his assignments with minimum direction from the Director General Personnel. He is expected to reach independent conclusions and make recommendations for appropriate action, respective to his duties. Sound judgment and decision making must be demonstrated.

b. Exercise of Judgment:

Incumbent is expected to exercise judgement on all matters relating to labor situations. He will assist the AEB's in the decision making process to ensure continuity among the other AEBs.

c. Authority to Make Commitments:

Incumbent's decisions on the full range of labor and welfare matters will normally be accepted. Those decisions requiring policy or procedures changes are the only type needing the prior approval of the Director General Personnel.

d. Nature, Level and Purpose of Contacts:

Incumbent will maintain effective working relations with all employees and supervisors to obtain pertinent information with which recommendations and decisions can be made. Communications to all AEB Deputy Directors of Labor and Welfare will be regular and routine.

e. Supervision Exercised:

The incumbent will have direct authority and responsibility for his immediate staff. He will provide functional guidance to the AEB over Labor and Welfare matters.

POSITION TITLE: Director Safety

GRADE: BPS-19

DEPARTMENT Headquarters

BASIC POSITION DESCRIPTION:

The Director - Safety is responsible to the Director General - Personnel for the direction and coordination of the safety policies, procedures, practices, programs and their enforcement in the AEB's, Circles and Divisions through functional support and guidance as necessary.

MAJOR DUTIES AND RESPONSIBILITIES:

- " Develops and administers safety policies, procedures and practices.
- " Directs the maintenance and revision of the WAPDA Safety Code and expands, as required, to include new processes, methods or procedures.
- " Initiates accidents preventive measures for Implementation.
- " Coordinates and guides accident prevention programs.
- " Resolves safety problems.
- " Organizes special on site training programs.
- " Directs and coordinates safety programs in every AEB.
- " Ensures that all operating instructions and procedures are consistent with the WAPDA Safety Code.
- " Initiates investigations, surveys, and inspections for the degree of compliance with the WAPDA Safety Code and safety instructions.
- " Provides, interpretations of safety standards.
- " Advises on the suitability of the new safety and protective equipment to be purchased.
- " Advises the Purchase and Stores organization to arrange expeditious supplies of the deficient safety equipment.
- " Performs any other duty as may be assigned by the proper authority.

DESIRED QUALIFICATIONS:

a. Education:

Degree in Electrical Engineering or equivalent recognised by Pakistan Engineering Council.

b. Prior Work Experience:

At least 13 years experience with 7 years in a supervisory capacity.

c. Language Proficiency:

Must possess a high degree of proficiency in both written and spoken English.

d. Job Knowledge:

Required to have a thorough working knowledge of Distribution and working knowledge of the WAPDA Safety Manual.

e. Ability and Skills:

- . Ability to maintain a good working relationship with all employees and management officials.
- . Managerial skills to coordinate the safety efforts for every AEB to maintain continuity and uniformity.
- . Ability to recognize the need for changes and make recommendations for the same.

POSITION ELEMENTS:

a. Supervision Required:

The Incumbent shall report to the Director General - Personnel. He shall plan and schedule his assignments with minimum direction. He is expected to reach independent conclusions and make recommendations for appropriate action.

b. Exercise of Judgment:

Incumbent is expected to exercise judgement on all matters relating to safety matters. Recommendations to Director General - Personnel are expected to be detailed, well researched and accurate.

c. Authority to Make Commitments:

Incumbent's decisions on all safety and health matters will normally be accepted. Decisions requiring policy or procedures changes are the only type needing prior approval of the Deputy General Manager - Personnel.

d. Nature, Level and Purpose of Contacts:

Incumbent will maintain good working relations with all employees and supervisors. This will allow the gathering of pertinent information with which decisions can be made. Communications to all Deputy Directors - Safety of the AEB's will be regular and routine.

e. Supervision Exercised:

Incumbent shall have direct authority and responsibility for his immediate staff. He shall exercise functional authority, with the AEB Deputy Directors - Safety. Any correspondence and recommendations to the AEB's will normally be copied to the Chairman of the AEB as well as the Director - Administration.

POSITION TITLE: Director Compensation and Benefits

GRADE: BPS-19

DEPARTMENT: Headquarters

BASIC FUNCTIONAL DESCRIPTION:

The Director Employee Benefits is responsible to the Director General - Personnel for the formulation and the Implementation of benefits programs for WAPDA Distribution. These shall include the necessary control measures to ensure administration of the benefits programs for all the AEBs on a uniform basis. He will also be responsible for research and analysis in connection with employees benefits.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Works closely with the Director General - Personnel in the administration of employees compensation and benefits policies.
2. Reviews employees compensation and benefits prevailing in the selected industries throughout Pakistan for comparison with WAPDA Distribution rates. Be able to make recommendations to the Director General - Personnel on the same.
3. Establishes and monitors procedures to ensure proper compensation and benefits payments for all levels of Distribution Wing. This will include dealing with the cases of pension, gratuity, group life insurance, provident fund, special awards, educational scholarships, widow allowances, medical allowance, etc.
4. Assists Directors - Administration of AEBs to ensure coordination, continuity and consistency within the Distribution Wing.
5. Develops and maintains necessary forms and procedures for all employees compensation and benefits programs for all levels of Distribution Wing.
6. Keeps current on various laws concerning employees compensation and benefits and ensures their implementation.
7. Prepares and maintains statistical data necessary for the control of salary and benefits costs for negotiation with labor unions, etc.

DESIRED QUALIFICATION

a) Education

Bachelor or Master's degree in Public Administration, Business Administration or Liberal Arts with courses in Personnel Administration and Management.

b) Prior Work Experience

At least 10 years in administration with 7 years of supervisory experience.

c) Language Proficiency

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

d) Knowledge of Specific Areas

- Individual is required to have a thorough working knowledge and practical understanding of the basic wage and salary and benefits policy of Distribution Wing.
- Must be able to interpret and formulate benefit policies and procedures. Also possess the skills to implement these plans as well.
- Analytical skills and ability to evaluate and coordinate reports at all levels of the salary and benefits program.
- Ability to evaluate and recommend new programs or revisions as deemed necessary.

POSITION ELEMENT

a) Supervision Required

The Director - Employee Benefits shall report to the Director General - Personnel. The Incumbent shall plan and schedule his assignments with minimum direction. He is expected to reach independent conclusions and make recommendations for appropriate action, respective to his duties.

b) Available Guidelines

Has available all the approved policies and procedures and is expected to ensure their implementation.

c) Exercise of Judgment

Incumbent is expected to exercise judgment on all matters relating to salary and benefits.

d) Authority to Make Commitments

Has full authority to make commitments within the limits of approved financial powers of Director - Compensation and Benefits and approved policies and procedures.

e) Nature, Level and Purpose of Contacts

Incumbent will maintain effective working relations with all employees and their supervisors to obtain pertinent information with which recommendations and decisions can be made. Communications to all AEB Directors - Administration will be routine.

f) Supervision Exercised

The Incumbent will have direct authority and responsibility for his immediate staff. He will provide functional guidance to the AEBs on employee benefits.

POSITION TITLE: Director (Services)

Grade: BPS-19

Department: Headquarter level

BASIC POSITION DESCRIPTION:

The Director Services is responsible to the General Manager (Admn) for planning, coordination and direction of general services support including office services, building construction and maintenance, transport, residential and non-residential accommodation and load management. He developes, recommends changes and administers the policies, procedures, practices and programs necessary to provide this support.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Responsible for providing functional guidance to General Services personnel in the Area Electricity Boards, Circles and Divisions.
2. Implements policies and procedures for the procurement and utilization of stationery office supplies, office equipment and telephones in Distribution Wing.
3. Ensures execution of policies and procedures for the acquiring, hiring, rehiring and maintenance of offices, office buildings, accommodation, land.
4. Arranges repairs and maintenance of all buildings at the Headquarters.
5. Prepares and maintains property records of the immoveable properties attached to Distribution.
6. Implements policies and procedures for official travel of Distribution personnel.
7. Organizes and directs the transport activities at the Headquarters including acquisition, replacement, maintenance of all vehicles. Also responsible for monitoring implementation of transport policies and procedures.

- " Administers implementation of policies and procedures regarding space allocation for all types of building.
- " Responsible for the preparation of the capital and operating budgets.
- " Arranges recreational and sports activities within Distribution.
- " Any other duties as may be assigned by the Director General Personnel.

DESIRED QUALIFICATIONS:

- a. Education
Bachelor degree in Engineering.
- b. Prior Work Experience
Minimum of 10 years experience with over 7 years experience in related fields in a supervisory capacity.
- c. Language Proficiency
Must be fluent in written and spoken English and Urdu.
- d. Knowledge of Specific Areas
 - " Good practical understanding of the operation of the various general services functions.
 - " Knowledge of the methods, policies and procedures of General Services.
- e. Abilities and skills
 - " Ability to administer a motor vehicle pool.
 - " Negotiating skills to deal with vendors and contractors.

POSITION ELEMENTS:

- a. Supervision Received
Directions are received from the General Manager.

Administration regarding policy matters. Required to make independent decisions on matters related to General Services based on sound interpretation of policies and procedures.

b. Available Guidelines:

Has available all the approved policies and procedures and is expected to insure their implementation.

c. Exercise of Judgement

Required to exercise sound judgement and arrive at correct decisions on a wide range of complex problems. Recommendations to General Manager Administration are expected to be detailed, well researched and accurate.

d. Authority to Make Commitments

Has full authority to make commitments within the limits of approved financial powers of Director General Services and approved policies and procedures.

e. Nature, Level and Purpose of Contacts

Regular written and/or oral contact with vendors and contractors for general services to insure Distribution receives proper consideration when dealing with outside firms.

f. Supervision Exercised

Directly supervises the Deputy Directors assigned and through them has overall management and supervisory responsibility for assigned areas of Distribution.

WAPDA - USAID POWER DISTRIBUTION PROGRAM
EBASCO AEPES ITECO
JOINT VENTURE

Ref: No. PTAT/WAPDA-86-12-141.

December 10, 1986

391-0473-C-00-4003-00

Project # 391-0473

Syed Jawad Haider
Chief Engineer - Administration, Power
WAPDA House
Shahrah-e-Quaid-i-Azam
Lahore

Subject: SETTING UP OF SAFETY ORGANIZATIONS AT
AREA ELECTRICITY BOARDS

Dear Mr. Haider:

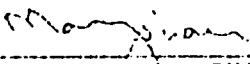
Kindly refer to the office order No.2015-FO(P)-111/4903-09 dated October 4, 1986 (copy attached), sanctioning the following posts for setting up Safety organizations at the Area Electricity Boards:

1. Deputy Director - Safety	1	For each AEB
2. Safety Inspector (LS-1)	2	" " "
3. Typist	1	" " "
4. Naib Qasid	1	" " "

These posts remain unfilled as of this date, and consequently Safety organizations have not been set up. Availability of personnel, as you know, is the foremost requirement for the implementation of the Safety Program. You are therefore requested for an expeditious action.

Should you require any further information, please contact the undersigned.

Very truly yours,


MANZOOR A. SHAIKH

Chief Consultant - Administration

Attach: a.a.

cc: Kenneth P. Lue Phang
D.W. Ruotolo
J.E. Andrews
E.W. Hermansen
J.W. Whitmyer

Ref. No. FTAT-WAPDA-36-07- 02L

2nd July 1986
Project # 391-0473

MR. RAJA SAEED AKHTAR
General Manager (Distribution)
WAPDA - WAPDA House
Shahrah-e-Quaid-e-Azam
LAHORE

Dear Mr. Akhtar:

Subject: SAFETY ORGANIZATION

Enclosed for your consideration and approval is a proposal for setting up a Safety Organization in WAPDA Distribution.

An implementation plan is included in the proposal. The plan envisages manning the safety functions at the various levels of the Distribution Organization in phases. Their functioning will be closely monitored and reviewed in consultation with the Chief Engineer (Admin) Power, and the Director Safety until all positions as outlined in the proposal are staffed and the organization operates smoothly.

Should you require any further information or clarification, please contact the undersigned.

Very truly yours

M. Taqi

M. TAQI
Chief Consultant - Admin. (A)

Encl: a.a

cc: ✓ Mr. K.P. Lue Phang - w/attach.
✓ Mr. G.F. Gorman w/o attach.
✓ Mr. D.W. Ruotolo w/attach.
✓ Mr. J.E. Andrews w/attach.
✓ Mr. J. Spellman w/o attach.
✓ Mr. R.E. Snyder w/o attach.
✓ Mr. Parvez Rashid - w/attach.

Mr. Javad Haider, C.E. (Admin) - w/attach
Power - WAPDA House, Lahore

Mr. C.D. Khokhar, Director *Admin* w/attach
Safety - WAPDA, LDA Plaza *delivered*
Lahore

SAFETY ORGANIZATION

1. INTRODUCTION

- 1.1 WAPDA, being engaged in a vital public service has a particular obligation to carry out this service efficiently, and with proper regard for the safety of its workers and the public.
- 1.2 Unsafe workers are a danger to themselves, their fellow workers, the public and the equipment with which they work. Care and attention to all safety rules and devices are essential, not only to prevent injury, which is paramount, but also to protect WAPDA equipment.
- 1.3 Working on energized conductors on structures above ground, and in congested traffic areas exposes the employees to considerable risk. Accidents are costly resulting in lost production, medical bills, and compensation as well as human suffering. Unfortunately WAPDA's safety record has been far from satisfactory. This is evident from the summary of the fatal accidents for the past three years:

FATAL ACCIDENTS IN WAPDA

<u>Y E A R</u>	<u>EMPLOYEES</u>	<u>PUBLIC</u>	<u>TOTAL</u>
July 82 - June 83	77	129	206
July 83 - June 84	81	126	207
July 84 - June 85	82	104	186

Thus safety needs immediate attention and support from WAPDA management.

- 1.4 A beginning has been made in this regard. WAPDA appointed a Director Safety in April 1985 with full time responsibilities to develop with PTAT a safety program for Power Distribution. Since then the WAPDA Safety Code has been revised and approved by the GMD. It is now being translated into Urdu to facilitate comprehension by the WAPDA lower staff. In November 1985 a safety training program for linemen was developed and launched in 28 locations in the AEBs and so far about 25000 of the 36500 targeted staff have attended the program.

2. PROPOSED ORGANIZATION

- 2.1 The next important step is to institutionalize safety in Power Distribution by establishing a safety organization. If safety is to be made effective it must as a matter of policy be backed and supported by a sound organization. Such an organization will ensure that the safety policies, procedures and practices which are developed at the Distribution Headquarters are implemented throughout the system. It is therefore proposed that in addition to the safety function in Distribution Headquarters, safety organizations be established in the AEBs and the Divisions. The safety functions will be headed by the appropriate safety officers:

- ° Director Safety in the Distribution Headquarters
- ° Deputy Director Safety in the AEBs
- ° Safety Coordinator in the Divisions

2.2 Under this arrangement the AEB Chairmen, Executive Engineers and their supervisors will assume responsibility for carrying out the safety policies, procedures and programs and will be supported by their safety organizations. The safety functions established at the three organizational levels will also be in regular communication with each other on safety matters. Thus the Director Safety will be in touch with his counterparts in the AEBs and Divisions. The coordinated efforts of the line and staff functions will thus create safety awareness among the employees and so motivate them to act, think and work safely. A job done safely is a job done efficiently.

2.3 These proposed additions to the organizations are shown in the attached charts (Annex A to C).

2.4 The responsibilities of the safety staff are:

- ° The Director of Safety will be responsible to the Director General Personnel for:
 - developing and administering safety policies, procedures and programs
 - developing accident prevention programs
 - providing functional support and guidance to the AEBs
- ° The Deputy Director Safety and his two inspectors in the AEBs will be responsible to the Director of Administration for:
 - providing assistance and guidance in safety matters
 - arranging random field inspections
 - organizing a safety committee headed by the Chairman AEB to periodically review and progress safety matters within the AEB
 - monitoring and coordinating safety activities of the divisions
- ° The Safety Coordinator in the Division will be responsible to the Executive Engineer for:
 - promoting the safety program
 - inspecting work centers and safety equipment and tools
 - reporting accidents

- assisting in accident investigation
- organizing a safety committee chaired by the Executive Engineer to promote safety
- conducting safety meetings to discuss WAPDA Safety Code and safety matters
- emphasizing the need to act safely
- distributing charts, posters, etc.

The manning requirements are shown in Annex D. The position descriptions are attached as Annex E/1 to E/8.

3 IMPLEMENTATION PLAN

- 3.1 It is proposed that the safety organization be implemented in accordance with the following program:

By 1st August 1986 provide the Director Safety, who has already been appointed, with a Deputy Director Safety. They will work and coordinate their efforts with the PTAT to develop safety policies, procedures, programs including accident reporting and investigation procedures, expedite printing of the revised WAPDA Safety Code in English and Urdu, assist in its distribution among the WAPDA employees, develop safety meetings programs for line staff and prepare familiarization training programs for the Deputy Directors Safety and Safety Coordinators.

By 1st October 1986 appoint a Deputy Director Safety and two Inspectors for each of the AEBs. They will undergo a familiarization safety training program for a period of a fortnight before taking over of their positions.

By 1st January 1987 the Deputy Directors Safety of each AEB are to:

- a) select a suitable person from each Division to be appointed as a Safety Coordinator.
- b) impart training on safety to the selected persons as per training program provided by the Director Safety.

By 1st March 1987 Appoint trained Safety Coordinators to all the Divisions.

5. CONCLUSION:

- 5.1 In view of the importance of safety in WAPDA it is recommended that approval be given to the proposed safety organization and the implementation plan.

MAINING TABLEDISTRIBUTION H.O.

<u>Position Title</u>	<u>BPS</u>	<u>No. of Positions</u>	<u>Remarks</u>
Director Safety	19	1	Already established
Dy. Director Safety	18	1	-
U.D.C.	7	1	-
L.D.C.	5	1	-
Stenographer I	15	1	Already established
Stenographer II	12	1	-
Driver	7	1	-
Naib Qasid	1	2	One already established

AEB (8)

	<u>BPS</u>	<u>In Each</u>	<u>Total in all AEBs</u>	<u>Remarks</u>
Dy. Director Safety	18	1	8	-
Safety Inspectors	16	2	16	-
Stenographer II	12	1	8	-
Naib Qasid	1	1	8	-

DIVISION (124)

Safety Coordinator	16	1	124	-
U.D.C.	7	1	124	-

POSITION TITLE: Director Safety

GRADE: 12

BASIC POSITION DESCRIPTION:

The Director Safety is responsible to the Director General Personnel for the direction and coordination of the safety policies, procedures, practices, programs and their enforcement in the AEB's and Divisions through functional support and guidance as necessary.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Develops and administers safety policies, procedures and practices.
2. Directs the maintenance and revision of the WAPDA Safety Code and expands, as required, to include new processes, methods or procedures.
3. Initiates accidents preventive measures for implementation.
4. Resolves safety problems.
5. Organizes special on site training programs.
6. Directs and coordinates safety programs in every the AEB, including modifications where necessary.
7. Ensures that all operating instructions and procedures are consistent with the WAPDA Safety Code.
8. Initiates investigations, surveys, and inspections for the degree of compliance with the WAPDA Safety Code and safety instructions.
9. Coordinates and guides accident prevention programs.
10. Provides, uniform interpretations of conflicting or vague safety standards in conjunction with Director Labor.
11. Advises on the suitability of the new safety and protective equipment to be purchased.
12. Advises the Purchase and Stores organization to arrange expeditious supplies of the deficient safety equipment to the user activities.
13. Performs any other duty as may be assigned by the proper authority.

DESIRED QUALIFICATIONS:

a. Education:

Degree in Electrical Engineering or equivalent recognised by Pakistan Engineering Council.

b. Prior Work Experience:

At least 10 years experience in distribution work.

c. Language Proficiency:

Must possess a high degree of proficiency in both written and spoken English.

d. Job Knowledge:

Required to have a thorough working knowledge of all WAPDA Distribution Work Rules and Procedures. This shall include a full working knowledge of the WAPDA Safety Manual.

e. Ability and Skills:

- . Ability to maintain a good working relationship with all employees and management officials.
- . Managerial skills to coordinate the safety efforts for all the AEB's to maintain continuity & uniformity.
- . Ability to recognize the need for changes and make recommendations for the same.

POSITION ELEMENTS:

a. Supervision Required:

The incumbent shall report to the Deputy General Manager Personnel. He shall plan and schedule his assignments with minimum direction. He is expected to reach independent conclusions and make recommendations for appropriate action.

b. Exercise of Judgment:

Incumbent is expected to exercise judgement on all matters relating to safety matters. He will assist the Deputy Directors Safety AEB's level in the decision making process, only to ensure continuity and uniformity with WAPDA Distribution rules and procedures.

c. Authority to Make Commitments:

Incumbent's decisions on all safety and health matters will normally be accepted. Decisions requiring policy or procedure changes are the only type needing prior approval of the Deputy General Manager Personnel.

d. Nature, Level and Purpose of Contacts:

Incumbent will maintain good working relations with all employees and supervisors. This will allow the gathering of pertinent information with which decisions can be made. Communications to all Deputy Directors Safety of the AEB's will be regular and routine.

e. Supervision Exercised:

Incumbent shall have direct authority and responsibility for his immediate staff. He shall exercise functional authority only, with the AEB Deputy Directors Safety. Any correspondence and recommendations to the AEB's will normally be copied to the Chairman of the AEB as well as the Director Administration.

POSITION TITLE: Deputy Director Safety (Headquarters)

GRADE: BPS-18

BASIC POSITION DESCRIPTION:

He is responsible to the Director Safety for the preparation of safety policies, procedures, collection and analysis of statistics on accidents, safety matters, direction and coordination of safety functions with the AEB's.

MAJOR DUTIES AND RESPONSIBILITIES:

- 2 Assists in the preparation of safety policies, procedures, guidelines to promote safety.
- 2 Assists in the revision of WAPDA Safety Code, etc. and expands as required to include new methods and procedures.
- 2 Collects and analyzes statistics on accidents to establish trends and initiates preventive measures.
- 2 Reviews provincial and federal safety standards to determine effects on the system and the best methods of compliance.
- 2 Reviews safety activities of the AEBs and initiates action as deemed necessary.
- 2 Advises on the safety problems referred by various agencies including AEBs.
- 2 Organizes special safety training programs.
- 2 Reviews and prepares guidelines, procedures, etc.
- 2 Prepares reports and correspondence.
- 2 Supplies safety posters, literature, etc. to the AEB's for publicity.
- 2 Makes periodic staff visits to the AFAs and their Divisions to review and discuss safety matters.
- 2 Advises on purchase, inspection and use of safety equipment.
- 2 Makes recommendations for improvements in safety equipment.
- 2 Performs other duties as assigned by the Director Safety.

DESIRED QUALIFICATIONS:

a. Education:

Degree in Electric Engineering or equivalent recognized by the Pakistan Engineering Council.

b. Prior Work Experience:

At least 8 years' experience in distribution of power.

c. Language Proficiency:

High degree of proficiency in both written and spoken English and Urdu.

d. Knowledge of Specific Areas:

- Good practical knowledge of management practices and an understanding of the operation of various personnel, administrative and technical functions.
- Fully conversant with safety policies, procedures, WAPDA Safety Code and instructions.

POSITION ELEMENTS:

a. Supervision Received:

Directions and guidance are received from Director Safety on matter relating to safety.

b. Available Guideline:

WAPDA Safety Code policies, procedures, instructions, Federal and Provincial Safety Standards.

c. Exercise of Judgment:

Required to exercise sound judgment and arrive at correct decision on a wide range of safety matter. Recommendations to Director Safety are expected to be detailed, well researched, accurate and in the overall interest of WAPDA.

d. Authority to Make Commitments:

Incumbent's recommendations on all safety matters are generally accepted.

e. Nature, Level and Purpose of Contacts:

Incumbent will maintain good relations with all concerned employees and their supervisors in WAPDA Distribution.

f. Supervision Exercised:

Required to plan and perform assignments based on sound interpretation of the safety policies and procedures.

***** E/S

POSITION TITLE: Senior Clerk Safety (Headquarters)

GRADE: RPS-7

BASIC POSITION DESCRIPTION:

He is responsible to the Deputy Director (Safety). Maintains record of documents, instructions, and accidents involving WAPDA employees, public and animals.

MAJOR DUTIES AND RESPONSIBILITIES:

- ° Maintains and keeps up-to-date record of accidents involving the WAPDA Distribution employees and property, public and animals.
- ° Maintains statistics of the attendees of special safety training.
- ° Maintains record of accidents investigation reports.
- ° Maintains record of documents, instructions and correspondence concerning safety and related matters.

DESIRED QUALIFICATION:

a. Education:

Bachelor's Degree or by promotion from Junior Clerk on the basis of seniority-cum-fitness with minimum of 5 years' experience.

b. Prior Work Experience:

Progression through the classifications of Junior Clerk in line with, or equivalent to, the duties of each of the major duties and responsibilities for a minimum period of 5 years.

c. Language Proficiency:

Must have the ability to read and write English and Urdu languages.

d. Knowledge of Specific Areas:

- Must have sufficient knowledge and skills to perform the duties and/or responsibilities.

Knowledge of office methods and procedures.

- Knowledge to operate one or more office machines e.g. adding machine, calculators, etc.

e. Abilities and Skills:

- Ability to acquire necessary knowledge and skills to perform the duties and/or responsibilities of the jobs.

- Must have ability to deal with employees.

POSITION ELEMENTS:

- a. Supervision Received
Job assigned by the Safety Coordinator.
- b. Available Guidelines
Office orders in shape of instructions.
- c. Exercise of Judgment
Completion of assignments.
- d. Authority to Make Commitments
Nil.
- e. Nature, Level and Purpose of Contacts
Nil.
- f. Supervision Exercised
Nil.

POSITION TITLE Junior Clerk Safety (Headquarters)

GRADE: BPS-5

BASIC POSITION DESCRIPTIONS

He is responsible to the Senior Clerk (Safety). Assists in maintaining up-to-date record of documents, instructions and accidents involving the WAPDA Distribution employees, public, animals, etc.

MAJOR DUTIES AND RESPONSIBILITIES

- ° Assists in maintaining up-to-date record of accidents to the WAPDA Distribution employees, public, animals and loss of WAPDA property.
- ° Assists in maintaining statistics of attendees of at site special safety training program.
- ° Assists in maintaining record of accidents investigation reports.
- ° Assists in maintaining record of documents instructions and correspondence concerning safety and related matters.
- ° Performs any other duties as assigned.

DESIRED QUALIFICATIONS:

a. Education

F.A or Matriculate plus typewriting @ 30 words per minute.

b. Prior Work Experience

Desirable but not necessary.

c. Language Proficiency

Must be able to read and write English and Urdu.

d. Knowledge of Specific Area

Not considered necessary.

e. Ability and Skills

Ability to acquire the necessary knowledge and skills to perform the duties.

POSITION ELEMENTS

a. Supervision Received

Job assigned by the Senior Clerk.

- b. Available Guidelines
Office orders in shape of instructions.
- c. Exercise of Judgment
Completion of assignment.
- d. Authority to Make Commitments
Nil.
- e. Nature, Level and Purpose of Contacts:
Nil.
- f. Supervision Exercised:
Nil.

POSITION TITLE: Deputy Director Safety (AEB)

GRADE: 13

BASIC POSITION DESCRIPTION:

He is responsible to the Director Administration (AEB) for the implementation of the policies, procedures, practices and programs relating to safety. Reports functionally to the Director Safety, WAPDA Headquarters. Resolves all safety matters with guidance, as necessary, from the Director Safety. Provides functional guidance to the Division Safety Coordinators on safety matters.

MAJOR DUTIES AND RESPONSIBILITIES:

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

DESIRED QUALIFICATIONS:

a. Education:

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

b. Prior Work Experience:

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

c. Language Proficiency:

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

d. Job Knowledge:

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

e. Abilities and Skills:

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

POSITION ELEMENTS:

a. Supervision Received:

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

b. Available Guidelines:

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

c. Exercise of Judgment:

Incumbent exercises a high degree of judgment and personal direction.

d. Authority to Make Commitments:

Recommendations are considered by supervisors and are generally accepted.

e. Nature, Level and Purpose of Contacts:

Incumbent should be closely affiliated with the I.E.E.P. and other reputable organizations as well as the provincial government for safety compliance.

f. Supervision Exercised:

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

POSITION TITLE: Safety Inspector

GRADE: BPS 16

BASIC POSITION DESCRIPTION:

He is responsible to the Deputy Director Safety (AEB) to continually perform spot field inspections in all the Divisions for compliance with the WAPDA Safety Code and safe operating procedures. Submits activity reports with recommendations to correct deficiencies found.

MAJOR DUTIES AND RESPONSIBILITIES:

- " Conducts field inspections assigned within any level of operation, maintenance or construction, or other related activities and provides a written report to the appropriate administrative supervisor with recommendations to correct the deficiencies found.
- " Inspects safety equipment and tools for their availability, serviceability and provides a written report to the administrative supervisor with recommendation to correct deficiencies found.
- " Serves as a technical advisor on field safety applications to management.
- " Any other duty as may be assigned by his supervisor.

DESIRED QUALIFICATIONS:

a. Education:

Incumbent should hold diploma in Electrical Engineering from Polytechnic Institute. However job related experience may be substituted for evaluation.

b. Prior Work Experience:

Incumbent must have at least 10 years in Electrical Construction and Maintenance activities.

c. Language Proficiency:

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

d. Knowledge in Specific Areas:

Intimate knowledge of safety code and other regulatory codes. A very good knowledge of work procedures also required.

e. Abilities and Skills

Ability to impart recommendations to first line supervision in an effective and acceptable manner.

- . Ability to write reports and make meaningful recommendations.
- . Ability to rationalize ideas into safe, acceptable and practical techniques.

POSITION ELEMENTS

a. Supervision Received:

Under administrative and functional guidance of the Deputy Director Safety, incumbent performs most work under moderate supervision for activities and progress.

b. Available Guidelines:

Incumbent uses the safety code and any other data generated or approved by the Deputy Director Safety.

c. Exercise of Judgment:

Incumbent uses judgment acquired only through years of service.

d. Authority to Make Commitments:

Incumbent will make recommendations to his immediate supervisor for any action necessary.

e. Nature, Level and Purpose of Contacts:

Incumbent must effect a congenial yet firm manner in conducting safety inspections with all employees.

f. Supervision Exercised:

None, except some functional requests to office clerical staff.

POSITION TITLE: Safety Coordinator

GRADE: BFS-16

BASIC FUNCTIONAL DESCRIPTION:

The Safety Coordinator is responsible to the Assistant Director Administration for all Safety matters concerning the Division and to the Deputy Director - Safety AEB functionally. Promotes the safety programs and practices and insures compliance of the WAPDA safety code. Reports unsafe conditions for corrective action. Reports accidents to the concerned higher authorities. Maintains records of all safety activities and statistics on accidents.

MAJOR DUTIES AND RESPONSIBILITIES:

- ° Performs field inspections regularly for compliance with the safety code and safety procedures and practices and provides a written report to the appropriate administrative supervisors with recommendations to correct the deficiencies found.
 - ° Answers or resolves inquiries of safety from management and employees.
 - ° Assists and guides accident investigation committees as necessary.
 - ° Conducts inspection of safety equipment and tools for their availability, serviceability and suitability and provides reports with recommendation to correct the deficiencies found.
 - ° Initiates requests for the acquisition of safety equipment not available in the field store through functional supervision.
 - ° Monitors implementation of recommendation for accident prevention.
 - ° Conducts monthly safety meetings to review the WAPDA Safety Code and discuss the safety matters with the Division employees.
 - ° Organizes monthly safety committee meetings under the chairmanship of Division Manager to review and discuss safety problems.
- Maintains records of safety activities and statistics on accidents.
- ° Submits monthly summary of safety activities and statistics on accidents to the Deputy Director Safety, AEB.
 - ° Assists in organizing on site safety training programs for the Division employees.
 - ° Makes immediate telephonic reports to functional supervision in all urgent matters of safety such as employee or utility related public fatalities and serious accidents (hospitalization).

- Supervises assigned employees.
- Any other duty as may be assigned by his supervisor.

DESIRED QUALIFICATIONS:

a) Education:

Incumbent should hold diploma in Electrical engineering from Polytechnic Institute. However, job related experience may be substituted for education.

b) Prior Work Experience:

Incumbent must have at least 10 years experience in Electrical Distribution activities.

c) Language Proficiency:

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

d) Knowledge:

Intimate knowledge of the Safety Code and work procedures.

e) Abilities and Skills:

- Ability to impart knowledge of the safety code interfaced with sound distribution procedures to all employees.
- Ability to prepare written reports and statistics.

POSITION ELEMENTS:

a) Supervision Received:

Under functional guidance of the Deputy Director - Safety (AEB) and administrative supervision of the Executive Engineer incumbent performs most work under moderate supervision for activities and progress.

b) Available Guidelines:

Incumbent uses the safety and various other data provided by functional supervision combined with abilities and skills to provide a comprehensive safety program.

c) Exercise of Judgment:

Incumbent exercises moderate judgment and will appeal to higher supervision in the difficult matters.

d) Authority to Make Commitments:

Recommendations based on WAPDA Safety Code and the related guidelines provided by the functional supervisors must be considered applicable to the Division area assigned.

e) Nature, Level and Purpose of Contact:

Regular contacts with the Division employees on safety matters but no contact with the general public.

f) Supervision Exercised:

Directly supervises the staff provided.

POSITION TITLE: Senior Clerk Safety (Division)

GRADE: BPS-7

BASIC POSITION DESCRIPTION:

He is responsible to the Safety Coordinator. Maintains record of documents, instructions, accidents and correspondence concerning safety, and related matters.

MAJOR DUTIES AND RESPONSIBILITIES:

- ° Maintains and keeps up-to-date record of accidents involving the WAPDA Distribution employees and property, public and animals.
- ° Maintains statistics of the attendees of special safety training.
- ° Maintains record of accidents investigation reports.
- ° Maintains record of documents, instructions and correspondence concerning safety and related matters.

DESIRED QUALIFICATION:

a. Education:

Bachelor's Degree or by promotion from Junior Clerk on the basis of seniority-cum-fitness with minimum of 5 years' experience.

b. Prior Work Experience:

Progression through the classifications of Jr. Clerk in line with, or equivalent to, the duties of each of the major duties and responsibilities for a minimum period of 5 years.

c. Language Proficiency:

Must have the ability to read and write English and Urdu languages.

d. Knowledge of Specific Areas:

- Must have sufficient knowledge and skills to perform the duties and/or responsibilities.

Knowledge of office methods and procedures.

- Knowledge to operate one or more office machines e.g. adding machine, calculators, etc.

e. Abilities and Skills:

- Ability to acquire necessary knowledge and skills to perform the duties and/or responsibilities of the jobs.

- Must have ability to deal with employees.

POSITION ELEMENTS:

- a. Supervision Received
Job assigned by the Safety Coordinator.
- b. Available Guidelines
Office orders in shape of instructions.
- c. Exercise of Judgment
Completion of assignments.
- d. Authority to Make Commitments
Nil.
- e. Nature, Level and Purpose of Contacts
Nil.
- f. Supervision Exercised
Nil.