

A) Job Description			HR JD DOC NO
Job Title	Assistant Manager/Sector Expert Associate (Infrastructure)	Department	
Reports To	Director	Location	Head Office

B) Job Responsibilities
<p>Job Objective:- To assist Director/ senior management in their tasks or any other assignment, research, documentation, presentations & coordination to achieve the organizational goals of PBIT.</p>
<p>Principal Responsibilities: The candidate will actively support development, management, execution, and successful delivery of projects/assignments under PBIT. The primary job responsibilities for this role will be carried out under guidance and supervision of the Director/ Senior Management.</p> <ul style="list-style-type: none"> ▪ Assist in the analysis and design of investment proposals/ projects to recommend the best applicable model based on existing legal and regulatory arrangements, potential attractiveness to the private sector and bankability ▪ Undertake evaluation of industrial projects in Special Economic Zones as per their business plans and cited land & plant/machinery requirements, based on the information provided in the approved Feasibility Study/ business plan submitted by the applicant against the prevailing practices in the industry ▪ Actively contribute to develop feasibility reports/ investment proposals to attract investments in various sectors of Punjab's economy ▪ Assist the line departments in developing infrastructure projects ▪ Assist in identifying the priority projects, with special attention to those concerning external connectivity, energy availability, and urban infrastructure. ▪ Study and analyze regional physical, economic, social, and environmental and accessibility scenarios to establish market based evaluation base line to be used as a benchmark(s) during assessment of industrial projects, to ensure transparency ▪ Effectively mobilize and build relations as well as update data bank for potential projects/ investors in Punjab. ▪ Support in planning and operationalizing PBIT's core functions including managing internal and external documentation. ▪ Any other related task assigned by the Management.

C) Job Requirements / Qualifications
<p>Education: B.Sc. Civil Engineering degree from HEC approved Universities with minimum CGPA of 3.0</p>
<p>Experience: At least 5-7 years' of relevant experience in design and OR implementation of large infrastructure projects. Maximum age 35 years</p>