

Job Description

Position Title	:	Project Director, Infrastructure Planning & Development
Reporting To	:	Vice President, Operations and Finance
Type of Position	:	Permanent - Full Time

POSITION DESCRIPTION

We are looking for a seasoned Project Director, Infrastructure Planning & Development with experience in spearheading high-capital, large-scale projects, robust technical mastery, and strong leadership capabilities to deliver impactful, climate-resilient infrastructure at Habib University. You will oversee Project Management and cost-control activities—delivering climate-resilient, sustainable infrastructure in collaboration with renowned contractors and partners.

DUTIES AND RESPONSIBILITIES

Lead High-Capital Projects: Oversee end-to-end planning, budgeting, design review, and execution of large-scale campus infrastructure, in collaboration with distinguished contractors and stakeholders.

Master Planning & Climate Resilience: Drive master planning and feasibility studies with integrated climate-adaptive designs—such as stormwater management, green infrastructure, insulation, and passive cooling systems.

Team Management & Leadership: Supervise Project Managers (MEP and Civil) and the cost-control team. Mentor, delegate, and monitor performance to ensure adherence to timelines, budgets, and deliverables—building a high-performing project unit.

Structural & Civil Engineering Oversight: Approve structural calculations, designs, and deliverables. Conduct stringent site inspections to ensure compliance with codes, quality, and sustainability standards

Construction Administration: Lead site inspections, review submittals, respond to RFIs, manage change orders, and ensure contractors comply with structural and sustainability standards.

Cost Estimation & Budget Management: Proven ability to prepare detailed cost estimates, BOQs, and value engineering reports using professional tools like CostX. Should be able to lead cost control and procurement planning for high-capital projects using industry-standard digital workflows.

Risk & Quality Assurance: Proactively identify structural, environmental, or financial risks and implement mitigation strategies; uphold stringent QA/QC protocols.

Stakeholder Collaboration: Foster strong relationships with internal teams (academic, facilities, finance), external consultants, contractors, and regulators. Provide clear executive reporting on status, costs, risks, and sustainability measures.

REQUIRED JOB SPECIFICATIONS

Key Qualifications & Experience:	<ul style="list-style-type: none"> ✓ BSc/MSc in Civil or Structural Engineering. ✓ 15+ years in structural/civil engineering with proven leadership—preferably high-stake projects with renowned companies ✓ Experience managing multi-disciplinary teams and lifecycle infrastructure projects ✓ Proficiency in ETABS/Staad, MS Project/Primavera, plus cost control tools (Excel, CostX). ✓ Strong leadership, negotiation, and interpersonal skills. ✓ Demonstrated commitment to sustainability and resilience in engineering delivery.
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Revision Date	June, 24, 2025	Version	1.0
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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	Competency	Criticality (High / Low / Medium)
1.	Communication skills (verbal and written)	High
2.	Project Planning & Scheduling	High
3.	PEC license is required	High
4.	Budgeting & Cost Management	High
5.	Risk Management & Quality Control	Medium
6.	Climate Resilience & Sustainability Integration	High
7.	Organizational skills	High
8.	Technical Software Proficiency	High

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