

CHIEF EXECUTIVE OFFICER

REPORTS TO: Board of Directors

JOB SUMMARY

Being CEO of the Water and Sanitation Services Company, You will be responsible for all aspects right from initial establishment, consolidation to successful operation and expansion including the management and financial aspects ensuring that all rules, regulations and principles of the COMPANY are fully adhered to. You will be responsible for defined results, operations, efficiency, transparency and accountability before the Board of Directors and shall be governed by the terms and conditions as may be determined and approved by the Board of Directors (BoD) from time to time in consultation with provincial government.

Duties and Responsibilities

1. Take lead role in operationalization of the company by:
 - a. Organize the Management and HR including the hiring/Recruitment of senior management, as per rules, under the direction of BoD
 - b. Prepare and implement a transition plan for transfer of functions/responsibilities, assets and HR from existing institutions to the COMPANY without causing any discontinuity/break in the services
 - c. Assign special duties to the senior management members (apart from their prescribed duties) for implementation of the transitional plan
 - d. Smooth transfer of relevant staff from existing institutions i.e Municipalities, District Councils, Public Health Engineering to the COMPANY
 - e. Acquisition of assets (movable & immovable) from existing service providers to Company
 - f. Enter into services agreement with Cantt. Board and other entities
 - g. Devising foolproof mechanism for Redressal of public complaints and ensuring client satisfaction.
2. Properly administer the affairs, funds and resources of the COMPANY.
3. To make, draw, endorse, sign, accept, negotiate and give all cheques, drafts, orders, bills of exchange, promissory notes and other negotiable instruments as may be required by and be in the interest of the COMPANY.
4. To secure the fulfilment of any contract, agreement or engagement entered into by COMPANY by mortgaging or charging of all or any of the properties of the COMPANY from time to time on in such manner as he may think fit in the interest of the COMPANY.
5. To appoint, at his discretion, promote, transfer, remove or suspend managers, secretaries, officers, clerks and employees, either permanent or temporary, as he may think fit and to determine their

powers and duties and fix their salaries or emoluments and to require security in such instances and to such amount as he thinks fit.

6. To prescribe the duties of all the employees and staff of the COMPANY.
7. To institute, conduct, defend or abandon any legal proceedings by or against the COMPANY or its officer or otherwise concerning the affairs of the COMPANY and also to compound and allow time for payment or satisfaction of any debt due and of any claims or demand by or against the COMPANY and for the purpose to appoint advocate(s).
8. To refer any claims or demands by or against the COMPANY to arbitration and observe and perform the awards.
9. For exercising supervision and disciplinary control over the work and conduct of all employees of the COMPANY.
10. For coordinating and exercising general supervision over all the activities of the COMPANY.
11. Responsible to meet with Government of KP, Donor partners, and update them on COMPANY's performance.
12. For any other task as may be delegated by the Board or the Government as the case may be.
13. The CEO may in writing delegate such of his powers as he may consider necessary to any officer of the COMPANY.

Qualification and Experience

- Masters Degree in relevant engineering disciplines/ Business Administrations/ Management/ Economics;
- 15 years progressive experience of work on management positions – public or private – with strong emphasis on municipal services delivery and infrastructure development
- Past experience of working on a similar/strategic position and expertise in financial and personnel management, municipal service delivery operations involving multiple stakeholders, monitoring and evaluation, public and donors' relations.
- Proven track record of leadership and managerial skills with experience of implementing large-scale local governance projects/operations will be preferred.
- Possessing strong communication and interpersonal skills to communicate effectively with staff at all levels of the COMPANY, be comfortable in handling external relations at all levels, including senior most levels of Government and the COMPANY.
- Capable to work in a highly demanding environment under extreme deadlines with ability to operationalize and spearhead the new company in challenging environment
- A performance oriented dynamic leader with strong management skills
- Well versed in strategic planning, goal setting and leading by example to deliver

- Excellent level written and verbal communication skills in Urdu & English languages. Good command of Pashto language would be an added advantage.
- Proficient in use of computer programs and software

Working environment, Contract & Remuneration details

The COMPANY, once raised and established will provide an excellent working environment where you as CEO will have full autonomy to deliver the mandate of the company (water, sewerage, drainage and solid waste) to the satisfaction of the citizens of the target areas as per laid down policy principles and benchmarks of the provincial government.

The position will be initially offered for a period of six months but is likely to be extended upto three years renewable performance based contract and will be based at the respective divisional Headquarter.

Market based salary package commensurate with experience & qualification will be offered to the selected candidate.

Note: *Water & Sanitation Services Companies are in the process of being established at the six divisional HQ's of Abbottabad, Mardan, Mingora, Kohat, Bannu and DIK and the applicant can apply for one or more positions based on his/her own choice and preference to the Divisional Commissioners in response to the newspapers advertisement already floated for the purpose.*