

**GOVERNMENT OF PAKISTAN**  
**PAKISTAN INSTITUTE OF TRADE AND DEVELOPMENT**  
**MINISTRY OF COMMERCE**

**Terms of References for Assistant Project Director**

- 1- Assist in the Supervision of the implementation of civil work undertaken by the contractor and NESPAK.
- 2- Assist in making sure that civil work proceeds according to sound and accepted technical parameters and rules.
- 3- Assist in making sure that civil work is completed within the specified time-period.
- 4- Assist in making sure that procurement of physical assets is according to government's prescribed rules and regulations.
- 5- Assist in giving periodical briefing to higher authorities regarding implementation of the project.
- 6- Assist in processing/submitting documents as and when required by various authorities and organizations including planning commission about the implementation of the project.
- 7- Act as Project Director in case Project Director is on leave etc.
- 8- Do all such acts and things which are necessary for successful and timely implementation of the project.