

# Pakhtunkhwa Energy Development Organization (PEDO)

Government of Khyber Pakhtunkhwa



Key Functions/ Job Descriptions (JDs) Planning & Development (P&D) Wing	
Department	Planning & Development (P&D)
Department Head & Leading	Chief Engineer (P&D)
Supporting Staff	Directors, Deputy Directors, Assistant Directors & other supporting staff
Location	PEDO Head Office, Peshawar
Reporting Line	<ul style="list-style-type: none"><li>➤ Chief Engineer to CEO PEDO</li><li>➤ Directors to Chief Engineer P&amp;D</li><li>➤ Deputy Directors to Directors</li><li>➤ Assistant Directors to Deputy Directors</li><li>➤ Other Supporting staff to Assistant Directors</li></ul>

## A: FUNCTIONAL DESCRIPTIONS

The Wing is responsible for all works required for realization of PEDO development plans and its individual investment projects up to commissioning for operation in accordance with requirements of the PEDO ACT and the directions of the Board and the Government given from time to time through the CEO PEDO.

This includes in particular master planning and coordination with all the Federal and Provincial entities in all matters of planning and project implementation under consideration of aspects of later operation of power plants and networks with facilities to exchange (purchase and sales) of energy.

The wing will lead by Chief Engineer (Planning & Development) and who will directly answerable to the CEO on the performance of their directorates. The team comprising of Chief Engineer, Directors, Deputy Directors, Assistant Directors and supporting staff.

## B: MAJOR DUTIES AND RESPONSIBILITIES

Planning, Development, Geotechnical studies, Hydrology, Environmental and social studies. Coordination. Monitoring and Supervision of all planning, design and implementation works for public sector hydropower projects, renewable energy projects and power transmission lines including but not limited to the following:

- Shall maintain day to day liaison among all PEDO directorates, Energy & Power department and Planning & Development department government of KP and federal government.
- Shall Prepare project PC-II/PC-I and shall pursue with relevant approving forums till approval, issuance of administrative approval, and Technical Sanction by the PD concerned and to obtain financing from Government and other financial Authorities for projects implementation in both public sector and Public Partnership Modes.
- Shall prepare, submit Short term, Mid & Long-term development plans for the optimum exploitation of the untapped Hydel potentials in KP and other form of renewable and non-renewable energy plans.




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- To conduct feasibility studies / master plan studies of all the potential sites falling in KP and its presentation to financing agencies and private investors.
- To organize and conduct monthly progress review meetings in consultation with CEO, PEDO.
- Responsible for all the correspondences concerning PEDOs and shall keep liaison with all governmental bodies/organizations/ donors both national/ International on behalf of CEO PEDO.
- Supervision of works execution, Testing and commissioning of public sector projects on the approved guidelines and grid codes.
- Supervision of works execution, Testing and commissioning of public sector projects.
- Dealing with, IGCEP and CTBCM for public sector projects.
- Hydrological data collections of Rivers and streams.
- Responsible to facilitate Project authorities for solution of issues pertaining to Environmental and social aspects of all public sector projects.
- P&D directorate will coordinate the tariff petitions, EPAs submitted by concerned Project Directors for further submission to Director Tariff & Commercial for reviewing/finalization in light of the applicable commercial codes and market operating procedures.
- Any other task assigned by the Chief Executive Officer (CEO) and Competent forum.

<b>Approved by:</b> <i>Signature of the person with the authority to approve the Job Descriptions.</i>	<b>Designation</b>  Chief Executive Officer (CEO) PEDO	<b>Date Approved:</b>  30-10-2023
<b>Signature of Chief Executive Officer (CEO) PEDO</b>		





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Key Functions/ Job Descriptions (JDs) Procurement & Contracts Wing	
Department	Procurements & Contracts
Department Head & Leading Role	Chief Engineer (Procurement & Contracts)
Supporting Staff	Director, Deputy Directors, Assistant Directors & other supporting staff
Location	PEDO Head Office, Peshawar
Reporting Line	<ul style="list-style-type: none"><li>➤ Chief Engineer (Procurement &amp; Contracts) to CEO PEDO</li><li>➤ Director to Chief Engineer (P&amp;C)</li><li>➤ Deputy Directors to Director</li><li>➤ Assistant Directors to Deputy Directors</li><li>➤ Supporting staff to Assistant Directors</li></ul>

## A: FUNCTIONAL DESCRIPTIONS

The Procurement & Contracts Wing is responsible for acquisition of goods, works and services for PEDO project's including new, under construction and Operation hydropower and other renewable projects in the province under PEDO on the principles of a sound procurement procedure based on the Economy, Efficiency, Fairness, Transparency, Accountability and Ethical Standards. The ultimate authority for the utilization of PEDO's funds rests with the PEDO management, However to facilitate the procurement of goods, works and services as a routine matter the PEDO management has constituted a Procurement Committee under the Chief Engineer (P&C) having the powers for evaluation and recommendations of all procurements and award of contracts and other matters related therewith except procurement up to Rs. 25 Million carried out by PEDO O&M in accordance to notification No. 230-37/PEDO/CEO/16-G(i) or as revised from time to time.

The Procurement & Contracts Wing shall be leading by Chief Engineer (P&C) and will directly responsible to the CEO in the performance of his wing. The team comprising of Chief Engineer, Directors, Deputy Directors, Assistant Directors and supporting staff.

**B: MAJOR DUTIES AND RESPONSIBILITIES:** The Procurement section is responsible for acquisition of goods, works and services for PEDO. This function is carried out in strict adherence to the Public Procurement Rules and other National and International standards whichever is applicable. Major functions, duties & responsibilities of the wing include but not limited to the following;

- Review of draft Standardized Tender/ bidding documents/ Contract agreements for goods, works and services to be executed within the Organization and implementation activities as well as for support to other directorates & wings for supply, construction and operation contracts and opinions on the interpretation of various clauses of the agreements as and when solicited by the concerned project authorities or the management.
- Shall be responsible for review, comment and finalize the Expression of Interest (EOI)/Invitation For Bid (IFB)/Tender/Request for Proposal (RFP)/Terms of References (TORs) for a project concerning procurement of Goods/Works/Services where require, in liaison with the offices of the DG (P&D) or Project Director PEDO concerned.






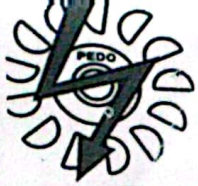
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- To oversee and advise course correction to the procuring Section/directorates / wings in accordance with the applicable provincial government rules and / or the donor agency's policies (as the case may be) so as to ensure compliance with the same.
- Shall review, comment and finalize the Bid Evaluation Reports (BER), Technical & Financial, where applicable, in liaison with the offices of the CE (P&D) or Project Director PEDO concerned in compliance with the criteria stated in BDs/KPPRA/PEC guidelines.
- Shall review, comment and finalize cases pertaining to the determination of the grant of Extension of Time (EOT) and EOT cost/Variation Order(s) (VO)/ Liquidated Damages (LDs)/Dispute Cases in liaison with the offices of the CE (P&D) or Project Director concerned and in compliance with the contract document.
- To play lead role in receiving and opening of tender documents, evaluation of tenders, quotations, proposals, negotiation of carrying out project agreements with the successful bidders and implementation of the decisions of the procurement, tender and disposal committees, including coordinating all activities of these committees.
- Shall participate in internal project review meetings/Management Committee meetings and participate in the capacity building of the Engineers working on projects.
- Any other work assigned by the CEO/ competent forum pertaining to the matters of procurements and contracts

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<b>Signature of Chief Executive Officer (CEO) PEDO:</b>		





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Key Functions/ Job Descriptions (JDs) Renewable Energy Projects / Private Power Wing	
Department	Renewable Energy Projects / Private Power
Department Head & Leading Role	Chief Engineer (RE/PP)
Supporting Staff	Directors, Deputy Directors, Assistant Directors (still not deputed till date) & other supporting staff
Location	PEDO Head Office, Peshawar
Reporting Line	<ul style="list-style-type: none"><li>➤ Chief Engineer (RE/PP) to CEO, PEDO</li><li>➤ Directors to Chief Engineer (RE/PP)</li><li>➤ Deputy Directors to Directors (RE/PP)</li><li>➤ Assistant Directors to Deputy Directors (RE/PP)</li><li>➤ Other Supporting staff to Assistant Directors (RE/PP)</li></ul>

## A: FUNCTIONAL DESCRIPTIONS

The Renewable Energy Private Power & PPP Projects wing is responsible to provide one-window facility on behalf of Government of Khyber Pakhtunkhwa/PEDO to investors; promote, encourage, and facilitate investments in the energy & power sector under the applicable provincial and federal Policies and to strive to the maximum for safeguarding the investments already made therein. The wing's core function is to develop and implement private sector power projects through IPP and/or PPP mode under the applicable provincial and federal power Policies.

The wing is also looking for new avenues to fast track the projects development, accommodate them and devise framework under the competitive market and exploring other options for the Private sector projects. The wing may also review and suggest amendments in the existing Policies/Guidelines in line with the power market dynamics as and when required.

The Renewable Energy, Private Power Projects wing shall be leading by the Chief Engineer (RE/PPP) whom will directly report to the CEO. It has further bifurcated into two sections headed by Director (RE) and Director (Commercial and Tariff) respectively.

## B: MAJOR DUTIES AND RESPONSIBILITIES;

- The strategic resource for development & implementation of Renewable Energy Projects through private sector and/or Public Private Partnership under the relevant provincial and federal policies.
- To provide inputs for strategic directions to the renewable energy plans & policy in close co-ordination with senior management of PEDO and E&P department.
- To provide inputs in CTBCM & Indicative Generation Capacity Expansion Plan (IGCEP) for the Renewable Energy Projects of REPP wing.
- Dealing with, IGCEP and CTBCM for private and Public Private sector projects.
- To process the renewable energy grid connected projects through solicited, semi-raw and raw site mode of development under IPP and/or PPP mode.





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- To liaise with relevant federal entities i.e., NEPRA, NTDC, WAPDA, PPIB/AEDB, BOI, NEECA, DISCOS etc., for the private sector projects.
- To lead and liaise with relevant provincial entities i.e., Irrigation Department, Environmental Department, Planning and Development, KP-BOIT etc., for the private sector projects.
- To attract and facilitate private sector investments for the development of renewable energy projects through national/international investment conferences and road shows.
- To extend facilitation in exploring carbon markets opportunities for the renewable energy projects of PEDO.
- To extend facilitation for the improvement of policies and plans related to energy conservation and efficiency.
- Any other task assigned by the Chief Executive Officer (CEO) and Competent forum.

## B (i): Major Duties and Responsibilities of Commercial & Tariff Section;

Commercial & Tariff (C&T) Directorate plays an important role in facilitating and overseeing various critical aspects related to commercial, and Energy Purchase Agreements (EPAs) of PEDO projects. The primary functions and responsibilities of the C&T section can be summarized as follows:

- **Facilitating Collaboration:** The Commercial & Tariff team acts as a central hub for liaison and coordination, actively engaging with project directors to ensure seamless progress in matters pertaining to commercial and EPAs.
- **Monitoring Energy Purchase Agreements:** Commercial & Tariff diligently monitors the progress of Energy Purchase Agreements associated with projects (PEDO). This involves meticulous tracking of milestones and commitments to guarantee the successful execution of these agreements.
- **Supporting Amendment Processes:** The section extends its support to Resident Engineers and Project Directors in navigating any potential amendments required in the Energy Purchase Agreements related to commercial activities. This support ensures that any modifications are smoothly integrated into the agreements.
- **Coordinating with CPPA-G:** Commercial & Tariff plays a crucial role in coordinating activities related to EPAs associated with PEDO Projects in collaboration with the Central Power Purchasing Agency-Government (CPPA-G) and DESCOs.
- **To act as Focal Office:** To act as focal office on behalf of CEO PEDO to liaise and coordinate activities and progress related to tariff, revenue and EPAs/PPAs for PEDO Projects.
- **Any other assignment:** Any other task assigned by the Chief Executive Officer (CEO) and Competent forum.

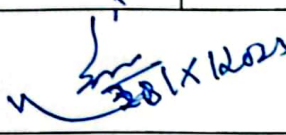




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<b>Approved by:</b> <i>Signature of the person with the authority to approve the Job Descriptions.</i>	<b>Designation</b>  Chief Executive Officer (PEDO)	<b>Date Approved:</b>  30-10-2023
<b>Signature of Chief Executive Officer (PEDO):</b>	 30/10/2023	





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Key Functions/ Job Descriptions (JDs) Monitoring & Evaluation Wing	
Department	Monitoring & Evaluation
Department Head and Leading Role	Chief Engineer (M&E)
Supporting Staff	Director, Deputy Directors, Assistant Directors & other supporting staff
Location	PEDO Head Office, Peshawar
Reporting Line	<ul style="list-style-type: none"><li>➤ Chief Engineer to CEO PEDO</li><li>➤ Director to Chief Engineer</li><li>➤ Deputy Directors to Director</li><li>➤ Assistant Directors to Deputy Directors</li><li>➤ Supporting staff to Assistant Directors</li></ul>

**A: FUNCTIONAL DESCRIPTIONS**

The Monitoring & Evaluation Wing is responsible for Monitoring and Evaluation of all Projects both in operation and under construction. The Monitoring and Evaluation Wing of PEDO is headed by the Chief Engineer (Monitoring and Evaluation) who is primarily responsible for Monitoring and Evaluation of the entire PEDO project and its process. The team comprises of Chief Engineer, Director, Deputy Directors, Assistant Directors, and supporting Staff.

This Wing shall act as a considerably independent arm with the view to ensure fair and proper monitoring of all the projects.

**B: MAJOR DUTIES AND RESPONSIBILITIES:** Major Functions, duties & Responsibilities of the M&E wing shall include but not limited to the following;

- To develop and maintain a comprehensive M&E framework, encompassing objectives, indicators, data collection methods, reporting mechanisms, and continuous improvement processes, to ensure effective monitoring and evaluation of projects and Power Houses.
- To regularly monitor the progress of ongoing Projects to ensure they are on schedule. Identify and report any delays, challenges, or bottlenecks in project implementation and submit recommendation to the Competent Authority.
- To conduct regular project monitoring visits concerning random Quality Control Checks (QC), Safety protocols, hygienic conditions at contractor/consultant site offices and construction areas as per compliance stated in the contract agreement.
- To carry out detailed visits of sites prior to handing over the same to the Organization with the view to ensure the highest standards of quality.
- Providing technical assistance to the implementing agencies/contractors/consultants, particularly in relation to Monitoring, Reporting, and Governance issues.
- To regularly review and update the CEO on the Monitoring Framework prepared by PEDO, the project consultant/contractors to improve the qualitative and quantitative standards of project staff.





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- Shall maintain close liaison with procurement and contract cell PEDO to facilitate and update the Chief Engineer (P&C) in understanding and resolution of the contractual matters referred by the Chief Engineer (P&D) or PD concerned.
- Shall maintain close liaison with all wings of PEDO to facilitate and update them in understanding and resolution of the M&E matters referred by the Chief Engineer concerned or PD concerned.
- Ensure that construction and operation activities adhere to quality standards and regulatory requirements. Conduct periodic inspections to verify compliance with safety and environmental standards.
- Evaluate the performance of operational power houses, assessing factors such as efficiency, reliability, and output. Identify areas for improvement and provide recommendations to Competent Authority for optimization.
- To maintain close liaison with the provincial Monitoring and Evaluation (M&E) Directorate wherein required and as directed by the Chief Executive Officer PEDO.
- To monitor independent accident reports in case of any such eventuality so as to determine its cause.
- Assessment of existing progress review mechanism of PEDO with concerned CEs and suggest innovation in the system.
- The adaptation of digital platform for getting real-time monitoring & evaluation. Technology can be adopted in Monitoring and Evaluation (M&E) to enhance data accuracy, speed, and accessibility, ultimately improving the efficiency and effectiveness of M&E processes.
- The integrated responsibilities encompass the routine monitoring of PEDO projects, both operational and projects in development; intervention monitoring of the projects/processes as per CEO PEDO directions; and collecting data for lessons learned in the already completed, near-completion projects specifically in the land acquisition and interconnection of projects and conveying the same to the respective chiefs/PMO/PMUs.
- To continuously review and refine M&E processes, framework and methodologies for greater efficiency and effectiveness. Incorporate lessons learned from previous projects into current and future initiatives.
- To identify potential risks and vulnerabilities in project implementation and power generation and to develop strategies and action plans to mitigate risks and ensure project success.
- To Benchmark the performance of PEDO's projects and power houses against industry standards and similar initiatives. Identify areas where PEDO can excel and set performance targets accordingly.
- To generate comprehensive reports (Monthly, Quarterly and Annually) on projects progress, its execution and power house performance and to render recommendations to Competent Authority for consideration, necessary actions and improvement in accordance with the

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minimum standards required. Maintain a systematic record of data, reports, and evaluations for reference and future analysis.

- Any other task assigned by the Chief Executive Officer (CEO) and Competent forum.

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<b>Signature</b> <b>Executive</b> <b>(CEO), PEDO:</b>	<b>Chief Officer</b>  	





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<b>Key Functions/ Job Descriptions (JDs)</b> <b>Operation &amp; Maintenance (O&amp;M) Wing</b>	
Department	Operation and Maintenance (O&M)
Department Head & Leading Role	Chief Engineer (O&M)
Supporting Staff	Directors, Resident Engineers, Deputy Directors, Assistant Directors & other supporting staff
Location	PEDO Head Office, Peshawar
Reporting Line	<ul style="list-style-type: none"><li>➤ Chief Engineer to CEO PEDO</li><li>➤ Directors to Chief Engineer O&amp;M</li><li>➤ Resident Engineers &amp; Deputy Directors to Directors</li><li>➤ Assistant Directors to Deputy Directors</li><li>➤ AREs/Junior Engineer to Resident Engineer</li></ul>

**A: FUNCTIONAL DESCRIPTIONS**

The Operation and Maintenance Wing is responsible for operation and maintenance (O&M) as well as Electro-Mechanical (E&M) activities of the PEDO hydropower plants, both Operation and under construction power plants as well as the construction of regional/rural electrification systems by safeguarding the commercial interests of PEDO, whether by selling power to its consumers directly or in bulk supply to CPPAG or bulk consumers.

The Operation and Maintenance Wing shall be leading by Chief Engineer (O&M) and will directly responsible to the CEO in the performance of this wing. The team comprising of Chief Engineer, Directors, Deputy Directors, Assistant Directors and supporting staff.

**B. MAJOR DUTIES AND RESPONSIBILITIES:** Major Functions, duties & Responsibilities of the Operation and Maintenance wing include but not limited to the following;

- Operation, Maintenance, Electro-Mechanical Monitoring, Sale and Purchase of Power/Energy of existing Hydropower plants and future installation.
- Responsible for regulation, operation and management of Hydropower stations through deployment of resident staff of the Organization for ensuring smooth and optimum generation of power.
- Shall be responsible for transfers/posting/ supervision of O&M contract implementation/ of the Resident Engineer's to be stationed at operational Power Houses.
- Responsible for proper upkeep and maintenance of the power generating machinery installed in the HPS so as to ensure power production without hindrance or stoppage.
- Responsible for preparation of electricity sale bills and their submission to the concerned quarters against the power produced and transmitted to the national grid and Collection of Revenues from the sale of electricity.
- Shall arrange handing-taking over of the commissioned power plant with PDs concerned and shall also actively provide assistance to the PDs during the Commercial Operation Date (COD) activity of the power plant.






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- Responsible for maintenance of hydel power plants and networks and all relevant record pertaining to the O&M contractor including the Performance bank guarantees and CDRs as well as Coordination and preparation of project budgets and Control of project budgets.
- Shall be responsible for provision of professional staff during the installation and erection phase of the E&M activities of a power plant to gain insight into the embedded E&M parts before realization of the power plant operation.
- Shall be responsible for pursuing Tariff determination and signed Energy/ Power Purchase Agreement (EPA/PPA)/Wheeling or any other Agreement regarding sale of power for the ongoing and completed power plants.
- Responsible for liaison with WAPDA/NTDC/CPPA-G/PESCO/ Chamber of Commerce/ Bulk Consumers and Bulk suppliers for the sale purchase of power to & from PEDO and dealing with Wheeling, CTBCM and NHP for PEDO projects.
- Shall facilitate Procurement and Contract Cell in the preparation of bidding documents for the hiring of O&M contractor and signing contract agreement on behalf of the CEO, PEDO for the power houses for the smooth trouble-free operation of the power house.
- Shall be responsible for liaison and to facilitate Commercial & Tariff directorate of PEDO in relevant matters.
- Any other task assigned by the Chief Executive Officer (CEO) and Competent forum.

<b>Approved by:</b> <i>Signature of the person with the authority to approve the Job Descriptions.</i>	<b>Designation</b>  <b>Chief Executive Officer (CEO), PEDO</b>	<b>Date Approved:</b>  30-10-2023
<b>Signature of Chief Executive Officer (CEO), PEDO</b>		





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Key Functions/ Job Descriptions (JDs) Policy Wing	
Department	Policy Wing
Department Head & Leading Role	Chief Engineer (Policy)
Supporting Staff	Director, Deputy Directors, Assistant Directors & other supporting staff
Location	PEDO Head Office, Peshawar
Reporting Line	<ul style="list-style-type: none"><li>➤ Chief Engineer (Policy) to CEO PEDO</li><li>➤ Director to Chief Engineer (P&amp;C)</li><li>➤ Deputy Directors to Director</li><li>➤ Assistant Directors to Deputy Directors</li><li>➤ Supporting staff to Assistant Directors</li></ul>



**A: FUNCTIONAL DESCRIPTIONS**

The Policy Wing is responsible for developing and executing strategic a government relations plan for PEDO on local, regional and federal levels. This policy and associated guidance establish the roles and responsibilities within PEDO, which is critical for effective communication of information security policies and standards. Roles are required within the organization to provide clearly defined responsibilities and an understanding of how the protection of information is to be accomplished. Their purpose is to clarify, coordinate activity, and actions necessary to disseminate security policy, standards, and implementation.

The Wing must also ensure that policies, legislation and regulation are conducive to a positive business environment and the head of Wing must also function as a lobbyist and liaison with all levels of government and ensure that all policies and interests are advocated.



The Policy Wing shall be leading by Chief Engineer (Policy) and will directly responsible to the CEO in the performance of his directorate. The team comprising of Directors, Deputy Directors, Assistant Directors and supporting staff.

**B: MAJOR DUTIES AND RESPONSIBILITIES:** Major Functions, duties & responsibilities of the Policy wing include but not limited to the following;

- Act as a liaison for governmental affairs on behalf of the Board of Directors or PEDO Management Committee
- Provide staff support to the CEO on initiatives and efforts related to economic development
- Prepare or oversee the preparation of research projects which support of the organization's advocacy platform and initiatives
- Coordinate the activities of the Governmental Affairs in conjunction with the annual legislative notifications.
- Represent the organization's interests at public meetings and forums as applicable to the adoption and enactment of public policies by local, regional, and federal governmental bodies.

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- Responsible for public relations initiatives as required to promote the organization's values, plans, policies and interests.
- Develop work plans and plans of action for Public Policy consistent with the organization's Strategic Plan.
- Development of standards for professional construction, operation and maintenance of power plants and grids.
- Shall serve as a focal Wing for the follow up and implementation of the CEO/PEDO BOD directions.
- Proactively manage and control all approvals / notifications / certifications required from the government agencies pertaining to policy making in power sector.
- To provide strategic direction to the renewable and Non-Renewable energy plans & policy in close co-ordination with senior management of PEDO and E&P department.
- Any other task assigned by the CEO PEDO/Competent Authority pertaining to the matters of Policy

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<b>Signature of Chief Executive Officer (CEO)</b>	 30/10/2023	





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<b>Key Functions/ Job Descriptions (JDs) Human Resource &amp; Administration Wing</b>	
Department	Human Resource & Administration
Department Head and Leading Role	Director Human Resource & Administration
Supporting Staff	Deputy Directors, Assistant Directors & other supporting staff
Location	PEDO Head Office, Peshawar
Reporting Line	<ul style="list-style-type: none"><li>➤ Director to CEO PEDO</li><li>➤ Deputy Directors to Director HR/Admin</li><li>➤ Assistant Directors to Deputy Directors</li><li>➤ Supporting staff to Assistant Directors</li></ul>

**A: FUNCTIONAL DESCRIPTIONS**

The Administration & Human Resource wing is responsible for overall Administration & Management of the Organization; Policy Making; Recruitment & Selection; Training & Development; Employees' Motivation; HR Planning (Strategic Human Resource Planning & Current Human Resource Planning); Job Analysis & Job Evaluation (Job Description & Job Specification); Performance Management & Appraisal; Organizational Development (OD); Industrial Relation (IR); Change Management; Compensation Management; Admin & Legal Matters; Transport Management; Security and Safety Management; Liaising & Coordination (Inter & Intra) with Government departments and private firms; Asset Management; Business Development; Employees' welfare Administration; Record Keeping & Management. Work facilitation, Support and logistical assistance across all directorates, Power stations, Projects & Field formations.

**B: MAJOR DUTIES AND RESPONSIBILITIES:** Major duties & Responsibilities of the HR & Admin wing include the following;

- Overall Administration & Management of Organization including administration, management & supervision of Head Office, Power stations, Project offices & field formations.
- Develop organization strategies by identifying and researching human resource and administration issues; contributing information, analysis, and recommendation to organization strategic thinking and direction; establishing human resources and administration objectives in line with the organizational objectives; HR & Support Services for human resource strategic planning, policy development and implementation of PEDO's HR/Admin strategies.
- Supports management by providing human resource & administration advice, counsel, and decisions; analyzing information and applications. Guides management and employee actions by researching, developing, writing and updating policies, procedures, methods and guidelines; communicating and enforcing organization values.
- Framing of HR & Administration Policies, rules and regulations which are including but not limited to Services rules, Appointment, promotion & transfer rules (APT Rules); Regulations; HR Manual; Performance Management & appraisal Policy; Training & Development Policy; Harassment Policy; Retention Policy; Employee's welfare policies.





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- HR Planning including strategic Human Resource Planning & Current Human Resource Planning in order to ensure proper, quality & effective supply of Human Resources to achieve organizational vision, mission, objectives and goals effectively and efficiently. To Develop human resources & administration operations; To provide strategic inputs in organizational wide annual manpower planning for meeting short term and long term needs and arrange for timely induction of staff as and when required
- Job Analysis & Job Evaluation for regular, contract and Project Posts in order to prepare Job Descriptions (JDs), Job Specification, Relative worth of Job and Job Structure.
- Recruitment & Selection of Human Resource including but not limited to Regular, Contract, Project staff; Experts, Lawyers, Consultants and staff for interim period. Implement Human Resource and administration Strategies by establishing department accountabilities including talent acquisition, staffing, employment processing, Orientation, compensation.
- Training & Development of PEDO's Regular, Contract and Project staff to train them for current tasks and prepare them for future challenges. It includes but not limited to; Training need analysis (Strategic TNA & Current TNA); Linking TNA with Performance appraisal and Performance Management; Recommendation & proposals for different national & international Trainings, seminars and workshops etc.; On the Job and Off the Job Trainings; Training Budget; Coaching, Counseling, and Disciplining staff.
- Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Performance Management & Appraisal of employees of the Organization as per the performance Management Policy; analysis of performance evaluation reports; link performance Management & appraisal with contract extensions and compensation where applicable.
- Manages Human Resources & administration Operations by planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; accumulating resources; resolving problems; implementing changes.
- Liaison and coordination with other government and private departments, organizations, institutions, firms, authorities etc. as per the organization requirement. Responsible to maintain the record of the correspondence with parent department and other relevant stakeholders, especially related to specific and general administrative tasks within the Organization.
- HR & Admin record Keeping. Organizing and streamlining HR & Admin Department files (including but not limited to Personal Files, Recruitment & Selection Master Files, multiple IN & OUT Files, Dispatched data etc.) and record Keeping in such way that the available record is accurate, reliable, self-explanatory and can be easily accessed; Categorization and classification of data; Tagging and labeling of files; Development of checklist for each category of files and Maintaining soft Database.
- Payroll Management; Compensation Management; Attendance & Leave Management; Change Management; Transport Management; Management of recreational activities & Programs.





# Pakhtunkhwa Energy Development Organization (PEDO)

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P a k h t u n k h w a



- Employee/Labor Relations & Industrial Relations Management; To support in strengthening the employer-employee relationship through identifying and resolving workplace issues, measuring employee satisfaction and morale, and providing support to employees; Maintaining effective contacts and internal and external relationships including those with government departments and officials to obtain their timely assistance as and when required.
- Succession Planning & Provide inputs in identification of potential successors for all critical positions and enhance each employee's current job performance by developing them for higher level and broader responsibilities to meet PEDO's future needs
- Ensuring the administration of day to day affairs including the performance, management and decision making, as well as the efficient organization of people and other resources, to direct activities towards common goals and objectives.
- Support the Organization in creating a work environment in which employees are able to work towards achievement of superior standards of performance. This is done by aligning the resources, systems and employees to strategic objectives and priorities of the organization
- Complies with federal, provincial, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Any other task assigned by the Chief Executive Officer (CEO) and Competent forum.

<b>Approved by:</b> <i>Signature of the person with the authority to approve the Job Descriptions.</i>	<b>Designation.</b> <b>Chief Executive Officer (CEO) PEDO</b>	<b>Date Approved:</b> 30-10-2023
<b>Signature of the Chief Executive Officer (CEO)</b>		





# Pakhtunkhwa Energy Development Organization (PEDO)

Government of Khyber  
Pakhtunkhwa



Key Functions/ Job Descriptions (JDs) Finance Wing	
Department	Finance
Department Head/ Leading Role	Director Finance
Supporting Staff	Deputy Directors, Assistant Directors & other supporting staff
Location	PEDO Head Office, Peshawar
Reporting Line	<ul style="list-style-type: none"><li>➤ Director Finance to CEO PEDO</li><li>➤ Deputy Director Finance to Director Finance</li><li>➤ Assistant Directors to Deputy Director Finance</li><li>➤ Supporting staff to Assistant Directors</li></ul>

## A: FUNCTIONAL DESCRIPTIONS

Finance wing of PEDO plays a important role in managing the financial aspects of the organization. Its primary functions revolve around ensuring the efficient allocation of resources, accurate financial reporting, strategic decision-making, and maintaining financial stability of the organization. Major detailed activities of Finance wing include the following:

**B: MAJOR DUTIES AND RESPONSIBILITIES:** Major duties & Responsibilities of the Finance wing include but not limited to the following;

- **Financial Planning and Analysis (FP&A):** Ensure financial planning and Analysis. The wing is involved in forecasting, budgeting, and analyzing the organization's financial performance. The directorate works with other departments to develop financial plans, establish objectives, and monitor progress toward these objectives.
- **Financial Reporting:** The wing is responsible to provides internal and external stakeholders with accurate and timely financial statements and reports. This consists of income statements, balance sheets, cash flow statements, and other pertinent financial information.
- **Risk Management:** The identification and evaluation of potential financial hazards, as well as the development of strategies to mitigate them.
- **Capital Management:** The wing is responsible for administering the capital structure of the organization, including decisions regarding debt and equity financing. Additionally, it oversees the allocation of funds for investments and expenses.
- **Tax Planning and Compliance:** To strictly ensure the compliance with tax regulations and develops strategies to minimize the organization's tax liabilities. This includes calculating and paying taxes, as well as staying informed about changes in tax laws.
- **Financial Operations:** Managing day-to-day financial operations, including accounts payable, accounts receivable, payroll, and other transactional activities. It ensures smoothly, accurate and timely processing of financial transactions.






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- **Financial Strategy and Decision-Making:** Provision of financial insights and analysis to support strategic decisions within the organization. This includes evaluating investment opportunities.
- **Financial Compliance:** The wing ensures compliance with financial regulations, accounting standards, and industry-specific guidelines. This includes staying up-to-date with changes in regulations and adjusting practices accordingly.
- **Budget Preparation and Approval:** The Finance wing is responsible for preparing the financial budget for head office, O&M projects and development projects, as well as ensuring that budgets are accurately prepared, well-structured, and in line with the organization's strategic objectives. The wing will further ensure consultation with each directorate, wing and section while preparing financial budget for each financial year.
- **Revenue Collection:** Revenue collection from a hydro power plant involves generating income from the sale of electricity produced by the plant. Hydroelectric power plants harness the energy of flowing water to generate electricity, and this electricity can be sold through CPPA-G to consumers, businesses, and other entities.
- **Financial Technology (FinTech):** Ensure the induction and implementation of an Enterprise Resource Planning (ERP) system and other such software in the Finance section that can have a significant impact on how financial operations are managed and how information is processed within an organization. ERP systems are integrated software solutions that enable different departments and functions to share and access information seamlessly.
- **Process of Claims/Bills for Release of Funds:** The wing involve in the process of claims/bills for the release of funds typically involves several steps to ensure proper verification, validation, and approval before funds are disbursed to all projects.
- **Key Financial Hub:** Overall, the finance wing is a key hub for managing the organization's financial health, supporting strategic initiatives, and making sure that financial issues are open and clear.
- **Any other Task:** The Finance wing is responsible for any other task assigned by the Chief Executive Officer (CEO) PEDO/ Competent Forum.

<b>Approved by:</b> <i>Signature of the person with the authority to approve the Job Descriptions.</i>	<b>Designation</b>  Chief Executive Officer (CEO) PEDO	<b>Date Approved</b>  30-10-2023
<b>Signature of the Chief Executive Officer (CEO)</b>	 28/12/2023	





**Pakhtunkhwa Energy Development Organization  
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<b>Key Functions/ Job Descriptions (JDs) Information Technology Wing</b>	
Department	IT Department
Department Head & Leading Role	Director Information Technology
Supporting Staff	Deputy Directors IT, Assistant Directors IT & Computer Operators
Location	PEDO Head Office, Peshawar
Reporting Line	<ul style="list-style-type: none"><li>• Director to CEO</li><li>• Deputy Directors to Director Information Technology</li><li>• Assistant Directors to Deputy Directors IT</li><li>• Computer Operators to Assistant Directors IT</li></ul>

#### A. Functional Descriptions

In the ever-evolving landscape of the energy sector, the Information Technology (IT) department plays a pivotal role in ensuring the seamless integration of technology to support and enhance critical operations. The IT infrastructure at PEDO is broadly classified into three core components:

- Network Infrastructure,
- Application Deployment, and
- Cyber Security

Each of these components carries distinct functions and responsibilities that collectively empower the organization's efforts in harnessing Hydropower and Solar Energy while adhering to the regulatory framework established by the National Electric Power Regulatory Authority (NEPRA).

#### B. Major Duties & Responsibilities

##### 1. Network Infrastructure

###### Function

The Network Infrastructure is the backbone of the organization's digital framework, enabling efficient communication, data sharing, and control across various locations including powerhouses and the head office.

###### Responsibilities

- Designing and implementing robust network architecture to ensure reliable connectivity
- Maintaining and optimizing network performance to prevent downtime and disruptions
- Establishing secure remote access for authorized personnel to monitor and manage operations
- Ensuring seamless integration of communication tools and protocols for real-time collaboration
- Facilitating the connectivity of Powerhouses with the Head Office to enable data-driven decision-making.





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**Pakhtunkhwa**



## 2. Application Deployment

### Function

The Application Deployment is developing, managing, and implementing software solutions to optimize internal processes, enhance transparency, and improve the efficiency of transactions within the organization.

### Responsibilities

- Collaborating with different departments of PEDO to identify software needs and process improvement opportunities
- Developing and implementing applications tailored to address specific operational challenges
- Ensuring user-friendly interfaces and integration of applications with existing systems
- Providing training and support to users for efficient utilization of developed applications
- Continuously monitoring application performance and gathering user feedback for improvements

## 3. Cyber Security

### Function

The Cyber Security is to safeguard the organization's digital assets and sensitive information, ensuring compliance with NEPRA's IT/OT Security Regulations.

### Responsibilities

- Implementing and enforcing NEPRA's IT security regulations to prevent security breaches
- Conducting regular security assessments and vulnerability scans to identify weaknesses
- Monitoring network traffic and system logs to detect unauthorized access and anomalies
- Developing and implementing security measures such as firewalls and encryption protocols
- Educating employees about cybersecurity best practices to foster a secure organizational culture

## 4. Any Other Task

The wing is responsible for any other task assigned by the Chief Executive Officer (CEO) PEDO/ Competent Forum.

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**Pakhtunkhwa Energy Development Organization  
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Key Functions/ Job Descriptions (JDs) Audit Wing (Pre and Post Audit)	
Department	Audit
Department Head and Leading Role	Director Audit
Supporting Staff	Deputy Directors, Assistant Directors & other supporting staff
Location	PEDO Head Office, Peshawar
Reporting Line	<ul style="list-style-type: none"><li>➤ Director Audit to CEO PEDO</li><li>➤ Deputy Directors Audit to Director Audit</li><li>➤ Assistant Directors to Deputy Directors Audit</li><li>➤ Supporting staff to Assistant Directors</li></ul>

**A: FUNCTIONAL DESCRIPTIONS**

The Audit wing is responsible to ensure that internal control mechanism is developed and effectively installed in the Organization. The wing is responsible for managing the audit function of the Organization specifically for planning, implementing and controlling the Audit Activities. They will undertake regular reviews and evaluations of the Organization business processes and on-going activities for the purposes of improving the effectiveness of risk management, control and governance processes in the organization, so that the Organization is able to achieve its goals and objectives in a highly professional and transparent manner.

**B: MAJOR DUTIES AND RESPONSIBILITIES:** Major Functions (duties & Responsibilities) of the Audit wing shall include but not limited to the following:

- Audit shall be as per the law and rules including but not limited to PEDO Act, Accounting Manual of the Organization, Audit Code, Audit Manual, General Financial Rules of the Government of Khyber Pakhtunkhwa, notifications issued by the Finance Department from time to time and other international rules if applicable.
- Shall develop the Key Performance Indicators (KPIs), operational framework and procedures for an effective Internal Auditing system and ensuring transparency, reliability and integrity of all financial and operational information.
- Shall effectively discharge its responsibilities of appraising all operational activities in PEDO Head Office, Power Houses and Projects independently.
- Shall ensure compliance with the relevant and applicable laws, rules and regulations and preparation of Annual Audit Report of the Organization for each financial year. The Audit Report shall be submitted to all the wings of PEDO Head office for further compliance in their day to day activities.
- Shall assist and coordinate with all wings of PEDO and report to the authority in ensuring compliance with prescribed plans, policies and procedures, rules and regulations, including directives of the Government of Khyber Pakhtunkhwa relevant to the Organization.
- Shall ensure to apply a professional approach to the overall role of the directorate and its responsibilities. This shall include briefing sessions with departments as required. These briefings will cover the internal audit plan and its implementation, internal audit findings and their compliance status.





# **Pakhtunkhwa Energy Development Organization (PEDO)**

**G o v e r n m e n t o f K h y b e r  
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- Shall ensure the relevant technical oversight of all accounting processes and the transparency of books of accounts is maintained at all times.
- Shall ensure that the internal audit function provides an independent assessment of the adequacy of the Organization's internal systems and controls, including the systems for appropriate identification and evaluation of risk and for ensuring compliance with all applicable law and regulation;
- Formation and approval of Audit Plan as per the requirements. Audit plan draw up the internal audit strategy and annual plan for giving the annual audit opinion that the organization fulfills its overall purpose and achieves its intended outcomes.
- Shall conduct audit as per the approved audit plan and to ensure audit of all section, wings, Power Houses and ongoing Projects.
- On the completion of audit, the audit party will discuss the report with the auditee formation and get their replies and submit the report to the Director Internal Audit within 05 days. The Director Internal Audit shall approve the report and shall submit to the CEO PEDO.
- The report along with remarks of the CEO shall be conveyed to the auditee formation for their comments and discursions within 15 days.
- Upon completion of above process or expiry of stipulated period, whichever is earlier, the report shall be finalized.
- Shall Prepare and submit Final Annual Audit reports to the competent forum in accordance with the Annual Audit Plan, that includes internal audit findings supported by documented evidences in each financial year and subsequent recommendations; Final Internal Audit Report shall be put up to CEO through Director Internal Audit for his perusal, information and further orders.
- Follow up to review compliance with the internal audit recommendations, and update the competent forum accordingly. Compliance to the orders of the CEO will be watched by Internal Audit Section. Reminders for replies / compliance will be issued or the teams from the Internal Audit Section may visit concerned office / project for compliance. The Internal Audit Section will report the result of compliance to the CEO periodically.
- Audit findings must be substantiated with the documentary evidences.
- Shall coordinate and assist the Organization in resolving all external audit observations at DAC/PAC levels.
- Shall review the means of safeguarding assets of the Organization and as appropriate, verify the existence of such assets.
- Ensure audit conclusions/finding are based on a complete understanding of the process, circumstances and risks;
- Ensure objectivity and comprehensiveness of the data gathering and process; and Liaison with External Auditors in accordance with National and International Standards for Auditing.





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- Contribute to risk free financial management through a vigilant check on all financial transactions, procurements and services;
- Review and appraise the soundness, adequacy and application of accounting, financial and operational controls;
- Identify weaknesses, non-conformance with or deviation from applicable law, rules and regulations; prescribed processes, as well as other forms of regulations and their impact on Organization's performance.
- Recommend system improvement and other related actions to enhance systems effectiveness and strength internal controls to optimally harness and safeguard the Organization's resources;
- Conduct special investigations/ tasks assigned by the competent forum;
- Perform follow-up of implementation of Management Letter issued by External Auditors and share progress on compliance of Management Letter;
- Settling the audit observations raised as result of External Audit of the Organization.
- Any other task assigned by the CEO PEDO/ Competent forum.

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<b>Signature of Chief Executive Officer (CEO) PEDO</b>	