

# NATIONAL TRANSMISSION & DESPATCH COMPANY



Striving for  
Reliable Grid

NTDC

## JOB OPPORTUNITIES

National Transmission and Despatch Company Limited is a public limited Company incorporated under the Companies Ordinance 1984 (Now Companies Act 2017). The Company owns and operates the high voltage transmission system in the Islamic Republic of Pakistan and the AIB. The Company is executing multiple complex and high value projects under JFIs and Own Resources. In order to improve project governance, the Company is establishing Project Management Office (PMO). The Company is looking for a high caliber experienced individual for the following position purely on a contract basis.

### GENERAL MANAGER (PMO)

#### Responsibilities

- Act as Functional Head of the PMO Office with overall responsibility of all its functions
- Provide assistance to Board of Directors & management in establishing and fully functionalizing the PMO as per international standards
- Will lead PMO from its supportive role to Controlling & Directing
- Develop a coordination framework between various functional entities during project inception, planning and execution stages
- Preparation of integrated Project Management Plan and assignment of dedicated team/resources
- Provide support, guidance to Project Managers/teams in managing activities of the projects
- Assisting with specific tools & trainings/mentoring of the project teams
- Provide support in clarifying project roles/responsibilities and reduce conflicts
- Maintaining knowledge repositories (risk, issue & lessons learned logs/issues) and management information systems (MIS)/database etc
- Monitoring & evaluation of project progress with respect to schedule and cost
- Support of the Project Manager during closure of the project
- Maintain Visibility into achievement of strategic objectives
- Provide standards, processes and facilitate the change management during Project Execution and lead the change control board (CCB)
- Assess the processes and identify gaps between business needs and processes with the proposed solution
- The position is based in Lahore, Pakistan, and directly reporting to Managing Director NTDC. The selected incumbent will work closely with the Board of Directors NTDC for the above matters and ensure implementations and monitoring of all PMO functions

#### Qualification, Experience & Age

- The candidate should be an Electrical / Mechanical / Civil Engineer. The preference will be given to Master degree in Project Management or certification in Project Management and others from PMI USA or equivalent institution
- The Candidate should have twenty (20) years relevant professional experience of project management and should have five (05) experience as Project Manager in a reputed Private / Public sector organization
- Experience in power sector will be preferred
- The candidate with the higher qualification, foreign qualification, having Membership of Professional Project Management bodies would be given preference
- The candidate having experience of establishing and working in PMO at the senior level would be given preference
- The candidate having experience of the multinational organization(s) and overseas experience would be given preference
- The candidate should be up to 50 years of age on the closing date of this advertisement. NTDC's serving officers fulfilling other pre-requisites can apply with the exception of the upper age limit.

#### Professional Skills

- The candidate must have a proven track record of working in teams and maintaining integrated project management
- The candidate with strong leadership, change management, negotiation, conflict resolution, exceptional interpersonal and communication skills, and high drive for achieving management objectives in the context of the international restructuring will be given an advantage
- The candidate must be proficient in commonly used office software such as Microsoft Projects / Primavera, etc
- The candidate must have excellent verbal, written, and communication skills along with strong analytical and problem-solving skills.

#### Tenure & Remuneration

- Market compatible remuneration (negotiable as per qualification and experience) with fringe benefits as agreed between the candidate and the Company shall be offered to the selected candidate
- The successful candidate will be offered initially three years' contract, extendable annually upon satisfactory performance with mutual consent. During the first tenure of three years, annual increments will be admissible based on performance evaluation as per company policy.

### MANAGER (PMO DASHBOARD & COORDINATION)

#### Responsibilities

- Responsible for coordination between Project Manager and various functional heads
- The position through its sub-ordinate officers will coordinate for creation of Cross Functional Project Teams
- The Position of Manager will be responsible for Project level coordination with the Project formations and other functional offices like procurement, design and planning etc
- Will be responsible for coordinating the preparation of Integrated Project Management Plans and day to day coordination, knowledge sharing among formations
- The creation and management of project repositories, templates, guidance on risk identification, mitigation etc. and maintaining Management Information System, lessons learned registers and risk/issue logs
- Monitoring of Progress on Projects, performing statistical analysis, risk analysis and issue logs
- Tracking and analyzing projects financial parameters, performance and triggering flags
- Maintaining the reports/updates on Management Information System/Dashboards, knowledge repositories and templates etc
- Assisting with specific tools when required
- The position is based in Lahore, Pakistan, and directly reporting to General Manager (PMO)
- Support of the Project Manager during closure of the project

#### Qualification, Experience & Age

- The candidate should be an Electrical / Mechanical / Civil Engineer. The preference will be given to master's degree in Project Management or certification in Project Management and others from PMI USA or equivalent institution
- The Candidate should have Twelve (12) years relevant professional experience of project management and should have Three (03) experience as Project Manager in a reputed Private / Public sector organization
- Experience in power sector will be preferred
- The candidate with the higher qualification, foreign qualification, having Membership of Professional Project Management bodies would be given preference
- The candidate having work experience in PMO would be given preference
- The candidate should be up to 40 years of age on the closing date of this advertisement. NTDC's serving officers fulfilling other pre-requisites can apply with the exception of the upper age limit.

#### Professional Skills

- The candidate must have a proven track record of working in teams and project management
- The candidate must be proficient in commonly used office software such as Microsoft Projects / Primavera, Word, Excel and PowerPoint etc
- The candidate must have excellent verbal, written, and communication skills

#### Tenure & Remuneration

- Market compatible remuneration (negotiable as per qualification and experience) with fringe benefits as agreed between the candidate and the Company shall be offered to the selected candidate
- The successful candidate will be offered initially three years' contract, extendable annually upon satisfactory performance with mutual consent. During the first tenure of three years, annual increments will be admissible based on performance evaluation as per company policy.

### MANAGER (CONTRACTS AND CLAIMS)

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### Responsibilities

- Contracts Expert to provide guidance and support to the project formations/Contract Administration offices.
- Assist Project Manager(s) with respect to early determination of claims lodged by the contractors.
- Assist Project Manager (s) in resolution of different contractual issues / disputes and steps for closure of the Contracts.
- Will be responsible for coordinating the preparation of Contract Management Plans of different projects.
- Will be responsible for Integrated Change Control.
- Provide templates to different stakeholders for initiating, seeking approvals and implanting the changes.
- Assisting with specific tools when required.
- The position is based in Lahore, Pakistan, and directly reporting to General Manager (PMO).

### Qualification, Experience & Age

- The candidate should be an Electrical / Mechanical / Civil Engineer. The preference will be given to certification in Contract Management from reputable institution. Further, legal qualification will be considered as an additional advantage to the candidate.
- The Candidate should have Twelve (12) years relevant professional experience of contract & change management and should have Three (03) experience as Contract Manager in a reputed Private / Public sector organization.
- Experience in power sector will be preferred.
- Experience as Contract Administrator/ dispute board member, adjudicator etc. shall be preferred.
- The candidate with the higher qualification, foreign qualification, having Membership of Professional bodies would be given preference.
- The candidate should be up to 40 years of age on the closing date of this advertisement. NTDC's serving officers fulfilling other pre-requisites can apply with the exception of the upper age limit.

### Professional Skills

- The candidate must have a proven track record of working in contract management.
- The candidate must be familiar with PPRA Rules, Guidelines of MDBs, FIDIC Conditions of Contracts, Claim determination etc.
- Proficient in commonly used office software such as Microsoft Word, Excel and PowerPoint etc.;
- The candidate must have excellent verbal, written, and communication skills.

### Tenure & Remuneration

- Market compatible remuneration (negotiable as per qualification and experience) with fringe benefits as agreed between the candidate and the Company shall be offered to the selected candidate.
- The successful candidate will be offered initially three years' contract, extendable annually upon satisfactory performance with mutual consent. During the first tenure of three years, annual increments will be admissible based on performance evaluation as per company policy.

### How to Apply & General Instructions:

- i. The interested candidates are advised to visit the NTDC website: [www.ntdc.gov.pk/careers](http://www.ntdc.gov.pk/careers) for detailed information and to apply online on the prescribed application form.
- ii. Only shortlisted candidates will be invited for an interview. No TADA will be provided for the interview.
- iii. The candidates appearing in the interview must bring their original CNIC, original educational certificates along with photocopies duly verified by HEC and verified copies of experience certificate(s).
- iv. Concealment of fact(s) and misleading information will disqualify the candidate at any stage of the recruitment and even after selection.
- v. NTDC is an equal opportunity employer, and all genders are encouraged to apply.
- vi. NTDC reserves all the rights to withhold this recruitment process at any stage without assigning any reason. A detailed CV, copy of credentials (Education, work experience, and CNIC), and recent passport size photograph along with the print of online filled prescribed application form must reach the following address by 17<sup>th</sup> October 2022, through courier service or Pakistan post etc.

**General Manager HR NTDC**  
**Hall# 8, 2<sup>nd</sup> Floor, Shaheen Complex,**  
**Egerton Road, Lahore.**

PID(L) 913