

Job Descriptions

Municipal Finance Expert

- Reporting to Head SPPU/Units
- Review the existing overall financial system and operating costs of the various projects/works under LG.
- Review the current practice and system of tariffs and assist in suggesting a more dynamic formula for tariff revision for relevant municipal services.
- Identify reasons for gaps in application and collection of taxes/fees/other revenues and propose changes/improvements in legal, institutional and functional systems of revenue collection to improve.
- Undertake the detailed institutional assessment and report on key finance related performance dynamics, financial planning and management concerns
- Undertake the detailed assessment of operational risks and external financing opportunities, which may influence performance of the MCs.
- Review current revenue base of various cities and identify the actual potential of each revenue source and workout on differences between actual and potential.
- Assess the potential for improving revenue collection efficiency and quantum both through internal institutional improvements and possible outsourcing and PPP modalities.
- Training on Managing Own Source Revenue of officials in LGs.
- Any other assignment assigned by Head SPPU/UNITS

Local Govt Taxation Expert

- Reporting to Head SPPU/Units
- Reviewing and drafting rules, bye-laws and legal instruments relating to local government taxation as required by LG&CD Department
- Assisting the provincial government in developing policy framework to address issues stemming from local government taxation
- Devising strategies for cost effective management of assets relates to taxation.
- Supervising the mechanism for handling of quarries raised by LGs; in addition, he / she will also be required to expeditiously handle queries raised by LGs pertaining to LG Taxation.
- Advising and affording solutions for LGs on their problems pertaining to Local Taxation
- Advising the LGs on their functions, powers and responsibilities pertaining to Local Taxation, under the PLGO-2001
- Advising the LGs on ways of making tax administration and collection more efficient and effective
- Advising the LGs on ways of enhancing their Own-Source-Revenues
- Advising the LGs on making most efficient choices regarding balance between Progressive and Regressive taxes
- Providing updated, periodic information to LGs regarding local and international best practices problems and issues in Local Taxation
- Identify and facilitate the capacity building interventions related to Local Taxation for Provincial and LG functionaries
- Periodic Assessments of current status, problems and issues pertaining to Local Taxation in Punjab
- Any other task assigned by the Head SPPU/UNITS

Contract Management and Procurement Expert

- Reporting to Head SPPU/Units
- Impart trainings for preparation of Cost Estimates and PC-Is on PPP Projects.
- Scrutiny of Cost estimates submitted by LGs for PPP Projects.
- Scrutiny of PC-Is on outsourcing/PPP Projects for LGs.
- Contractor performance for compliance with applicable regulations, service delivery schedules, contract data reporting requirements, and other contractual requirements in of LG&CDD in respect of public private partnership.
- Develop appropriate contract management SOPs and training modules in respect of Public Private Partnership.
- Monitor implementation scope of work as envisaged in the contract agreements of public and private entities.
- Ensure that contractor performance, estimated cost control procedures are monitored, analyzed, and evaluated in accordance with financial and contract administration requirements of LG&CDD Support Units.
- Monitor time schedule of ongoing projects on critical paths and generate alerts for potential delays and suggest remedial measures as and when required.
- Advise on contract dispute resolution.
- Advise on contractual matters in line with contract agreement/contract documents as and when required.
- Coordination with different stakeholders and monitor progress of work, delays due to contractual matters and suggest remedial measure in timely manner based on contract documents.
- Evaluate where ever required contractor claims referred by any local government and recommends for further necessary action.
- Preparation of contract documents for public private partnership contracts for approval from competent authority.
- Any other assignment assigned by Head SPPU/UNITS

Data Analyst

- Reporting to Head SPPU/Units
- Provide wide range support to particular section for their accuracy and efficiency.
- Provide support for design, plans, proposals of analytical analysis and its implementation through analytical software and tools.
- Workout of interpretation of data.
- To ensure services track cross checks implantations for quality service.
- Draft Comprehensive Data Analytics Design, Trend Analysis and reporting.
- Any other assignment assigned by Head SPPU/UNITS