

PROVINCIAL DERA UNIT
PLANNING & DEVELOPMENT DEPARTMENT

STATEMENT SHOWING DESCRIPTION OF OFFICIAL BUSINESS,
DISTRIBUTION OF WORK & OTHER DETAILS.

A) Official Business

Coordination between District Government(s), Federal Government, Donors and all the stake holders for smooth implementation of Drought Emergency Relief Assistance (DERA) / Drought Recovery Assistance Project Programme (DRAPP) in order to mitigate the adverse effects of drought.

B) Distribution of work among various Sections / Officials

1. Provincial Coordinator / Project Director, BS-20

- i) Responsible for the efficient administration and general professional control of the Project.
- ii) Responsible for the smooth implementation of the Project works.
- iii) Ensure, in consultation with the Federal Coordinator and Donors, full understanding among the stakeholders of the objectives, scope and selection criteria of the schemes for the Project.
- iv) Develop an initial allocation of the proceeds to the relevant provincial departments and districts.
- v) Coordinate and expedite approval of the selected schemes from relevant forums i.e. DDWP / PDWP / PSC / NSC.
- vi) Prepare terms of references, selection criteria, for engagement of consultants & take necessary action as per Procedure of Donors / Federal Government.
- vii) Establish specific guidelines and procedures to be followed by the relevant departments and districts in managing the Project funds.
- viii) Monitor the use of project funds by the relevant departments and districts to ensure that the funds are used in line with the agreed guidelines and procedures.
- ix) Report to the relevant provincial authorities the status of release and liquidation of the Project funds, thereby ensuring that the financial resources made available for the Programme are properly utilized.

- x) Arrange Releases of funds from the provincial account to the relevant departments and districts according to the requirements of the approved subprojects.
- xi) Ensure that funds of the Project are used in accordance with Donor's relevant guidelines and policies, including procurement, involuntary resettlement, and other social and environment guidelines.
- xii) Act as a focal point with Donors on specific implementation matters, including subproject selection criteria, procurement and disbursement procedures, and other implementation arrangements.
- xiii) Assist and coordinate with the concerned departments and districts in implementing the Programme.
- xiv) Monitor the physical and financial progress, as well as quantifiable impacts of assistance operations.
- xv) Submit progress reports to the provincial steering committee and the federal coordinator.
- xvi) Ensure all affected districts and communities are receiving assistance / funds according to the agreed criteria, including the severity of damage and the level of poverty.
- xvii) Coordinate between the DG Audit (DERA) and the Districts for conducting the Audit & arrange settlement the Audit paras.
- xviii) Monitor and ensure timely and appropriate actions by the relevant departments and districts against audit observations.
- xix) Closing of the accounts and winding up of the programme after completion.

2. Chief / Deputy Project Director, BS-19

- i) Assist the Project Director in all the Project matters stated above.
- ii) Look after the administrative, financial & office matters of the P.D.U.
- iii) Liaison with the implementing agencies in the implementation of the project.
- iv) Liaison with the District Governments to ensure proper Operation & Maintenance of the facilities created through the project by way of appropriate budgets / SNE of the Districts.
- v) Provide in-house / on-Job Training regarding Donors Procurement procedures and F.M.S. to the concerned District Staff.
- vi) Undertake field trips as may be necessary to obtain data & material for the training programme.

- vii) Coordination with the consultants dealing with the project.
- viii) Arranging local training to all stakeholders in different batches. The areas of the training would be:-
 - ✍ Project formulation.
 - ✍ Implementation & Procurement guidelines.
 - ✍ Financial Management System (FMS).
 - ✍ M&E System including report writing.
 - ✍ Community leadership development.

3. Senior Accounts Officer, BS-18

- i) Look after the overall administrative, procurement & financial matters relating to DRAPP / DERA.
- ii) Pursue the Finance Department for timely release of funds to the District Government(s) as per procedure laid down in FMS.
- iii) Pursue the District(s) for timely submission of the SOE(s) every month & to get the SOE(s) countersigned from the office of AG Sindh Karachi according to FMS.
- iv) Segregate the SOE(s) according to Donors & prepare a consolidated SOE according to specific categories every month & to forward the SOE(s) to FDU.
- v) Review the supporting documents for expenditures submitted by the relevant departments and districts, and submit to Federal Government / Donors for necessary liquidation replenishment etc..
- vi) Maintain supporting documents so that they are readily available for review by consultants and Donors.
- vii) Reconcile the funds with the concerned Districts in the end of every month.
- viii) Assist in coordination between the DG Audit (DERA) and the Districts for conducting the Audit & arrange settlement the Audit paras.

4. Assistant Chief, BS-18

- i) Assist the Chief in the Performance of his duties.
- ii) Pursue the District(s) for preparation of the schemes under DRAPP / DERA-II Programme.
- iii) Cursory checking of the PC-Is according to the selection criteria & forward to Technical Section P&D Department for scrutiny,

- iv) Arrange PSC meetings for approval of the schemes and forward to FDU for getting approval from NSC & Donors.
 - v) Pursue the District(s) for timely submission of the MPRs & QPRs. Monitor & evaluate the progress reports & to coordinate between the District(s) & FDU for information as required from time to time etc.
5. ***Planning Officer, BS-17***
Assist the Assistant Chief in achievement of all the assignments. Prepare briefs, working papers for Provincial Steering Committee (PSC) & other meetings.
6. ***Accountant, BS-15***
Maintain the account books, Budget and reconciliation of accounts and prepare the timely reports as required by the Federal DERA Unit / Donors.
7. ***Senior Scale Stenographer, BS-15***
Personal Assistant to Chief. Taking dictation, typing work. Maintain the Computer Lab and do all sort of Computer Work.
8. ***Junior Steno / Computer Operator, BS-12***
Taking dictation from the concerned Senior Officers and typing work. He should do all sort of computer work.
9. ***Office Assistant, BS-11***
Assist the concerned Officers in preparing the requisite information from time to time, and submission of files and maintain administrative matters and preparation of Progress Reports.
10. ***Senior Clerk (Accounts)(B-7)*** Assist the Accountant in achievement of all assignments.