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**WAPDA-USAID
POWER DISTRIBUTION PROGRAM**

**WAPDA POWER DISTRIBUTION WING
SENIOR MANAGEMENT POSITION DESCRIPTIONS**

**RAYTHEON
Engineers & Constructors Inc. USA
EBASCO Division**

**APRIL 14, 1994
LAHORE, PAKISTAN**

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I. INTRODUCTION

I. INTRODUCTION

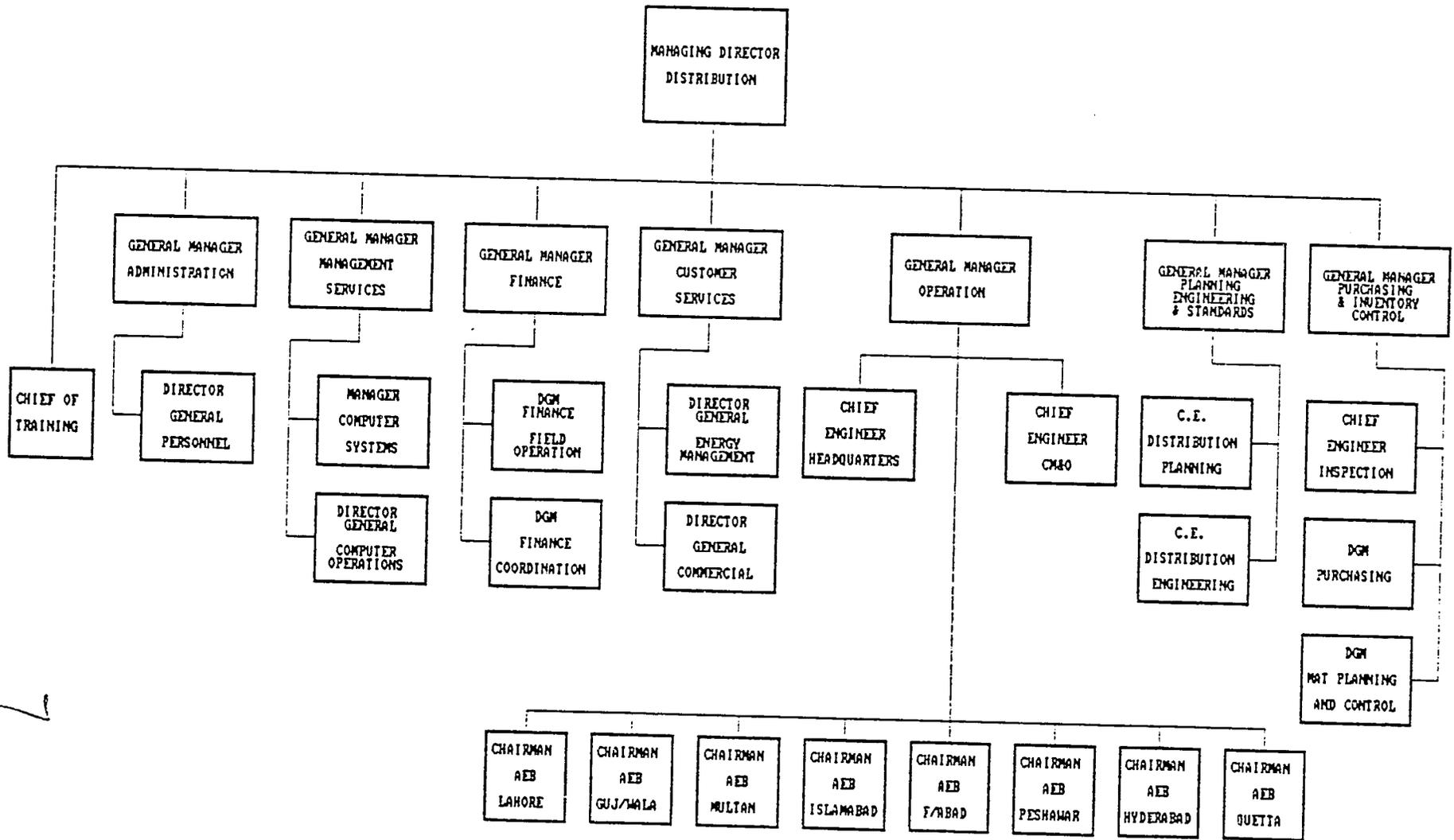
The purpose of this document is to consolidate in one single document the position descriptions pertaining to the Senior Management personnel of the WAPDA Power Distribution Wing. These include the position descriptions of the Managing Director, General Managers, Deputy General Managers, Directors General and the Chief Engineers who manage the various PDW functions at the senior levels. Also included is the position description of the Chairman Area Electricity Board who is responsible to the General Manager Operation at the PDW Headquarter.

This document will assist Member Power and the Authority in determining the scope of responsibilities of each key position within the PDW.

II. WAPDA POWER DISTRIBUTION WING (PDW)

SENIOR MANAGEMENT ORGANIZATION CHART

WAPDA POWER DISTRIBUTION WING SENIOR MANAGEMENT ORGANIZATION CHART



III. POSITION DESCRIPTIONS

Managing Director, Distribution

POSITION TITLE Managing Director (Distribution)

GRADE BPS 21

BASIC POSITION DESCRIPTION

The Managing Director - Distribution is responsible to Member Power for the Area Electricity Boards, Training, Personnel, General Services, Engineering & Planning, Construction, Operation, Maintenance, Purchasing & Stores, Customer Services, Finance, Legal, Public Affairs and Management Services activities of WAPDA Distribution. He coordinates activities with Generation and Transmission. He implements policies and procedures and submits budgets for the efficient functioning of Power Distribution.

MAJOR DUTIES AND ULTIMATE RESPONSIBILITIES

- o Responsible for the overall management and operation of the distribution system.
- o Responsible for the management of donor financed programs.
- o Manages the activities affecting the efficient and economic planning, construction, operation and maintenance of Distribution facilities.
- o Manages the procurement of material, equipment and tools and insures availability to the users.
- o Establishes and maintains good customer relations through the development of efficient customer services provided by trained, motivated and courteous employees.
- o Manages the activities of training, personnel, general services, finance, legal, public affairs, safety programs and management services to insure efficient and economic internal functioning of Distribution.
- o Insures the customers energy requirements are met in an equitable manner without exceeding the generating capability.
- o Insures cooperation and coordination of activities among Distribution employees as well as personnel of other formations to enhance efficient operation of WAPDA.
- o Monitors the program to eliminate unauthorized use of energy throughout Distribution and takes corrective action as necessary to reduce all losses.

- o Proposes changes to Member Power, in cases beyond the authority of Managing Director, in overall policies, procedures and organization affecting Distribution.
- o Works closely with Member Power and the Authority to establish programs and plans for the improvement and expansion of the Distribution system and implements those that are approved.
- o Directs preparation of the Distribution Department's budgets; approves capital and operating expenditures and emergency repairs within approved financial powers; reviews and forwards all expenditures requiring Member Power and/or Authority approval.
- o Participates and assists in negotiations, revisions and amendments involving the Union Agreement.
- o Assures that provisions of the Union Agreement are followed by both labor and management.
- o Establishes and monitors public communications programs throughout Distribution to enhance customer understanding of energy conservation, established commercial procedures and customer safety.
- o Prepares performance evaluations and recommends salary changes, promotions, demotions, transfers, discipline, leaves of absence, hiring and release of persons supervised and approves these documents and actions for the next lower level of management.
- o Directs the preparation of revised rates and tariffs as required and recommends same to the Authority for approval.

DESIRED QUALIFICATIONS

a. Education

Bachelor's degree in Engineering is required. Master's degree in Engineering or Business Administration highly recommended.

b. Prior Work Experience

Minimum of 20 years experience with over 5 years experience in at least two major functional areas of Distribution and at least 10 years of overall experience in a supervisory capacity.

c. Language Proficiency

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas

Comprehensive knowledge of management principles and organization structure with a thorough understanding of the overall operation of the various Distribution functions is required.

Broad knowledge of the methods used to motivate employees.

e. Abilities and Skills

- Strong communication skills both in written and spoken English and Urdu. Ability to address large groups and the press.
- Ability to understand complex problems and develop practical solutions.
- Technical ability to understand and evaluate recommendations of the senior managers covering a wide range of educational disciplines and functional specialities.
- Ability to react, in a reasoned manner, to a wide range of stressful situations.

POSITION ELEMENTS

a. Supervision Received

Directions are received from Member Power and the Authority regarding policies, procedures and operations. Required to make independent decisions involving all aspects of Distribution based on sound interpretation of the policies and procedures.

b. Available Guidelines

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

c. Exercise of Judgment

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

d. Authority to Make Commitments

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

e. Nature, Level and Purpose of Contacts

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

f. Supervision Exercised

Directly supervises the reporting General Managers and through them has overall management and supervisory responsibility for all of Distribution.

ADMINISTRATION

- **General Manager, Administration**
- **Director General, Personnel**

POSITION TITLE General Manager Administration (Distribution)
GRADE BPS-20

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 divisioning 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.

Analysis 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 advise 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.

DESINED 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 those.

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 complexed 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 recommendation 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

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.

MAJOR DUTIES AND RESPONSIBILITIES

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

- o Approves the positions classifications and descriptions for all the jobs within Distribution organization (may delegate the approval of subordinate positions to one of his Directors.
 - o 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
- o 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.
 - o Assists and consults the General Manager on complex situation arising out of day to day functioning of personnel and safety administration.
 - o Assist the General Manager Administration on improving the policies and procedures.

DESIRES 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 in 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 area 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 policy 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 contact 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.

MANAGEMENT SERVICES

- **General Manager, Management Services**
- **Manager, Computer Systems**
- **Director General, Computer Operations**

POSITION TITLE General Manager Management Services

GRADE BPS 20

BASIC FUNCTIONAL DESCRIPTION

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

MAJOR DUTIES AND RESPONSIBILITIES

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

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

DESIRED QUALIFICATIONS

a. Education

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

b. Prior Work Experience

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

c. Language Proficiency

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas

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

e. Abilities and Skills

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

POSITION ELEMENTS

a. Supervision Received

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

b. Available Guidelines

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

c. Exercise of Judgment

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

d. Authority to Make Commitments

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

e. Nature, Level and Purpose of Contact

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

f. Supervision Exercised

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

POSITION TITLE Manager Computer Systems

GRADE BFS 20

BASIC FUNCTIONAL DESCRIPTION

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

MAJOR DUTIES AND RESPONSIBILITIES

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

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

DESIRED QUALIFICATIONS

a. Education

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

b. Prior Work Experience

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

c. Language Proficiency

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas

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

e. Abilities and Skills

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

POSITION ELEMENTS

a. Supervision Received

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

b. Available Guidelines

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

c. Exercise of Judgment

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

d. Authority to Make Commitments

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

e. Nature, Level and Purpose of Contact

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

f. Supervision Exercised

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

POSITION TITLE Director General Computer Operations

GRADE BPS 20

BASIC FUNCTIONAL DESCRIPTION

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

MAJOR DUTIES AND RESPONSIBILITIES

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

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

DESIRED QUALIFICATIONS

a. Education

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

b. Prior Work Experience

Minimum of 12 years experience in electronic data processing with 5 years management experience in the operations of both business and engineering computer application systems for the utility industry. Five (5) years prior employment as a WAPDA grade 18 officer is preferred.

c. Language Proficiency

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas

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

e. Abilities and Skills

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

POSITION ELEMENTS

a. Supervision Received

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

b. Available Guidelines

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

c. Exercise of Judgment

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

d. Authority to Make Commitments

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

e. Nature, Level and Purpose of Contact

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

f. Supervision Exercised

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

FINANCE

- **General Manager, Finance**
- **Deputy General Manager, Finance, Field Operation**
- **Deputy General Manager, Finance, Coordination**

POSITION TITLE General Manager - Finance

GRADE BPS 20

BASIC FUNCTIONAL DESCRIPTION

The General Manager - Finance is functionally and administratively responsible for Accounts and Funds, Budget and Controls and Field Coordination; acts as financial advisor to the Authority on all accounting, budgeting and financial matters of Distribution. Develops and implements policies for the management of cash and funds, custody of assets and discharge of Authority's liabilities; formulates and administers personnel policies in finance. Ensures that the administrative and financial powers delegated by the Authority to officers subordinate to him are judiciously exercised at all levels.

MAJOR DUTIES AND RESPONSIBILITIES

- o Plans, organizes, coordinates, directs and controls activities of Accounts and Funds, Budget and Controls and coordinates field activities to insure efficient and economical internal functioning of financial operations.
- o Serves as Principal Financial Advisor to the Managing Director - Distribution.
- o Provides advice and assistance to the Member - Finance.
- o Establishes, implements and monitors financial policies in the areas of Accounts and Funds, Budget and Controls, in the Headquarters and field operations.
- o Provides advice, guidance and direction to subordinate financial functional managers.
- o Exercises overall control of cash collections, expenditure and budget allocations.
- o Negotiates contracts for loans with lending agencies.
- o Establishes policies covering the investment of surplus funds.
- o Monitors and analyzes financial performance and directs the preparation of managerial reports for submission to higher authorities.
- o Analyzes financial information and reviews internal audit reports and directs corrective actions as required.
- o Provides overall guidance and direction for development and implementation of financial systems and procedures.

- o Ensures cooperation and coordination of activities among Distribution employees as well as personnel of other formations to enhance efficient operation of WAPDA.
- o Works closely with higher level managers to establish programs and plans for the improvement of Distribution operations and implements those that are approved.
- o Provides guidance in the preparation of the capital and operating budgets.
- o Assures that provision of the Union Agreement are followed by both labor and management.
- o Prepares performance evaluations and recommends salary changes, promotions, demotions, transfers, discipline, leaves of absence, hiring and release of persons supervised and approves these documents and actions for the next lower level of management.
- o Assumes responsibility for administering the WAPDA Safety Program and the enforcement of safety policies and practices.
- o Provides financial personnel with the education and training required for proper job performance.

DESIRED QUALIFICATIONS

a. Education

Bachelors or Masters degree in Commerce or Business Administration and also Chartered Accountant preferably qualified from a foreign institute.

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

b. Prior Work Experience

Minimum of 15 years experience. Work at the level of General Manager - Finance or Director - Finance in a major utility and/or industrial organization.

c. Language Proficiency

Total fluency in spoken and written Urdu and English.

d. Knowledge of Specific Areas

Comprehensive knowledge of management principles and organization structure with a thorough understanding of the overall operation of the various Distribution financial functions is required.

Broad knowledge of the methods used to motivate employees.

e. Abilities and Skills

Ability to interpret and implement Authority's policies on financial matters.

Ability and skill to extract appropriate financial, organizational and administrative information from subordinate offices, exercise judgment and implement decisions.

Ability to enter into and negotiate contracts for loans with lending agencies and for purchase of goods and services with the suppliers at the national and international level.

Ability to negotiate, as a continuous feature, with banks for the collection and utilization of cash to the best advantage of the Authority.

POSITION ELEMENTS

a. Supervision Received

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

b. Available Guidance

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

c. Exercise of Judgment

Required to exercise sound judgement and arrive at correct decisions on a wide range of complex problems. Recommendations to Member - Finance and Managing Director - Distribution are expected to be detailed, well researched, accurate and in the overall best interest of WAPDA.

d. Authority to Make Commitments

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

e. Nature, Level and Purpose of Contact

Meets with members of the Authority and representatives of Government of Pakistan and the Ministries to advise on financial matters.

Meets with other General Managers and Director Generals to coordinate interdepartmental work flows and dealings with agencies of the Central and Provincial Governments.

Meets with international financial agency delegates and bankers (local or foreign) for loan negotiations and discussions on financial matters.

f. Supervision Exercised

Exercises direct supervision over the Deputy General Manager - Finance (Field Operation), Deputy General Manager - Finance (Coordination) Director Budget & Controls and other subordinate officers within the financial and administrative powers vested in him.

POSITION TITLE Deputy General Manager - Finance (Field Operation)

GRADE BPS 20

BASIC FUNCTIONAL DESCRIPTION

The Deputy General Manager - Finance (Field Operation) is functionally responsible for accounting functions of the Area Electricity Boards and field accounting operations; acts as advisor to the General Manager - Finance on all accounting matters of field operations and development of financial systems. Develops and implements accounting and financial reporting policies and procedures. Functionally responsible for the collection of funds, custody of financial assets and discharge of the Authority's liabilities. Administers the personnel policies of the Authority with respect to his assigned employees. Ensures that the administrative and financial powers delegated by the Authority to officers subordinate to him are judiciously exercised at all levels.

MAJOR DUTIES AND RESPONSIBILITIES

- o Plans, organizes, coordinates, directs and controls Area Electricity Board's operation on a functional basis to ensure efficient and economical internal functioning of field accounting operations.
- o Serves as Principal Accounting Advisor to the General Manager - Finance.
- o Establishes, implements and monitors policies and procedures in the areas of Accounts.
- o Provides advice, guidance and direction to subordinates and Directors Finance, Area Electricity Boards.
- o Directs the preparation of AEB financial statements and reports.
- o Reviews internal and government audit reports and directs corrective action as required.
- o Ensures cooperation and coordination of activities among Distribution employees as well as personnel of other formations to enhance efficient operation of WAFDA.
- o Works closely with other managers to establish programs and plans for the improvement of Distribution operations and implements those that are approved.
- o Assures that provisions of the Union Agreement are followed by both labor and management.

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- o Prepares performance evaluations and recommends salary changes, promotions, demotions, transfers, discipline, leaves of absence, hiring and release of persons supervised and approves these documents and actions for the next lower level of management.
- o Assumes responsibility for administering the WAPDA Safety Program and the enforcement of safety policies and practices.
- o Provides subordinate personnel with the education and training required for proper job performance.

DESIRED QUALIFICATIONS

a. Education

Bachelors or Masters degree in Commerce or Business Administration, and also Chartered Accountant or Cost & management Accountant preferably qualified from a foreign institute.

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

b. Prior Work Experience

Minimum of fifteen (15) years work at level of Manager - Finance, Director - Finance or equivalent position in a major utility and/or industrial organization.

c. Language Proficiency

Total fluency in spoken and written Urdu and English.

d. Knowledge of Specific Areas

Comprehensive knowledge of accounting and administrative principles and organization structure with a thorough understanding of the overall operation of the various Distribution financial functions is required.

e. Abilities and Skills

Ability to interpret and implement Authority's policies on accounting and fiscal matters.

Ability to direct and exercise direct management control over large scale accounting operations.

Ability and skill to analyze financial information and advise higher level management concerning results of operations.

POSITION ELEMENTS

- a. Supervision Received
- Directions are received from General Manager - Finance regarding financial systems, accounting policies and procedures. Required to make independent decisions involving all aspects of Distribution accounting matters based on sound interpretation of the policies and procedures.
- b. Available Guidance
- Has available all policies and procedures approved by the Authority and is expected to ensure their implementation, using the Pakistan Water & Power Development Authority Act, 1958 and the WAPDA Book of Financial Powers, 1977 as amended as basic documents.
- 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 Finance are expected to be detailed, well researched, accurate and in the overall best interest of WAPDA.
- d. Authority to Make Commitments
- Has full authority to commit the Authority within the limits of established financial powers of a Deputy General Manager and approved policies and procedures.
- e. Nature, Level and Purpose of Contacts
- Meets with General Managers, Deputy General Managers and Directors to coordinate interdepartmental work flow.
- f. Supervision Exercised
- Exercises direct supervision over Directors and other subordinates within the financial and administrative powers vested in him. Exercises functional supervision over Director Finance, Area Electricity Boards.

POSITION TITLE Deputy General Manager - Finance (Coordination)

GRADE BPS-20

BASIC FUNCTIONAL DESCRIPTION

The Deputy General Manager - Finance (Coordination) is functionally and administratively responsible for funds management and Headquarters accounting operations; acts as advisor to the General Manager - Finance on funds and accounting matters of Distribution. Develops and implements accounting and financial reporting policies and procedures. Responsible for the management of cash and funds, custody of financial assets and discharge of the Authority's liabilities. Administers the personnel policies of the Authority with respect to his assigned employees. Ensures that the administrative and financial powers delegated by the Authority to officers subordinate to him are judiciously exercised at all levels.

MAJOR DUTIES AND RESPONSIBILITIES

- o Plans, organizes, coordinates, directs and controls activities of Accounts and Funds to ensure efficient and economical internal functioning of funding operations.
- o Serves as Principal Financial Advisor to the General Manager - Finance.
- o Functions as Chief Financial Officer for Headquarters accounting and funds management.
- o Exercises direct management control over Distribution Headquarters accounting and funds management operations.
- o Invests surplus funds in short-term deposits and/or other approved investments.
- o Directs the preparation of financial statements and reports.
- o Reviews internal and government audit reports and directs corrective action as required.
- o Ensures cooperation and coordination of activities among Distribution employees as well as personnel of other formations to enhance efficient operation of WAPDA.
- o Works closely with other managers to establish programs and plans for the improvement of Distribution operations and implements those that are approved.
- o Assures that provisions of the Union Agreement are followed by both labor and management.

- o Prepares performance evaluations and recommends salary changes, promotions, demotions, transfers, discipline, leaves of absence, hiring and release of persons supervised and approves these documents and actions for the next lower level of management.
- o Assumes responsibility for administering the WAPDA Safety Program and the enforcement of safety policies and practices.
- o Provides subordinate personnel with the education and training required for proper job performance.

DESIRED QUALIFICATIONS

a. Education

Bachelors or Masters degree in Commerce or Business Administration, and also Chartered Accountant or Cost & Management Accountant preferably qualified from a foreign institute.

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

b. Prior Work Experience

Minimum of fifteen (15) years work at level of Manager - Finance, Director - Finance or equivalent position in a major utility and/or industrial organization.

c. Language Proficiency

Total fluency in spoken and written Urdu and English.

d. Knowledge of Specific Areas

Comprehensive knowledge of funds management and accounting principles and organization structure with a thorough understanding of the overall operation of the various Distribution financial functions is required.

e. Abilities and Skills

Ability to interpret and implement Authority's policies on accounting and fiscal matters.

Ability to direct and exercise direct management control over large scale funds management operations.

Ability and skill to analyze financial information and advise higher level management concerning results of operations.

Ability to communicate and negotiate with banks for collection and optimum utilization of cash assets.

POSITION ELEMENTS

a. Supervision Received

Directions are received from General Manager - Finance regarding financial policies and procedures. Required to make independent decisions involving all aspects of Distribution financial matters based on sound interpretation of the policies and procedures.

b. Available Guidance

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

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

d. Authority to Make Commitments

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

e. Nature, Level and Purpose of Contacts

Meets with General Managers, Deputy General Managers and Directors to coordinate interdepartmental work flow. Meets and contacts local bankers on collection and cash management matters.

f. Supervision Exercised

Exercises direct supervision over Directors and other subordinates within the financial and administrative powers vested in him.

CUSTOMER SERVICES

- **General Manager, Customer Services**
- **Director General, Energy Management**
- **Director General, Commercial**

POSITION TITLE General Manager - Customer Services

GRADE BPS-20

BASIC FUNCTIONAL DESCRIPTION

The General Manager - Customer Services is responsible to the Managing Director - Distribution for developing and administering the policies, procedures, and practices of WAPDA's Customer Services function dealing with customer relations, customer contact, customer energy conservation and load management; development of tariffs; energy surveillance for recommending changes in such policies, procedures, practices and programs that affect all classes of customers; for issuing instructions implementing Customer Services policies, procedures and practices.

MAJOR DUTIES AND RESPONSIBILITIES

- o Responsible for the functional operation of, and providing functional guidance to, Customer Services personnel in the Area Electricity Boards.
- o Administers policies, procedures and practices relating to the rendering of electric service to customers and customer complaints by monitoring such activities to ensure prompt and fair treatment to all customers.
- o Administers Customer Services policies, procedures and practices relating to customer energy conservation and load management efforts, improved customer relations, reducing waste of electrical energy and improving the load factor of the WAPDA system.
- o Identifies training needs and provides for such training through the Training function to assure quality customer service.
- o Coordinates the development of a co-generation program by evaluating potential installations to reduce peak system demand and improve the load factor on the WAPDA system.
- o Coordinates all Customer Services activities with other WAPDA sections through written and verbal communication to assure a united and concentrated effort to improve service to the customer.
- o Administers the proper development and application of tariffs.

- o Prepares formal monthly reports and submits to the Managing Director Distribution and others detailing customer services activities to keep superiors informed and recommending changes in policies and procedures to improve service to customers.
- o Ensures control over the computer function connected with electricity billing and allied data, inputs outputs.
- o Administers the Energy Surveillance Program throughout WAPDA.
- o Administers all Customer Accounts activities.
- o Carries out amendments in the Commercial Procedures Manual.
- o Keeps abreast of current affairs affecting customer service through necessary relationships with other units of WAPDA, architects and engineers, customers, governmental agencies, and professional and technical organizations to assure quality service to customers.
- o Determines the need for surveys and special studies, providing analysis of the data to assure that policies and procedures are effective.
- o Maintains statistics regarding units generated, units sold, billing, realization, arrears and line losses, etc., for submission to the top Management, Provincial, Federal Governments and Foreign Delegates.
- o Assures qualified staffing of Customer Services by approval of wage and salary changes, promotions, demotions, transfers, leaves of absence, hiring and release of personnel to maintain a high level of customer confidence.
- o Assures that provisions of the Union Agreement are followed by both labor and management.
- o Assures safety of the employees and the public, endorsing and fostering safe work practices and environment.
- o Administers WAPDA's safety program within the function taking appropriate action to eliminate problem areas.
- o Practices cost control through the preparation and administration of the approved Customer Services budget to maintain fiscal responsibility.
- o Undertakes other responsibilities as properly assigned.

DESIRED QUALIFICATIONS

a. Education

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

b. Prior Work Experience

Minimum of 25 years' experience with at least 10 years' associated with customer contact or customer relations.

c. Abilities and Skills/Knowledge

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

POSITION ELEMENTS

a. Supervision Received

Reports directly to the Managing Director Distribution.

b. Available Guidelines

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

c. Exercise of Judgment

Must be able to analyze complex problems resulting in proposals and their implementation. Will be administering policy and procedures to all Area Electricity Boards.

d. Authority to Make Commitments

Has full authority to make commitments to the level authorized by the Managing Director Distribution.

e. Nature, Level, and Purpose of Contacts

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

f. Supervision Exercised

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

POSITION TITLE Director General - Energy Management

GRADE BPS 20

BASIC FUNCTIONAL DESCRIPTION

The Director General - Energy Management is responsible to the General Manager - Customer Services, for developing and administering the policies, procedures and practices of WAPDA's energy management function dealing with, development of tariffs, customer energy conservation and load management and energy surveillance; for recommending changes in such policies, procedures, practices and programs that affect all classes of customers for issuing instructions implementing energy management policies, procedures and practices.

MAJOR DUTIES AND RESPONSIBILITIES

- o Responsible for the functional operation of, and providing functional guidance to 'Energy Conservation and Load Management' and Energy Surveillance personnel in the Area Electricity Boards.
- o Administers policies, procedures and practices relating to Energy Conservation and Load Management and insures prompt advise, assistance and service to customers in this respect.
- o Administers policies, procedures and practices relating to Energy Surveillance and insures continuous vigilance of customers in safeguarding WAPDA's interest in the sale of energy.
- o Administers energy management policies, procedures and practices to reduce waste of electrical energy and improve the load factor of the WAPDA system.
- o Identifies training needs in energy management and provides for such training through the training function.
- o Develops and administers a co-generation program.
- o Provides input into tariff development by monitoring both customer's lawful usage and WAPDA's load to accomplish energy surveillance, energy conservation and load management objectives on the basis of statistics maintained by his department.
- o Administers tariff development.
- o Administers policies, procedures and practices for the detection, investigation, documentation and pursuit of legal formalities dealing with all unauthorized use of energy.

- o Administers policies, procedures and practices relating to billing and recovery from all customers found to be engaged in unauthorized use of energy during the detection and investigation procedure.
- o Advises WAPDA's management on commercial rules and regulation and legal implications while dealing with customers.
- o Prepares formal monthly reports and submits to the General Manager - Customer Services and others detailing energy management activities to keep superiors informed and recommending changes in policies and procedures for overall improvement.
- o Keeps abreast of current affairs affecting energy management area through necessary relationships with other units of WAPDA, architects and engineers, customers, governmental agencies and professional and technical organizations.
- o Determines the need for surveys and special studies in the area of energy management providing analysis of the data to assure that policies and procedures are effective.
- o Assures qualified staffing of Energy Management function by approval of wage and salary changes, promotions, demotions, transfers, leaves of absence, hiring and release of personnel within the level of authority given to him by the General Manager - Customer Services.
- o Assures that provisions of the Union Agreements are followed by both labor and management.
- o Assures safety of the employees and the public, endorsing and fostering safe work practices and environment.
- o Practices cost control through the preparation and administration of energy management section of the approved customer services budget to maintain fiscal responsibility.
- o Undertakes other responsibilities as properly assigned.

DESIRED QUALIFICATIONS

a. Education

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

b. Prior Work Experience

Minimum of 20 years experience with at least 7 years associated with customer contact or customer relations.

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c. Abilities and Skills/Knowledge

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

POSITION ELEMENTS

a. Supervision Received

Reports directly to the General Manager - Customer Services.

b. Available Guidelines

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

c. Exercise of Judgment

Must be able to analyze complex problems resulting in proposals and their implementation. Will be administering policy and procedures to all Area Electricity Boards.

d. Authority to Make Commitments

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

e. Nature, Level and Purpose of Contacts

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

f. Supervision Exercised

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

POSITION TITLE Director General - Commercial

GRADE BPS 20

BASIC FUNCTIONAL DESCRIPTION

The Director General - Commercial is responsible to the General Manager - Customer Services, for developing and administering the policies, procedures and practices of WAPDA's commercial function dealing with customer accounts, commercial systems operation and customer assistance for recommending changes in such policies, procedures, practices and programs that affect all classes of customers; for issuing instructions implementing commercial policies, procedures and practices.

MAJOR DUTIES AND RESPONSIBILITIES

- o Responsible for the functional operation of, and providing functional guidance to 'Customer Accounts' and 'Customer Assistance' personnel in the Area Electricity Boards.
- o Administers policies, procedures and practices relating to customers service, billing and collection guidance and insures prompt assistance and service to customers in this respect.
- o Prepares formal monthly reports and submits to the General Manager - Customer Services and others detailing commercial activities to keep superiors informed and recommending changes in policies and procedures for overall improvement.
- o Maintains statistics regarding units generated, units sold, billing, realization, arrears and line losses etc., for General Manager - Customer Services, for submission to top management, Provincial and Federal Governments and Foreign delegates.
- o Ensures control over the computer function connected with electricity billing and allied data, inputs and outputs.
- o Carries out amendments in the Commercial Procedures Manual.
- o Administers all customer accounts activities.
- o Administers all coordination between the computerization of commercial procedures and their application at Headquarters, Area Electricity Boards and Divisions level.
- o Coordinates all customer assistance, customer accounts, and commercial systems operation activities with other WAPDA sections through written and verbal communications to assure a united and concentrated effort to improve service to the customer.

- o Identifies training needs in energy management and provides for such training through the training function.
- o Assures qualified staffing of Commercial function by approval of wage and salary changes, promotions, demotions, transfers leaves of absence, hiring and release of personnel within the level of authority given to him by the General Manager - Customer Services.
- o Assures that provisions of the Union Agreements are followed by both labor and management.
- o Assures safety of employees and the public, endorsing and fostering safe work practices and environment.
- o Determines the need for surveys and special studies in the area of energy management providing analysis of the data to assure that policies and procedures are effective.
- o Practices cost control through the preparation and administration of commercial section of the approved customer services budget to maintain fiscal responsibility.
- o Undertakes other responsibilities as properly assigned.

DESIRED QUALIFICATIONS

a. Education

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

b. Prior Work Experience

Minimum of 20 years experience with at least 7 years associated with customer contact or customer services.

c. Abilities and Skills/Knowledge

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

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POSITION ELEMENTS

- a. Supervision Received
Reports directly to the General Manager - Customer Services.
- b. Available Guidelines
Guidelines are available from WAPDA manuals, policies, procedures and other documents issued from time to time.
- c. Exercise of Judgment
Must be able to analyze complex problems resulting in proposals and their implementation. Will be administering policy and procedures to all Area Electricity Boards.
- d. Authority to Make Commitments
Has full authority to make commitments to the level authorized by the General Manager - Customer Services.
- e. Nature, Level and Purpose of Contacts
Contacts with customers, governmental agencies, professional and technical organizations, architects and engineers, and other WAPDA personnel as necessary in the execution of responsibilities.
- f. Supervision Exercised
Supervises the work of his staff, plans their workload and assignments, provides assistance when dealing with complex administrative problems, evaluates performance and ensures that their work is carried out in compliance with plans.

OPERATION DISTRIBUTION

- **General Manager, Operation**
- **Chief Engineer, Headquarters**
- **Chief Engineer, Construction, Maintenance & Operation**
- **Chairman, AEB**

POSITION TITLE General Manager - Operation (Distribution)

GRADE BPS-20

BASIC FUNCTIONAL DESCRIPTION

The General Manager - Operation is responsible to the Managing Director - Distribution. for the efficient operation and management of the Area Electricity Boards (AEBs). He is administratively responsible for the AEBs. He recommends policies and procedures and budgets for the efficient functioning of AEBs. He assists the Managing Director-Distribution and works closely with the other General Managers of Distribution to ensure the close coordination of the Headquarters functional staff and the AEB operating staff, as well as the Chief of Training.

MAJOR DUTIES AND RESPONSIBILITIES

- o Responsible for the overall management and operation of the Area Electricity Boards.
- o Ensures the availability of the required facilities and resources within the AEBs to enable them to execute the assigned tasks.
- o Monitors the performance of the AEBs in the execution of their tasks and takes corrective action as required.
- o Formulates policies relating to all construction, maintenance and operation matters for the distribution system, issues and administers the same after approval.
- o Ensures cooperation and coordination of activities among Distribution employees as well as personnel of other formations to enhance efficient operation of WAPDA.
- o Monitors the program to eliminate unauthorized use of energy throughout Distribution and takes corrective action as necessary to reduce all losses.
- o Works closely with the other General Managers at Headquarters and Managing Director - Distribution to evaluate and improve policies, procedures and organization affecting Distribution.
- o Works closely with the Managing Director - Distribution and the other General Managers at Headquarters to establish programs and plans for the improvement and expansion of the Distribution system and implements those that are approved.

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- o Coordinates the preparation of the AEBs budgets submissions, approves capital and operating expenditures and emergency repairs within approved financial powers, reviews and forwards all expenditures requiring Managing Director - Distribution's approval.
- o Assures that provisions of the Union Agreement are followed by both labor and management.
- o Participates in public communications programs with customers throughout Distribution to enhance customer understanding of energy conservation, established commercial procedures and customer safety.
- o Prepares performance evaluations and recommends salary changes, promotions, demotions, transfers, discipline, leaves of absence, hiring and release of persons supervised and approves these documents and actions for the next lower level of management.
- o Ensures that technical performance evaluation, prepared by the Chairmen AEB are properly considered in preparing the annual confidential reports.
- o Responsible for the administration of the WAPDA Safety Program throughout the AEBs, and the enforcement of safety policies and practices.

DESIRED QUALIFICATIONS

a. Education

Bachelor's degree in Engineering is required. Master's degree in Engineering or Business Administration highly recommended.

b. Prior Work Experience

Minimum of 20 years' experience with over 5 years' in at least two major functional areas of Distribution and at least 10 years' of overall experience in a supervisory capacity.

c. Language Proficiency

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas

Comprehensive knowledge of management principles. Thorough understanding of the overall operation of the various Distribution functions.

Broad knowledge of the methods used to motivate employees.

e. Abilities and Skills

- . Strong communication skills both in written and spoken English and Urdu. Ability to address large groups and the press.
- . Analytical ability necessary to review budget requests and prepare annual budget for Distribution System Rehabilitation, Expansion, Operations and Maintenance.
- . Ability to react, in a reasoned manner, to a wide range of stressful situations.

POSITION ELEMENTS

a. Supervision Received

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

b. Available Guidelines

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

c. Exercise of Judgment

Required to exercise sound judgment and arrive at sound decisions on a wide range of complex problems. Recommendations to Managing Director - Distribution are expected to be detailed, well researched, accurate and in the overall best interest of WAPDA and the customers it serves.

d. Authority to Make Commitments

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

e. Nature, Level and Purpose of Contact

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

f. Supervision Exercised

Directly supervises the AEB Chairmen and through them has overall management and supervisory responsibility for assigned areas of Distribution. Also supervises the Operations Headquarter staff.

POSITION TITLE

Chief Engineer - Headquarters

GRADE

BPS-20

BASIC FUNCTIONAL DESCRIPTION

The Chief Engineer - Headquarters is responsible to the General Manager - Operation for recommendation of policy, procedures, budgets, and safety for the efficient functioning of distribution. He is responsible for controlling the financial and coordinating the activities of the Headquarters functional staff and the Area Electricity Board operating staff.

MAJOR DUTIES AND RESPONSIBILITIES

- o Provides senior staff services to the General Manager Operation.
- o Directs the preparation and coordinates schedules for load shedding and implements the load shedding schedule with the Load Dispatch Centres and the AEBs and the preparation of the necessary reports for WAPDA management.
- o Prepares briefs for the Authority and Ministry inquiries.
- o Monitors Energy Loss Reduction Programs preparing necessary management reports.
- o Monitors progress of rural electrification and has direct dealings with Provincial Governments concerning such matters.
- o Coordinates activities of the Operations Department including AEBs with other Provincial and Federal Agencies.
- o Provides answers to questions and inquiries raised by Federal and Provincial Agencies.
- o Coordinates, assembles, and monitors the Operations Department's budgets and forecasts, reviews and all construction, operating and maintenance expenditures.
- o Assures that provisions of the Union-Management agreements are followed.
- o Approves performance evaluation, salary changes, promotions, demotions, transfer, discipline, leave-of-absence, hiring and release of persons supervised.

- o Responsible for the administration of the WAPDA Safety Program and enforcement of safety policies and practices covering distribution construction, maintenance, operation and measurement.
- o Assumes other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS

a. Education

Bachelor degree in Engineering. Master degree in Engineering is desirable.

b. Prior Work Experience

Minimum of 20 years experience with over 5 years in a management position supervising technical functions.

c. Language Proficiency

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Area

- . Technical knowledge of the production and utilization of electric energy.
- . Full understanding of the electrical and mechanical hazards presented in the power distribution system.
- . Broad knowledge of the methods to motivate employees.

e. Abilities and Skills

- . Communication skills both in written and oral English and Urdu.
- . Supervisory skill to deal with complex problems.
- . Ability to understand complex problems and develop practical solutions.
- . Ability to react, in a seasoned manner, to a wide range of stressful conditions.

POSITION ELEMENTS

- a. Supervision Received
Directions are received from the General Manager - Operation regarding policies, procedures, operations and organization.
- b. Available Guidelines
Has available pertinent policies, rules, regulations and budgets approved by the Authority and higher management.
- c. Exercise of Judgment
Required to exercise sound judgment on a wide range of technical and administrative problems arriving at practical and compatible decision in the overall interest of WAPDA and the customers.
- d. Authority to Make Commitments
Has full authority to commit within the limits of established financial powers and approved policies and procedures.
- e. Nature, Level and Purpose of Contacts
Frequent contact with senior officials within WAPDA for gathering information and exchanging views related to policy, procedure and assignments.
- f. Supervision Exercised
Direct supervision of the assigned personnel and through them has responsibility for similar functions within the distribution system.

POSITION TITLE Chief Engineer - Construction, Maintenance and Operation

GRADE BPS-20

BASIC FUNCTIONAL DESCRIPTION

The Chief Engineer - Construction, Maintenance and Operation is responsible to the General Manager - Operation for recommendation of policy, procedures, budgets, and safety for the efficient functioning of distribution. He is responsible for coordinating and controlling the financial and coordinating the activities of the Headquarters functional staff and the Area Electricity Board operating staff.

MAJOR DUTIES AND RESPONSIBILITIES

- o Directs formulation and recommendation of policy, procedure and practice for establishing improved Construction, Maintenance Operations, Measurement and P.C. Pole with all Area Electricity Boards and their associated departments.
- o Coordinates policy and procedures for Construction, Maintenance, Operations, Measurement and P.C. Pole with all Area Electricity Boards and their associated departments.
- o Monitors and evaluates expenditures of capital and operating budgets.
- o Assures that provisions of the Union Management agreements are followed.
- o Approves performance evaluation, salary changes, promotions, demotions, transfer, discipline, leave-of-absence, hiring and release of persons supervised.
- o Responsible for the administration of the WAPDA Safety Program and enforcement of safety policies and practices covering distribution construction, maintenance, operation and measurement.
- o Assumes other duties and responsibilities as assigned.

DESIRED QUALIFICATIONS

a. Education

Bachelor degree in Engineering. Master degree in Engineering desirable.

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b. Prior Work Experience

Minimum of 20 years experience with over 5 years in a management position supervising technical functions.

c. Language Proficiency

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Area

- . Technical knowledge of the production and utilization of electric energy.
- . Full understanding of the electrical and mechanical hazards presented in the power distribution system.
- . Broad knowledge of the methods to motivate employees.

e. Abilities and Skills

- . Communication skills both in written and oral English and Urdu.
- . Supervisory skill to deal with complex problems.
- . Ability to understand complex problems and develop practical solutions.
- . Ability to react, in a seasoned manner, to a wide range of stressful conditions.

POSITION ELEMENTS

a. Supervision Received

Directions are received from the General Manager - Operation regarding policies, procedures, operations and organization.

b. Available Guidelines

Has available pertinent policies, rules, regulations and budgets approved by the Authority and higher management.

c. Exercise of Judgment

Required to exercise sound judgment on a wide range of technical and administrative problems arriving at practical and compatible decision in the overall interest of WAFDA and the customers.

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d. Authority to Make Commitments

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

e. Nature, Level and Purpose of Contacts

Frequent contact with senior officials within WAFDA for gathering information and exchanging views related to policy, procedure and assignments.

f. Supervision Exercised

Direct supervision of the assigned personnel and through them has responsibility for similar functions within the distribution system.

POSITION TITLE Chairman - Area Electricity Board

GRADE BPS - 20

BASIC FUNCTIONAL DESCRIPTION

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

MAJOR DUTIES AND RESPONSIBILITIES

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

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

DESIRED QUALIFICATIONS

a. Education

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

b. Prior Work Experience

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

c. Language Proficiency

Must be fluent in written and spoken English and Urdu.

d. Knowledge of Specific Areas

Knowledge of management principles and organizational structure with a thorough understanding of the overall operation of the functions of the AEB.

Broad knowledge of the methods used to motivate employees.

e. Ability and Skills

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

POSITION ELEMENTS

a. Supervision Received

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

b. Available Guidelines

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

c. Exercise of Judgment

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

d. Authority to Make Commitments

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

e. Nature, Level and Purpose of Contact

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

f. Supervision Exercised

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

PLANNING, ENGINEERING & STANDARDS

- **General Manager, Planning, Engineering & Standards**
- **Chief Engineer, Distribution Planning**
- **Chief Engineer, Distribution Engineering**

- o Determines the statistics requirements of the Planning and Engineering function in distribution wing and guides the development of a load forecast and power market survey methodology.
- o Guides the introduction of Computer Aided Distribution Planning and Design and in particular evaluates the working of the CADPAD installations.
- o Accords approval to plan of service for spot loads and issues guidelines towards preparation of planning proposals and work orders for spot loads (1000 kW and above).
- o Interacts with: WAPDA; GOP; and funding agencies in: identification, project evaluation; and implementation of rural electrification programs consistent with the policies and objectives of the GOP.
- o Guides the review, development, and implementation of an unified WAPDA distribution standards and issues policies and priorities towards review and development of new standards.
- o Guides the review and development of WAPDA specifications and issues policies and priorities towards review and development of new specifications.
- o Oversees the enforcement of WAPDA construction standards and guides the evaluation of need of new construction standards to meet changing requirements.
- o Guides the development of a Work Order System (WOS) and ensures the implementation of the work order system in order to use the WOS for implementation and enforcement of planning and engineering policies and for enforcement of WAPDA construction standards.
- o Guides the development of a system wide computerized mapping system and oversees the implementation of the mapping system in all AEB's.
- o Guides Planning and Engineering staff in: material evaluation; testing and inspection of materials; preparation of tender documents for consulting, design, procurement of materials and construction sub-contracts; tender evaluation; and evaluation of program results.
- o Guides the civil engineering design and project implementation of all civil works within the distribution wing.
- o Prepares budget for his department and approves expenditures for office space, equipment and maintenance within approved financial powers and reviews all expenditures requiring higher approval.

- o Prepares performance evaluations and recommends salary changes, promotions, demotions, transfers, discipline, leave of absence, hiring and release of persons supervised and approves the documents and actions for the next higher level of management.
- o Responsible for the administration of the WAPDA safety program and the enforcement of safety policies and practices.
- o Assumes other duties and responsibilities.

DESIRED QUALIFICATIONS

a. Education

Bachelor's degree in electrical engineering preferably with a masters in power engineering.

b. Prior Work Experience

Minimum of 20 years experience with over 5 years experience as Director Technical in an AEB or as Dy. Director in the Distribution Planning or Design Directorate.

c. Language Proficiency

Fluency in written and spoken English and Urdu.

d. Knowledge of Specific Areas

- . Planning techniques
- . Electrical and mechanical measurements
- . Technical specifications
- . International Standards
- . Computer applications and budgetary procedures

e. Abilities and Skills

- . Technical proficiency with the electric utility function.
- . Communicating, motivation and leadership qualities of co-ordination and human relations skills.
- . Counselling and briefing of subordinates.
- . General managerial and administrative skills.
- . Ability to conduct and organize meetings.

POSITION ELEMENTS

- a. Supervision Received
- Under direction of the superior officer follows approved policies, criteria and standards.
- b. Available Guidelines
- WAPDA's Electrical Engineer's Service Rules, WAPDA planning guide, WAPDA budget, GOP policy statements, plan period documents, official documents and statements regarding policies/procedures for Distribution Book of financial powers.
- c. Exercise of Judgement
- . Exercises judgement in the achievement of objectives of technical function and organizational development plans.
 - . Deviation of the technical staff duties relative to program goal achievements.
 - . Handling emergencies and non-routine matters.
- d. Authority to Make Commitments
- . Makes commitments as per WAPDA book of financial powers and as per policies and procedures issued by the Authority.
 - . Approves budgetary allocation within budget and financial powers constraints.
- e. Nature, Level and Purpose of Contacts
- . Required to co-ordinate all areas of distribution.
 - . Represents WAPDA on the national and international forums.
 - . Level of contact is job-related, both within and outside the country.
- f. Supervision Exercised
- Direct supervision of the Chief Engineers in the management of the of the HQ Planning and Engineering Departments. Functional guidance to the overall Planning and Engineering organization throughout the Distribution Wing of WAPDA.

POSITION TITLE Chief Engineer - Distribution Planning
GRADE BPS-20

BASIC POSITION DESCRIPTION

The Chief Engineer Distribution Planning is responsible to the General Manager Planning, Engineering and Standards for co-ordinating and controlling the administrative and financial activities of the Distribution Planning Department. He organizes, manages and controls all aspects of the technical function of the Distribution Planning. His functions include: assuring the adequacy of distribution facilities at all times; initiating and preparing planning proposals for short and long term expansion and energy loss reduction to assure reliable and economic operation of the distribution system; assessing and establishing standards of service reliability; development of new planning procedures, forecasting system load growth; organization of distribution statistics; and implementation and evaluation of rural electrification projects.

MAJOR DUTIES AND RESPONSIBILITIES

- o The Chief Engineer Distribution Planning, under guidance of the General Manager Planning, Engineering and Standards plans, organizes, manages the planning aspects of the distribution wing.
- o Co-ordinates with: concerned WAFDA departments; federal government agencies; provincial government agencies; and aid giving organizations; the development, implementation and evaluation of rural electrification projects and programs.
- o Guides the preparation of planning proposals for long term and short term system expansion and energy loss reduction.
- o Issues guidelines, planning procedures, economic parameters, technical instructions for preparation of planning proposals and for carrying out planning activities at the headquarter, AEB, Circle and Division levels.
- o Guides the development of various data bases necessary for organization of statistics for use in load forecasting and planning proposal development activities.
- o Oversees the organization wide effort to continuously review operating conditions to provide early identification of problems developing as a result of system growth. Monitor system integrity and plan necessary improvements to ensure adequate and reliable service conditions to existing customers.

- o Guides the preparation of planning proposals for spot loads (above 1000 kW) and issues procedures for preparation of plan for service for spot loads.
- o Prepares budget for his department and approves expenditures for office space, equipment and maintenance within approved financial powers and reviews all expenditures requiring higher approval.
- o Prepares performance evaluations and recommends salary changes, promotions, demotions, transfers, discipline, leave of absence, hiring and release of persons supervised and approves the documents and actions for the next higher level of management.
- o Responsible for the administration of the WAPDA safety program and the enforcement of safety policies and practices.
- o Assumes other duties and responsibilities.

DESIRED QUALIFICATIONS

a. Education

Bachelor's degree in electrical engineering preferably with a masters in power engineering.

b. Prior Work Experience

Minimum of 20 years experience with over 5 years experience as Director Technical in an AEB or as Dy. Director in the Distribution Planning or Design Directorate.

c. Language Proficiency

Fluency in written and spoken English and Urdu.

d. Knowledge of Specific Areas

- . Planning techniques
- . Electrical and mechanical measurements
- . Technical specifications
- . International Standards
- . Computer applications and budgetary procedures

e. Abilities and Skills

- . Technical proficiency with the electric utility function.
- . Communicating, motivation and leadership qualities of co-ordination and human relations skills.
- . Counselling and briefing of subordinates.
- . General managerial and administrative skills.
- . Ability to conduct and organize meetings.

POSITION ELEMENTS

a. Supervision Received

Under direction of the superior officer follows approved policies, criteria and standards.

b. Available Guidelines

WAPDA's Electrical Engineer's Service Rules, WAPDA planning guide, WAPDA budget, GOP policy statements, plan period documents, official documents and statements regarding policies/procedures for Distribution Book of financial powers.

c. Exercise of Judgement

- . Exercises judgement in the achievement of objectives of technical function and organizational development plans.
- . Deviation of the technical staff duties relative to program goal achievements.
- . Handling emergencies and non-routine matters.

d. Authority to Make Commitments

- . Makes commitments as per WAPDA book of financial powers and as per policies and procedures issued by the Authority.
- . Approves budgetary allocation within budget and financial powers constraints.

e. Nature, Level and Purpose of Contacts

- . Required to co-ordinate all areas of distribution.
- . Represents WAPDA on the national and international forums.
- . Level of contact is job-related, both within and outside the country.

f. Supervision Exercised

Direct supervision of Directors in accomplishing the responsibilities of the Planning Department. Functional guidance for planning activities throughout the Distribution Wing of WAPDA.

POSITION TITLE Chief Engineer - Distribution Engineering
GRADE BPS-20

BASIC POSITION DESCRIPTION

The Chief Engineer - Distribution Engineering is responsible to the General Manager Planning, Engineering and Standards for co-ordinating and controlling the administrative and financial activities of the Distribution Engineering department. He organizes, manages and controls all aspects of the technical function of Distribution Engineering. His functions include: evaluation of existing and preparation of new specifications, standards, technical instructions, design instructions, construction instructions and procedures pertaining to electrical, mechanical and civil engineering; implementation of a system wide mapping system.

MAJOR DUTIES AND RESPONSIBILITIES

- o The Chief Engineer Distribution Engineering under guidance of the General Manager Planning, Engineering and Standards plans, organizes and manages the engineering aspects of the distribution wing.
- o Lays down policies towards the review of existing specifications, product descriptions, design instructions, guidelines, procedures for line design, standards, construction standards and construction procedures.
- o Evaluates and guides the development of new specifications, product descriptions, design instructions, guidelines, procedures for line design, standards, construction standards and construction procedures.
- o Oversees the implementation of WAPDA construction standards by means of implementation of the work order system.
- o Guides the development of a Work Order System (WOS) and ensures the implementation of the WOS on system wide basis, ensures uniformity in procedures and methodology. Guides the development of a system wide work order tracking data base.
- o Guides the development of a computerized mapping system suiting WAPDA's planning, engineering, property records, assesses accounting network data requirements.
- o Implements the computerized mapping system in all AEB's and evaluates the accuracy and quality of work done by the AEB's. Ensures updating of maps and smooth flow of data from lower formation to AEB and Headquarter level.

- o Guides engineering staff in: material evaluation, testing and inspection of materials; preparation of tender documents; evaluation of tenders for materials and construction; and evaluation of program results.
- o Provides civil engineering design and project management services for civil engineering activities of the distribution wing.
- o Prepares budget for his department and approves expenditures for office space, equipment and maintenance within approved financial powers and reviews all expenditures requiring higher approval.
- o Prepares performance evaluations and recommends salary changes, promotions, demotions, transfers, discipline, leave of absence, hiring and release of persons supervised and approves the documents and actions for the next higher level of management.
- o Responsible for the administration of the WAPDA safety program and the enforcement of safety policies and practices.
- o Assumes other duties and responsibilities.

DESIRED QUALIFICATIONS

a. Education

Bachelor's degree in electrical engineering preferably with a masters in power engineering.

b. Prior Work Experience

Minimum of 20 years experience with over 5 years experience as Director Technical in an AEB or as Dy. Director in the Distribution Planning or Design Directorate.

c. Language Proficiency

Fluency in written and spoken English and Urdu.

d. Knowledge of Specific Areas

- . Planning techniques
- . Electrical and mechanical measurements
- . Technical specifications
- . International Standards
- . Computer applications and budgetary procedures

e. Abilities and Skills:

- . Technical proficiency with the electric utility function.
- . Communicating, motivation and leadership qualities of co-ordination and human relations skills.
- . Counselling and briefing of subordinates.
- . General managerial and administrative skills.
- . Ability to conduct and organize meetings.

POSITION ELEMENTS

a. Supervision Received

Under direction of the superior officer follows approved policies, criteria and standards.

b. Available Guidelines

WAPDA's Electrical Engineer's Service Rules, WAPDA planning guide, WAPDA budget, GOP policy statements, plan period documents, official documents and statements regarding policies/procedures for Distribution Book of financial powers.

c. Exercise of Judgement

- . Exercises judgement in the achievement of objectives of technical function and organizational development plans.
- . Deviation of the technical staff duties relative to program goal achievements.
- . Handling emergencies and non-routine matters.

d. Authority to Make Commitments

- . Makes commitments as per WAPDA book of financial powers and as per policies and procedures issued by the Authority.
- . Approves budgetary allocation within budget and financial powers constraints.

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e. Nature, Level and Purpose of Contacts

- . Required to co-ordinate all areas of distribution.
- . Represents WAPDA on the national and international forums.
- . Level of contact is job-related, both within and outside the country.

f. Supervision Exercised

Direct supervision of Directors in accomplishing the responsibilities of the Engineering Department. Functional guidance to the Engineering organization throughout the Distribution Wing of WAPDA.



PURCHASING & INVENTORY CONTROL

- **General Manager, Purchasing & Inventory Control**
- **Chief Engineer, Inspection**
- **Deputy General Manager, Purchasing**
- **Deputy General Manager, Material Planning and Control**

POSITION TITLE: General Manager - Purchasing & Inventory Control (Distribution)

GRADE: BPS-20

BASIC FUNCTIONAL DESCRIPTION:

The General Manager - Purchasing and Inventory Control is responsible to the Managing Director Distribution for the development and administration of Purchasing and Stores policies, procedures and systems; including material purchasing, storeroom operations, material planning and control, material cataloging, disposal of excess/obsolete/scrap materials and material inspection.

MAJOR DUTIES AND RESPONSIBILITIES:

- o Responsible for the functional operation of, and providing functional guidance to storeroom personnel in the Area Electricity Boards.
- o Assures that the relevant WAPDA Distribution standards and specifications are used when tenders and purchase orders are issued.
- o Participates in negotiating major purchases.
- o Ensures an effective system for registering and approving suppliers through use of a Registration Committee.
- o Keep abreast of market and economic conditions in order to furnish all levels of management with timely information on pricing and supply levels. Advise on supply and inventory problems which affect Distribution Operations and recommends alternative courses of action.
- o Responsible for the development of stores policies, procedures and systems in accordance with the general rules and regulations as stated in the relevant WAPDA manuals.
- o Ensures that materials are stored in adequate, secure and properly maintained facilities and that adequate materials handling equipment, storage racks and transportation are available.
- o Responsible for the development of material planning and control policies, procedures and systems in accordance with the general rules and regulations as stated in the relevant WAPDA manuals.
- o Responsible for the development of material catalog and materials coding policies and procedures in accordance with the general rules and regulations as stated in the relevant WAPDA manuals.

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- o Responsible for the development of policies, procedures and systems to control and dispose of excess/obsolete/scrap materials in accordance with the general rules and regulations as stated in the relevant WAPDA manuals.
- o Responsible for the development of material inspection policies, procedures and systems in accordance with the general rules and regulations as stated in the relevant WAPDA manuals.
- o Ensures that the Purchasing and Stores Organization is staffed by qualified, disciplined and motivated personnel.
- o Ensures cooperation and coordination of activities among employees of the Purchasing and Stores Organization as well as personnel of other Distribution Headquarters Organization to enhance efficient operation of WAPDA.
- o Assures that provisions of the Union Agreement are followed by both labor and management.
- o Prepares employee performance evaluations and recommends salary changes, promotions, demotions, transfers, discipline, leave of absence, hiring and release of personnel. Approves these documents and actions for lower levels of supervision.
- o Ensures that a program of training courses is available for his staff and that their skills are properly utilized.
- o Responsible for the administration of the WAPDA safety programs and the enforcement of safety policies and practices.

DESIRED QUALIFICATIONS:

a. Education:

Master's degree in Administration or Bachelor's degree in Engineering required.

b. Prior Work Experience:

Minimum of 15 years' experience in Purchasing and Stores and a minimum of 10 years' experience in a supervisory capacity.

c. Language Proficiency:

Must be fluent in written and spoken English and Urdu.

d. Knowledge in Specific Areas:

Knowledge of management principles and supervisory skills, with a thorough understanding of the Purchasing and Stores function.

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- . Knowledge of Distribution materials and materials specifications.

Abilities and Skills:

- . Skills in communicating with others both in written and spoken English and Urdu.
- . Ability to organize, analyses, interpret and evaluate general problems concerning the Purchasing and Stores.
- . Ability to negotiate contracts with both local and foreign suppliers.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the General Manager - Distribution Operations.

b. Available Guidelines:

Has available Purchasing and Stores Procedure Manuals approved by the Authority.

c. Exercise of Judgment:

Required to exercise sound judgment and arrive at sound decisions on all matters pertaining to Purchasing and Stores Organization. Recommendations to the General Manager - Distribution Operations are expected to be detailed, well researched, accurate and in the overall best interest of WAPDA.

d. Authority to Make Commitments:

Has authority to commit the Authority within the limits of the established financial powers of a General Manager.

e. Nature, Level and Purpose of Contacts:

Frequent contacts with senior officials within WAPDA for gathering information and exchanging views related to the assignments. Contacts are maintained with sales representatives of local and foreign firms regarding the purchase, shipping and disposal of material and equipment.

f. Supervision Exercised:

Directly supervises of the Deputy General Managers and 1 Chief Engineer, and through them has overall management responsibility for the Purchasing and Stores Organization.

POSITION TITLE CHIEF ENGINEER (MATERIAL INSPECTION)

GRADE BPS-20

BASIC FUNCTIONAL DESCRIPTION:

The Chief Engineer (Material Inspection) is responsible to the General Manager (Purchasing & Inventory Control) for inspection of all the Distribution material purchased. He is responsible for the proper inspection carried out day to day by his section and to keep liaison with the Deputy General Manager IC (Purchasing) for urgent inspections of critical material.

MAJOR DUTIES AND RESPONSIBILITIES:

- o Responsible for the proper and efficient working of the whole Inspection Department, including day to day inspection carried out of all the Industrial Units supplying material to WAPDA.
- o Keeps liaison with Purchasing, Design and Stores Departments in respect of all material on order, inspected/rejected/accepted.
- o Insures smooth supply of critical material in liaison with Area Electricity Boards, Purchasing and Stores.
- o Insures that all the material is supplied according to the WAPDA standard design and specifications.
- o Responsible for instructing and advising his Directors, Deputy Directors and lower staff on technical and managerial aspects of inspections and insures that the work is done in the interest of WAPDA.
- o Insures that the purchase orders are carried out according to rules and standards laid down by WAPDA.
- o Responsible for the developing of effective methods to expedite material inspection.
- o Prepares employee performance evaluations and recommends salary changes, promotions, demotions, transfers, discipline, leaves of absence, hiring and releasing of personnel.
- o Responsible for the administration of the WAPDA Safety program and the enforcement of safety policies and practices.
- o Assumes other duties and responsibilities as assigned.

DESIRED QUALIFICATION:

a) Education:

A minimum of a Master Degree in Administration or Bachelor's degree in Engineering or equivalent.

b) Prior Work Experience:

For an individual with a Master's degree, a minimum of 10 years experience in Purchasing and Inventory Control as related field and a minimum of 5 years experience in a supervisory capacity.

For an individual with Bachelor's degree a minimum of 15 years experience in Purchasing and Inventory Control as related field and a minimum of 7 years experience in a supervisory capacity.

c) Language Proficiency:

A high degree of proficiency in both written and spoken English and Urdu.

d) Knowledge in Specific Areas:

- Knowledge of management principles and supervisory skills, with a thorough understanding of Purchasing/Inspection functions.
- Knowledge of Distribution materials and materials specifications.
- General knowledge of computer information system.
- Experience in the use of microprocessor computer equipment.

e) Abilities and Skills:

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

POSITION ELEMENTS:

- a. Supervision Received:
Directions are received from the General Manager - Purchasing and Inventory Control regarding approved policies and procedures for the material inspections and expediting functions and personnel administration policies.
- b. Available Guidelines:
Has available Specifications and Drawing Manual/Book, Purchasing Procedure, Stores Operating Procedure, Warehouse Practices Procedure and Material Control Procedure approved by the Authority.
- c. Exercise of Judgment:
Required to exercise sound judgment and arrive at sound decisions on a wide range of storeroom and material storage problems. Recommendations to the General Manager - Purchasing and Inventory Control are expected to be detailed and in the overall best interest of WAPDA.
- d) Authority to Make Commitment:
Has authority to commit the Authority within the limits of the established financial powers of a Chief Engineer.
- e) Nature, Level and Purpose of Contacts:
- Frequent written and oral contact with various officials throughout WAPDA, concerning material purchase, and expediting are required to carry out the duties and responsibilities of this position.
 - Frequent contact with suppliers regarding manufacture of material as per WAPDA design/standard specifications and delivery of material in order as per schedule.
 - Maintains frequent contacts with WAPDA designing and engineering concerning material specification.
- f) Supervision Exercised:
Directly supervises Directors/Deputy Directors and through them for inspection and expediting functions.

POSITION TITLE

DEPUTY GENERAL MANAGER - PURCHASING

GRADE

BPS-20

BASIC FUNCTIONAL DESCRIPTION:

The Deputy General Manager - Purchasing is responsible to the General Manager - Purchasing and Inventory Control for the development and administration of policies, procedures and systems for the purchase of distribution, common use and project materials.

MAJOR DUTIES AND RESPONSIBILITIES:

- o Implements and administers approved policies, procedures and systems for the purchase of all materials.
- o Provides functional guidance to the Regional Director - Inventory Control, Area Electricity Boards on all matters pertaining to the purchase of materials.
- o Assures that materials are purchased in accordance with the approved WAPDA Distribution standards and specifications and at the best price consistent with quality and availability.
- o Participates in negotiating major purchases.
- o Supervises the purchasing function of the WAPDA Distribution including Purchasing Officers and clerical personnel.
- o Responsible for the development of effective material purchasing and expediting procedures.
- o Keeps abreast of market and economic conditions in order to advise the General Manager - Purchasing and Inventory Control on pricing and availability of materials. Advises on availability problems and recommends alternative courses of action.
- o Insures that materials on open purchase orders are expedited, that suppliers deliver to all locations on a timely basis, and after communicating with material planning, that materials are allocated to all locations on an equitable basis.
- o Insurance that the purchasing function is staffed by qualified, disciplined and motivated personnel.
- o Analyzes purchase activity and purchase order commitments and prepares activity reports for the General Manager - Purchasing and Inventory Control.

- o Prepares employee performance evaluations and recommends salary changes, promotions, demotions, transfers, discipline, leaves of absence, hiring and release of personnel.
- o Assures that provisions of the Union Agreement are followed by both labor and management.
- o Administers an effective safety program in accordance with the WAPDA procedures.

DESIRED QUALIFICATIONS:

a. Education:

A minimum of a Master Degree in Administration or Bachelor's degree in Engineering or equivalent.

b. Prior Work Experience:

For an individual with a Master's degree, a minimum of 10 years experience in Purchasing and Inventory Control as related field and a minimum of 5 years experience in a supervisory capacity.

For an individual with Bachelor's degree a minimum of 15 years experience in Purchasing and Inventory Control as related field and a minimum of 7 years experience in a supervisory capacity.

c. Language Proficiency:

A high degree of proficiency in both written and spoken English and Urdu.

d. Knowledge in Specific Areas:

- Knowledge of management principles and supervisory skills, with a thorough understanding of the purchasing function.
- Knowledge of Distribution materials and materials specifications.
- General knowledge of computer information system.
- Experience in the use of microprocessor computer equipment.

e. Abilities and Skills:

- Skills in communicating with others in both written and spoken English and Urdu.
- Ability to organize, analyze, interpret and evaluate general problems concerning the purchasing function.

- Ability to negotiate contracts with both local and foreign suppliers.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the General Manager - Purchasing and Inventory Control regarding approved policies and procedures for the material purchasing and expediting functions and personnel administration policies.

b. Available Guidelines:

Has available Specifications and Drawing Manual/Book, Disposal Procedures, Purchasing Procedure, Stores Operating Procedure, Warehouse Practices Procedure, Material Control Procedure and Store Surveillance Procedure approved by the Authority.

c. Exercise of Judgment:

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

d. Authority to Make Commitments:

Has authority to commit the Authority within the limits of the established financial powers of a Deputy General Manager.

e. Nature, Level and Purpose of Contacts:

- Frequent written and oral contact with various officials throughout WAPDA, concerning material purchases and expediting, are required to carry out the duties and responsibilities of this position.
- Frequent contact with WAPDA Engineering concerning material specifications and tender evaluations.
- Maintain contacts with sales representatives of local and foreign firms regarding the purchase, shipping and disposal of materials and equipment.

f. Supervision Exercised:

Directly supervises the Purchasing Directors, and through them, has management and supervisory responsibility for the purchasing and expediting function.

POSITION TITLE

DEPUTY GENERAL MANAGER - MATERIAL PLANNING AND CONTROL

GRADE

BPS-20

BASIC FUNCTIONAL DESCRIPTION:

The Deputy General Manager - Material Planning and control is responsible to the General Manager - Purchasing and Inventory Control for the development and administration of policies, procedures and systems for material planning, material control, catalog procedures.

MAJOR DUTIES AND RESPONSIBILITIES:

- o Implements and administers approved policies, procedures and systems for material planning, material control, catalog procedures.
- o Provides functional guidance to the Regional Director - Inventory Control - Area Electricity Boards on all matters pertaining to the material planning, material control, catalog procedures and disposal of materials.
- o Responsible for the development and review/update of a quarterly and annual materials requirement plan.
- o Coordinates quarterly and annual materials requirements with the Deputy General Manager - Purchasing to insure an adequate supply of materials at all storerooms.
- o Coordinates the publishing and distribution of all written procedures for the Purchasing and Stores Organization.
- o Responsible for the development of an effective materials catalog coding system and for printing and distribution of the catalog.
- o Responsible for the development of effective inventory control procedures to insure the maximum use of the inventory investment.
- o Supervises the material planning, material control, catalog procedures and disposal functions including officers and clerical personnel.
- o Analyzes the material planning and control activity and prepares activity reports for the General Manager - Purchasing and Inventory Control.

- o Prepares employee performance evaluations and recommends salary changes, promotions, demotions, transfers, discipline, leave of absence, hiring and release of personnel.
- o Assures that provisions of the Union Agreement are followed by both labor and management.
- o Administers an effective safety program in accordance with the WAPDA procedures.

DESIRED QUALIFICATIONS:

a. Education:

A minimum of a Master Degree in Administration or Bachelor's degree in Engineering or equivalent.

b. Prior Work Experience:

For an individual with a Master's degree, a minimum of 10 years experience in Purchasing and Inventory Control as related field and a minimum of 5 years experience in a supervisory capacity.

For an individual with Bachelor's degree a minimum of 15 years experience in Purchasing and Inventory Control as related field and a minimum of 7 years experience in a supervisory capacity.

c. Language Proficiency:

A high degree of proficiency in both written and spoken English and Urdu.

d. Knowledge in Specific Areas:

- Knowledge of management principles and supervisory skills, with a thorough understanding of material planning and control procedures.
- Knowledge of Distribution materials and materials specifications.
- General knowledge of computer information system.
- Experience in the use of microprocessor computer equipment.

e. Abilities and Skills:

- Skills in communicating with others in both written and spoken English and Urdu.

- Ability to organize, analyze, interpret and evaluate general problems concerning the material planning and control function.
- Ability to understand complex problems and develop practical solutions.

POSITION ELEMENTS:

a. Supervision Received:

Directions are received from the General Manager - Purchasing and Inventory Control regarding approved policies and procedures for the material planning and control function and personnel administration policies.

b. Available Guidelines:

Has available Disposal Procedures, Purchasing Procedure, Stores Operating Procedure, Warehouse Practices Procedure, Material Control Procedure and Store Surveillance Procedure approved by the Authority.

c. Exercise of Judgment:

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

d. Authority to Make Commitments:

Has authority to commit the Authority within the limits of the established financial powers of a Deputy General Manager.

e. Nature, Level and Purpose of Contacts:

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

f. Supervision Exercised:

Directly supervises the Director - Material Planning & Control, Director - Policy, Procedure & Catalog, Director - Inventory Control, and through them, has management and supervisory responsibility for the material planning and control function.

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TRAINING

Chief of Training

POSITION TITLE Chief of Training

GRADE BPS 20

BASIC POSITION DESCRIPTION

The Chief of Training acts as the training coordinator for the entire distribution organization. He is primarily responsible for implementing the administration of the training program for Distribution as laid down in the established policy, procedures and operational manuals. He makes the annual projections for training and ensures an overall plan to meet the training needs of distribution personnel of all categories and levels.

He directs and controls the organization and administration of the Distribution Training Institute and other training programs and serves as its reporting authority. He is actively involved in improving the Institute by keeping abreast of the changing methodologies and technologies of the training function. He is also responsible for the appointment of grade 17 officers at the Institute. He coordinates and directs other domestic as well as foreign training programs. He reports to the Managing Director - Distribution, and lends support to his personnel functions.

MAJOR DUTIES AND RESPONSIBILITIES

- o To present the consolidated Management Information System (MIS) to Managing Director - Distribution, representing training as a vital service to help distribution achieve its goals. The MIS will also ensure the quality of training.
- o Coordinate all the occupational training activities within and outside distribution and WAPDA such as those held at training institutes at Faisalabad and Tarbela, NIPA, the Staff College and the National Defence College.
- o Supervise the efficient administration of the Distribution Training Institute in order to have it serve as a model.
- o Maintain liaison with the related government departments, utility and other organizations, training facilities and with relevant training programs in the country in order to know the prevailing trends in training.
- o Represent the organization at conferences, seminars and other activities pertaining to the training function.
- o Examine and sanction the financial plan proposals for the training organizations.

- o Prepare performance evaluation reports for the Principal, Distribution Training Institute, and other senior staff members and recommend their promotions and awards to the Managing Director - Distribution.
- o Institute cases requiring disciplinary action himself under his delegated financial and administrative powers or under WAPDA's disciplinary rules, or refer the charge sheet to the authority concerned.
- o Chair committee meetings pertaining to training and any other related matters within distribution and make decisions in consultation with the Principal, Distribution Training Institute.
- o Advise on hiring and firing persons up to Grade 18.
- o Undertake other responsibilities as may be assigned by the proper authority.

DESIRED QUALIFICATIONS

a) Education

Bachelors Degree in Engineering/Masters Degree in Engineering/Education/Vocational Training.

b) Prior Work Experience

Minimum 15 years' experience in capacity as Superintending Engineers/Director/Chief Engineer preferably in the Power Distribution Wing. Persons having experience in Personnel and Training Administration preferred.

c) Language Proficiency

Fluency in written and spoken English and Urdu.

Knowledge of one or two regional languages preferred.

d) Knowledge of Specific Areas

- WAPDA's organization and distribution training function and its objectives.
- Operational policies and procedures and manuals of all related areas of WAPDA.
- Financial, personnel and office procedures, rules and regulations of WAPDA.

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- Job descriptions, operational and managerial practices of all levels of distribution personnel.
- Personnel development and administration.
- Management Information System development techniques.
- Administration and managerial techniques.
- Program development and evaluation techniques.
- Effective speaking and presentation techniques.

e) Abilities and Skills

- Technical report writing.
- Communication, motivation and leadership qualities.
- Conducting and chairing meetings.
- Counseling and briefing.
- General managerial and administrative skills.
- Human relations.
- Coordination and team building skills.

POSITION ELEMENTS

a) Supervision Received

- Directions are received from the Managing Director - Distribution, regarding policies, procedures, operations and organization of the training function.
- Integration of the personnel policies and career path profiles with specifics of training.
- Maintaining time schedules.
- Jobs assigned in various meetings.
- Policy matters discussed in meetings.
- Evaluation reports submitted to the Managing Director - Distribution, on assigned tasks.

b) Available Guidelines

- Managing Director - Distribution, will indicate the general requirements of distribution personnel.
- Guidelines are available from WAPDA's electrical engineers service rules and other official documents regarding the rules/regulations governing employees. Written statements of policies & procedures for WAPDA's distribution training programs will be made available to strengthen personnel clusters through training specifics.

c) Exercise of Judgment is Required

- To maintain a balance between the many variables of the training function.
- For the implementation and improvement of a comprehensive training plan.
- For the attainment of training objectives of the Authority.
- In the performance of personnel, relative to goal achievement.
- In handling emergencies and non-routine matters.

d) Authority to Make Commitments

- Commitments can be made on agreed policies and procedures with the Managing Director - Distribution, and Principal, Distribution Training Institute.
- Appointments, transfers, promotions of personnel of the distribution training function.
- Approval of budgetary allocations within WAPDA's prescribed budget and account rules.
- Travel allowance and leave sanctions.

e) Nature, Level and Purpose of Contacts

- Required to coordinate all training programs.
- To represent the WAPDA organization and the Distribution Training Institute at training functions.
- The level of contacts as job related both within the country and abroad.

- Any other contacts permissible under direction and authority of the Managing Director - Distribution.

f) Supervision Exercised

- The consolidated Management Information System of distribution training is updated.
- Periodic inspection of the Institute to assess the extent of the general learning environments conducive to achievement of the program goals.
- Overall program implementation.
- Supervises the Management Information System of the Distribution Training Institute and other training programs.

g) Time Required to Perform

- Six months.