

**THE KHYBER PAKHTUNKHWA PROVINCIAL HOUSING
AUTHORITY (JOB DESCRIPTION OF OFFICERS BPS-17 AND ABOVE)
REGULATIONS, 2022**

| JOB DESCRIPTION OF DIRECTOR GENERAL | | | |
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| MAJOR TASK | KPIS | WEIGHTAGE | FINAL SCORE |
| <ul style="list-style-type: none"> • Acquiring of property for Housing Scheme and concurrence of the Board of Revenue and approval of the Govt. shall be required. • To take up such measures as may be necessary for carrying out the purpose of the Act, Rules & Regulations and to exercise all such powers as necessary to achieve the said purpose. • Dealing establishment in BS-1 to 16 (appointing authority) and to act as Authority Competent to post/transfer of officers from BPS-01 to 16. | <ul style="list-style-type: none"> • Identification of suitable chunk of land. • Preparation of working paper for District housing committee under the chairmanship of secretary housing department. • Getting final approval from the member of the Authority meeting of PHA. Disposal 70% Quality 30% • Correspondence with the electricity and Gas authorities be made for an early installation of connections. | 25 | |
| | <ul style="list-style-type: none"> • Feasibility study of the scheme be conducted • Incorporate the scheme in ADP or incase of self finance program, availably of the fund be assured. Disposal 70% Quality 30% • Advertisement for appointment in the newspaper be floated • Meeting of short listing committee be conducted. • Minutes of the DSC be issued and issuance of appointment orders. • Matter regarding training of employees/Nomination of staff for training Courses. Disposal 50% | 25 | |
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| <ul style="list-style-type: none"> To accord approval of ex-Pakistan leave to officials in BS-1 to 16 following the policy of the Government and leave Rules. To appoint counsels and to obtain such legal advice and assistance as may be necessary subject to the condition that where the Provincial Housing Authority withdraws from any legal proceedings or compromises or withdraws any claim and loans or propriety rights are involved, reasons for the withdrawal, admittance or compromise shall be recorded. To coordinate implementation of the plans of Provincial Housing Authority with the Government Agencies. To coordinate the policies, plans programmers, budget, salary, staffing levels and other activities of the Provincial Housing Authority including the disposal of assets as per policy and in this behalf to do all things and exercise all powers to ensure such coordination. | <p>Quality 50%</p> <ul style="list-style-type: none"> Approval of Leave should be granted and Sanction order be issued. NOC may be granted. Disposal 50% Quality 50% Performance of the SLCs is to be evaluated on the grounds of disposal of court cases. Remuneration of SLCs be enhanced subject to the disposal ratio of the court cases. To accord sanction of litigation cases in the superior courts at Provincial Housing Authority expenses. To exercise all such powers as may be conferred under the delegation of powers of the Provincial Housing Authority. Disposal 50% Quality 50% Any inconsistent with the Act, Rules and Regulations may be placed before the board for appropriate order. Board meeting be called on a convenient date. Circulation of the agenda of such issues be made well in time amongst the member of the authority. Issuance of minutes of the authority and circulate the same amongst the member of the authority for information. <p>Disposal 60%</p> <p>Quality 40 %</p> <ul style="list-style-type: none"> To declare any officer as Drawing and Disbursing Officer in the Headquarter, region and sub-region. Preparation of financial budget of the authority for approval. Utilization of all such powers specified in the delegation of the financial powers. Arrangements for auction of Assets. | <p>10</p> <p>10</p> <p>10</p> <p>05</p> | |
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| <ul style="list-style-type: none"> To issue executive instruction to regulate the activities of the Provincial Housing Authority subject to the condition that they are not inconsistent with the Act, Rules and Regulations, and prior approval of the Authority is obtained before issue of any such instructions that differ, in any significant or substantial manner, from comparable executive instructions of the Government. | <p>Disposal 30% Quality 60%</p> <ul style="list-style-type: none"> To enforce/ensure the rules regulation and policy of the authority for smooth running of official matters. <p>Disposal 50% Quality 50%</p> | 05 | |
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| ADDITIONAL DIRECTOR GENERAL | | | |
| MAJOR TASK | KPIS | WEIGHTAGE | FINAL SCORE |
| <ul style="list-style-type: none"> To assist Director General in carrying out of his duties under the regulations. In the absence of Director General, he shall perform functions of the Director General being the next senior most officer. Or any such special tasks and powers assigned by the DG PIA. Head the selection committee for the position of BPS 16 and below. | --- | <p>50%</p> <p>50%</p> | ---- |

| DIRECTOR TECHNICAL | | | |
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| MAJOR TASK | KPIS | WEIGHTAGE | FINAL SCORE |
| <ul style="list-style-type: none"> To process the layout plans including revised, detailed and part plans of housing schemes of the PIA. To finalize the per marla cost of plots in housing schemes with approval of Authority. Opening of Technical and Financial bids after evaluation of Technical/ Financial proposals. Settlement of observations and Preparation/examine working papers for the DAC/PAC meetings within stipulated period of time. | <ul style="list-style-type: none"> Preparation of PC-I/PC-II of the scheme. Scrutiny of PC-I/PC-II for PDWP meeting. Settlement of observation, preparation of working paper and presentation of scheme before the Competent Authority. Getting approval of the PDWP. To publish any approved scheme in the official gazette and to proceed with its execution in collaboration with the Govt. agency concerned. Seeking approval of DDWP within 08 days of issuance of minutes. Disposal 65% Quality 35% | 30 | |
| | <ul style="list-style-type: none"> Analysis of rate along with developmental cost of land. Preparing working paper for the authority meeting. Get approval of the competent forum. Disposal 65% Quality 35% | 20 | |
| | <ul style="list-style-type: none"> Floating advertisement in newspaper. E- Tendering. Call meeting of the tendering opening committee. Opening technical and financial bids before the representative of the bidders. Issuance of work order to successful bidders. Disposal 70% Quality 30% | 25 | |
| | <ul style="list-style-type: none"> Preparing replies to the observation raised by audit party. Present before the audit party to defend the observations. Attend the PAC if required. Disposal 70 % Quality 30 % | 25 | |

| DIRECTOR FINANCE | | | |
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| MAJOR TASK | KPIS | WEIGHTAGE | FINAL SCORE |
| <ul style="list-style-type: none"> • Be responsible for preparation of financial plans of the Provincial Housing Authority and its implementation under general supervision and control of the Director General, PHA. • Coordinate and supervise all the financial/accounting matters of the PHA. • Coordinate with other Director/Officers of the PHA on financial matters for smooth running of the PHA. • Be the Chief Accounts officer of the PHA and shall be responsible to keep all the accounts according to the rules and regulations as amended from time to time. • To submit the budget for approval of the Authority. | <ul style="list-style-type: none"> • Release funds for Salary and Developmental Projects after approval of the Competent Authority. • Preparation of yearly budget and submitted for approval before the competent forum. Disposal: 80% Quality: 20% | 40 | |
| | <ul style="list-style-type: none"> • Re-conciliation of receipts with Auditor General. • Investment of surplus fund. Disposal: 60% Quality: 40% | 15 | |
| | <ul style="list-style-type: none"> • Be responsible to watch the proper functioning of budget and financial matters of the PHA and budget estimates. • Render advice on all matters involving financial implications with consultation of other directorates of PHA. Disposal: 50% Quality: 50% | 10 | |
| | <ul style="list-style-type: none"> • Prepare the detailed procedural plan for the financial management of the PHA and gets the same to be approved by the Authority. • Be responsible for coordinating and follow up of the external/internal audit of the accounts on regular basis • Undertake fixation of pay and disbursement thereof in respect of all employees of the PHA with the approval of the Director General Provincial Housing Authority. Disposal: 70% Quality: 30% • Preparation of agenda about budget for the Authority meeting of PHA • Getting approval of the forum for utilization of the budget as proposed. Disposal: 50% Quality: 50% | 25 | |
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| DIRECTOR ADMINISTRATION | | | |
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| MAJOR TASK | KPIS | WEIGHTAGE | FINAL SCORE |
| <ul style="list-style-type: none"> • To deal with the general matters under his administrative control. | <ul style="list-style-type: none"> • Effecting general administration, service matters and coordination. • Supervise general purchases, repairs of vehicles and other issues pertaining Administration. • Office hours, social welfare and employees union matters. • Issuance of rules & Procedures and General instructions/ office orders • Purchase of office Supplies, Furniture's & equipments. • Maintenance, except office building maintenance. • Maintaining office discipline & Office security. • Payment of utility bills i.e. Electricity, Sui gas, Telephone, Net charges, Web charges. • To exercise all such powers as may be conferred under the delegation of financial powers. <p>Disposal 80% Quality 20%</p> | <p>20</p> | |

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| <ul style="list-style-type: none"> To sanction all kinds of leave to the officials in (BS1 to 15) except study leave and disability leave. In the case of ex- Pakistan leave to the officials in (BS-1 to 15) prior approval of the Director General shall be obtained. | <ul style="list-style-type: none"> Leave granted to employees in BPS-1 to BPS-15. Being the chairman of DPC of the employees in BPS-01 to BPS-15, will call the meeting of promotion committee as required. Processing, approval & maintenance of Promotion cases, all kind of leaves, TA/DA, CP fund & advances, transfers, ACRs/PERs, suspension and disciplinary cases. | <p>20</p> | |
| <ul style="list-style-type: none"> To appoint work charge establishment against the sanctioned posts | <ul style="list-style-type: none"> Disposal 80% Quality 20% Appointment of work charge has been done as per need basis of PHA. Disposal 50% Quality 50% | <p>10</p> | |

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| <ul style="list-style-type: none"> • To defend litigation cases in the Session Civil and Labour Courts etc with the assistance of Deputy Director (Legal). • To control the development and non-development budget / funds of the PHA. • To exercise such other function as may be assigned to him by the DG or other Competent Authority. | <ul style="list-style-type: none"> • Rendering Legal Advice on all matters. • Arrangement of meeting with SLCs PHA. • To depute responsible person to attend the court on behalf of PHA as required. • Pursuance of Law/ Court cases. Disposal 50% Quality 50% • Preparation/coordination /submission of brief/ working papers to the "AUTHORITY" meetings in consultation with other Directorates. • Periodical check of physical attendance of employees. Disposal 50% Quality 50 % • performed site visits from time to time as per direction of Director General PHA Disposal 50% Quality 50 % | <p>30</p> <p>10</p> <p>10</p> | |
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| DEPUTY DIRECTOR TECHNICAL | | | |
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| MAJOR TASK | KPIS | WEIGHTAGE | FINAL SCORE |
| <ul style="list-style-type: none"> Preparation of Draft ADP the scheme in consultation with Director/Director General. Preparation of PC-I/PC-II of the scheme. | <ul style="list-style-type: none"> preparation of draft Annual Development (ADP) and also process district ADP, if required Finalization of draft ADP through a series of meetings within stipulated time. | 20 | |
| | <ul style="list-style-type: none"> Disposal 60% Quality 40% Scrutiny of PC-I/PC-II for PDWP meeting. Settlement of observation, preparation of working paper and presentation of scheme before the Competent Authority. Getting approval of the PDWP. Seeking approval of DDWP within 08 days of issuance of minutes. | 30 | |
| <ul style="list-style-type: none"> To publish any approved scheme in the official gazette and to proceed with its execution in collaboration with the Govt. agency concerned. Opening of Technical and Financial bids after evaluation of Technical/ Financial proposals. | <ul style="list-style-type: none"> Disposal 70% Quality 30% letter be issued with the approval of Director General PHA to manager Govt. printing press for publication of the approved Scheme. | 20 | |
| | <ul style="list-style-type: none"> Floating advertisement in newspaper. E- Tendering. Call meeting of the tendering opening committee. Opening technical and financial bids before the representative of the bidders. Issuance of work order to successful bidders. | 30 | |
| | <ul style="list-style-type: none"> Disposal 50% Quality 50% Disposal 70% Quality 30% | | |

| DEPUTY DIRECTOR FINANCE | | | |
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| MAJOR TASK | KPIS | WEIGHTAGE | FINAL SCORE |
| <ul style="list-style-type: none"> Preparation and monitoring of budget. Preparation of pay rolls of the employees. Maintenance of record of receipts including accounts of fund/contribution by the member of PIIA, provide that the general provident fund of the Govt. servants and general public shall be maintained separately with specific separate record. <p>Withdrawal of money from PIIA fund for various purposes. after proper sanction by the Competent Authority and pre-audit of claims by Audit Wing.</p> | <ul style="list-style-type: none"> Deputy Director Finance will be responsible for preparation of budget. Will present the same before the authority/board meeting and to obtain concurrence of the authority. <p>Disposal 80% Quality 20 %</p> | 40 | |
| | <ul style="list-style-type: none"> Process of salary of the employees Processing of other claims, including works, supplies and services etc. Maintenance of employees CP Fund Accounts and processing of CP Fund and pension claims, if any. Contributory provident fund account and claims. <p>Disposal 80% Quality 20%</p> | 40 | |
| | <ul style="list-style-type: none"> Keeping ledgers and other relevant record in safe custody. Maintenance of ledgers register and Cash Memo register/ Cash book up to date. Maintenance of accounts, cash book ledgers and other records <p>Disposal 50% Quality 50%</p> | 10 | |
| | <ul style="list-style-type: none"> Preparation/signing of cheques, of the expenditures carried out. Preparation of monthly and annual accounts of receipts and payments. Preparation of finance accounts, appropriation accounts and financial statements. Reconciliation with Bank/AG/DAOs and any other authority. <p>Disposal 50% Quality 50%</p> | 10 | |

INTERNAL AUDIT OFFICER

| MAJOR TASK | KPIS | WEIGHTAGE | FINAL SCORE |
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| <ul style="list-style-type: none"> • Pre-audit of all claim of expenditure drawn from the fund. • Handing of the reports of external audit including DACs/PAC and reporting the result of internal audit of PHA • Reviewed of accounting systems and related internal control. • Scrutiny of contract and lease agreements etc. | <ul style="list-style-type: none"> • Internal audit of the accounts record of all units both in respect of receipts and expenditures. • Maintenance of service records of gazette officers. • Reconciliation of expenditure and receipt with budget finance and accounts branch. • Maintenance of imprest account. • Authorization of pay of employees, fixation of pay with approval of DG PHA, issue of leave admissibility reports and service statements. • Pre Audit of Sanction orders of Medical claims/ bills approved by Director General, PHA. | 10 | |
| | <ul style="list-style-type: none"> • Disposal 80% Quality 20% • Preparation of working papers for PAC/ DAC meetings. • Attend the PAC/DAC meeting. • Coordinate with the members of the PAC/DAC and to brief them. • Coordination of implementation of management policies plans and procedures of Audit. | 40 | |
| | <ul style="list-style-type: none"> • Disposal 80% Quality 20 | 10 | |

| | <ul style="list-style-type: none"> • Pass order on the salary bills of establishment / contingencies expenditure except work charges employees appointed on daily wages basis. Disposal 50% Quality 50% • Pass orders of the bills of the contractors be issued after examine the agreement of lease or contract. Disposal 50% Quality 50% | 10 | |
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| ASSISTANT DIRECTOR PLANNING | | | |
| MAJOR TASK | KPIS | WEIGHTAGE | FINAL SCORE |
| <ul style="list-style-type: none"> • To prepare and compile the progress reports about on-going developmental work under the supervision of the department through coordination with field formations of the department and regular liaisons with all the field formations. • To assist Director Town Planning in conducting monthly and quarterly progress reports meetings (PRM) with concerned authorities. | <ul style="list-style-type: none"> • Assist Director Town Planning in monthly and quarterly review meetings of Developmental schemes. • To carry out field inspections of all the on-going projects and reporting to Director Town Planning. • Field visits for feasibility of schemes. | <p>20</p> <p>20</p> <p>20</p> <p>20</p> | |
| <ul style="list-style-type: none"> • Preparation of PC-IIs for Housing Schemes. • Identification of Private and State land for Housing Scheme. | <ul style="list-style-type: none"> • Preparation of PC-IIs and hiring of consultants for feasibility studies. • Identification of suitable private and state land for housing scheme for Govt Servant and General Public. | | |

| ASSISTANT DIRECTOR ADMIN | | | |
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| MAJOR TASK | KPIS | WEIGHTAGE | FINAL SCORE |
| <ul style="list-style-type: none"> Manage office supplies stock and place orders. | <ul style="list-style-type: none"> Maintenance of office supplies, furniture & equipments, except office building maintenance. Issuance & receipts of DAK. Create reports and submit them to the director or other executives Prepare regular reports on expenses and office budgets. | 30 | |
| <ul style="list-style-type: none"> Work with the director to coordinate and supervise daily operations related to Administration. | <p>Disposal 75% Quality 25%</p> <ul style="list-style-type: none"> Arrangement of computerized service cards for PHA employees. Signing of service certificate dully prepared from service record when needed. Signing of NOC for obtaining passports by PHA employees for performing Hajj/Umrah. Public information/liaison. | 30 | |
| <ul style="list-style-type: none"> Maintain and update office employees databases. | <p>Disposal 75% Quality 25%</p> <ul style="list-style-type: none"> Organize a filing system for important and confidential official documents Answer queries by employees and other concerned | 20 | |
| <ul style="list-style-type: none"> Update office policies as needed | <ul style="list-style-type: none"> Undertake staffing responsibilities (hiring, training, evaluating etc.) Fulfill duties as assigned by the director | 20 | |

| | <p>concerned. Disposal 65% Quality 35%</p> <ul style="list-style-type: none"> • Maintain an office schedule of appointments • Book meeting/seminar rooms as required • Ensure compliance with regulations and internal policies • Monitor attainment of objectives. <p>Disposal 65% Quality 35%</p> | | |
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| ASSISTANT DIRECTOR TECHNICAL | | | |
| MAJOR TASK | KPIS | WEIGHTAGE | FINAL SCORE |
| <ul style="list-style-type: none"> • To attend review /DAC/PAC meetings pertaining the authority. | <ul style="list-style-type: none"> • To prepare working paper for the meeting. • To assist the Director concerned and to provide supporting/relevant documents for preparation of replies of observation raised by the audit party. <p>Disposal 70% Quality 30%</p> | 20 | |
| <ul style="list-style-type: none"> • Opening Technical and Financial proposals/Bids. of and | <ul style="list-style-type: none"> • Floating advertisement in newspaper. • E- Tendering. • Call meeting of the tendering opening committee. • Opening technical and financial bids before the representative of the bidders. | 30 | |
| <ul style="list-style-type: none"> • Preparation of draft ADP | <ul style="list-style-type: none"> • Issuance of work order to successful bidders. • preparation of draft Annual Development (ADP) and also process district ADP, if required • Finalization of draft ADP through a series of meetings within stipulated time. <p>Disposal 75% Quality 25%</p> | 25 | |
| <ul style="list-style-type: none"> • Monitoring, quality and quantity control of the ongoing Schemes of the authority. | <ul style="list-style-type: none"> • Frequent visits to sites be made in order to ensure the quantity and quality of work as per approved PC-I of the scheme. <p>Disposal 80% Quality 20%</p> | 25 | |

JOB DESCRIPTION OF OTHER OFFICERS OF PHA.

DIRECTOR / DEPUTY DIRECTOR ARCHITECTURE

- i. Directs and co-ordinates other designers in the consultant team as well as any specialist designers that are appointed
- ii. Responsible for making technical decisions regarding resolution of interfaces / clashes between disciplines
- iii. Ensures, directly and through subordinates, that the project is completed on time, to company & industry standards, and meets all requirements of the Design Brief
- iv. Responsible for key design input at early design phases and for general design leadership during the course of the project
- v. Leads the preparation of the architectural design for all stages in accordance with the Initial Project Brief and Design Programme
- vi. Leads the technical co-ordination of specialist sub-consultants as necessary
- vii. Lead Architect is responsible for managing deployment to ensure that services are completed within architectural discipline budget for all stages of the project including
- viii. Regularly reviews and checks team deliverable for accuracy, efficiency and thoroughness ensuring delivery is as per Client requirements and Industry standards
- ix. Determines solutions, methods and procedures on assignments to deliver products & services
- x. Understands and implements project management principles and able to work within project budgets which includes fees and designing to construction budget

ASSISTANT DIRECTOR ARCHITECTURE

- i. Performs a variety of assignments such as conducting architectural studies, developing design concepts and design criteria, and preparing related reports.
- ii. Reviews CAD drawings, renderings, layouts, study models, construction documents, and color boards prepared by Consultants.
- iii. Ensures compliance with applicable codes, standards, and client requirements.
- iv. Interfaces with suppliers as required during Construction stage.
- v. Coordinates work with engineering and construction units at project site.

- vi. Reviews, approves, and issues detailed design and construction drawings and specifications prepared by Consultants.
- vii. Provides technical guidance to Consultants working on the same project.
- viii. Performs other responsibilities associated with this position as may be appropriate.
- ix. Reviewing, and processing all shop drawings and architectural technical submittals.
- x. Answering RFI's related to interior and architecture.
- xi. Review construction submittal from project inception to close-out.
- xii. Review Contractor's shop drawings against the design [tender] drawings for compliance with the design intent and return to project manager with appropriate comments / approval.
- xiii. Review Contractor's material proposals against specified technical performance requirements and advise the Project Manager on the appropriateness of the proposals.