

Government of Pakistan
Ministry of Energy (Power Division)
National Energy Efficiency and Conservation Authority (NEECA)
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DIRECTOR (STRATEGY MANAGEMENT OFFICE)

The services of a qualified, energetic, and self-motivated resource are required to coordinate and oversee the delivery of the strategic vision and action plan set by its executive management. The resource, working with various directorates of the organization, will ensure the alignment and progress of all sectoral strategies, policies, programs, delivery plans, and initiatives by cascading strategic objectives and driving synergy throughout the organization and its stakeholders/partners. The responsibilities will include unlocking promising sectors, articulating and implementing strategies, and monitoring & reporting the performance of the directorates' on the tasks assigned to the executive management of the organization and board of directors. Ambitious, skilled, and passionate person with proven track record of success, including local, regional, and global expertise across public and private sectors are encouraged to apply.

OBJECTIVES:

The position holder shall be responsible for strategy steering and execution within and outside of the organization through effective coordination and task management.

KEY DUTIES AND RESPONSIBILITIES:

- To coordinate the convening of the organization's board and its executive committee meetings as per directions of the executive management.
- To communicate the Board's decisions to concerned management wings and get updates on actions required to be taken by the concerned management wings and regular reporting to the executive management of the organization.
- Act as focal person within and outside the organization to coordinate any executive management related as well as Board related engagements.
- To maintain regular correspondence within the management wings of the organization for delivery on allied tasks/matters.
- To compile, prepare, and report concise, succinct, and easy to understand information to the executive management and board, as and when desired.
- Ensuring board procedures are followed and regularly reviewed and provide guidance to executive management and the board/committee members on their responsibilities as per TORs of the various committees of the Board.
- Support and lead to review, update, prepare, and strategize follow up with all the directorates on tasks assigned by the executive management

- Coordinate and facilitate provincial implementing arms of the organization in all their secretariat related matters.
- Oversee the implementation of strategic initiatives for day-to-day activities ensuring that all the management wings' objectives align with the overall strategic plan of the organization.
- Perform the role of a bridge between the organization, its national and international stakeholders/partners, and the management wings for smooth information flow.
- Support the management wings and provincial implementing arms to design and develop programs ensuring adherence to the guidelines under solicited or unsolicited technical assistance, PSDP, concept notes, and briefs especially conforming to applicable laws and / or approved rules, regulations and specifications.
- To maintain and update all confidential record related to executive matters of the organization.
- As and when assigned, represent the organization at national and international forums, seminars, workshops, conferences to forward the organizational agenda through knowledge dissemination and networking.
- Lead, schedule, and support the periodic publication of annual reports and progress briefs of the organization in close coordination with all the management wings of the organization.

KEY PERFORMANCE INDICATORS

- Monthly and quarterly work plans of the organization are met with less than +/-10% variance
- Number of tasks assigned by the Board and Executive Management completed

QUALIFICATION & EXPERIENCE

- a) Master's degree in Management Sciences, Business/Economics, Public Policy, Social Sciences or related field duly recognized by the HEC;
- b) Minimum of 10 years of work experience in Public/Private or Corporate Sector;
- c) Strong analytical skills and strategic thinking
- d) Excellent team work & inter-departmental collaboration skills coupled with workload management skills;
- e) Strong interpersonal communication and liaison skills;
- f) Must demonstrate leadership qualities with strong report writing skills;
- g) Maximum age of the candidate should not be more than 40 years on the date of advertisement of this position;