

## **Director - Civil & Urban Planning**

### **Job Description and Eligibility Criteria**

**Position Name:** Director Civil & Urban Planning

**Directorate:** Technical

**Position Grade:** NPG-1

**Location:** Islamabad

### **Key Responsibilities**

- Responsible for designing and development of the energy efficiency & conservation projects and demand side energy management programs to ensure acceptability of budgets and time lines, conformance to applicable laws, or adherence to approved technical specifications. This includes review of the general projects to evaluate energy efficiency and conservation level.
- Responsible for conducting inspection and / or monitoring of the energy related design or construction issues, such as urban & town planning, development infrastructure, energy engineering, energy management, or sustainable design for different projects.
- Taking lead in development, revision (when applicable) and implementation of rules and regulations promulgated under the National Certification Scheme for Energy Auditors and Managers in Urban & Town Planning sector.
- Responsible for the revision (when applicable) and implementation of the provisions of the Energy Conservation Building Codes (ECBC) in consultation with the relevant stakeholders.
- Play role as a key team member for the Technical directorate for establishment of different energy efficiency and conservation programs by coordinating with different provinces and district administration bodies for designing implementation strategy for various EE&C programs.
- Responsible for the development, revision (when applicable) and implementation of Energy Efficiency & Conservation policies, rules and regulations, and codes promulgated for development infrastructure and urban & town planning.
- Review of Baseline audit reports for Baseline Specific Energy Consumption and Target Specific Energy Consumption of notified Designated Consumers.
- Prepare and facilitate in developing Surveillance and Inspection plan.
- Responsible for preparing draft agreements in conjunction with the legal advisors and their implementation towards the benefit of the organization, within the prescribed limits of the law of the land.
- Develop Concept Papers, Study Reports, Seminar/Workshop Reports, and Technical Reports for Pilot Projects/feasibilities.
- Preparation of urban planning contents for media related leaflets, brochures, awareness, and outreach material etc.
- Responsible for Establishing systems and procedures for surveys, surveillance, monitoring, inspection and audits to prevent inefficient use of energy resources and recommend implementation of specific energy conservation measures.
- Responsible for designing plan for implementation of standards and labels, rules and regulations to ensure benchmarking of different energy intensive construction processes & equipment, appliances, tools that can be used by the NEECA to conduct surveillance, audits and inspections across different sectors to evaluate and assess energy usage and to identify conservation and cost reduction measures.
- Responsible for examining urban sites, layout plans, and civil infrastructure to determine the feasibility of installing equipment that allows energy management systems to reduce energy consumption.

- Responsible for the inspection of urban and civil infrastructure, electrical systems, or process systems to determine the energy consumption of each system, as per standards & labels approved / endorsed by the NEECA.
- Analyze energy bills, including utility rates or tariffs, to gather historical energy usage data.
- Responsible for the Identification of energy-saving measures, analyzing technical feasibility of energy-saving measures, using knowledge of engineering, energy production, energy use, construction, maintenance, system operation, or process systems.
- Any other relevant duties and tasks as assigned.

## Qualification and Experience

- Master's Degree in Engineering (Electrical, Mechanical, Thermal, Power, Energy or any related discipline) from HEC recognized University. Minimum 10 years of post-qualification recognized and verifiable professional experience.
- OR
- Bachelor Degree in Engineering (Electrical, Mechanical, Thermal, Power, Energy) from HEC recognized university. Minimum 12 years of post-qualification recognized and verifiable professional experience.
  - Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.

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