

## About Asian Football Confederation (AFC)

AFC is the governing body of football in Asia with a membership comprising of forty-seven (47) Member Associations in accordance to FIFA and AFC Statutes. Based in Kuala Lumpur, the AFC organises various football competitions, both on national and club levels and its objectives include, inter alia promoting, regulating, controlling and improving the game of Football constantly in the territory of Asia in the light of fair play and its unifying, educational, cultural and humanitarian values, particularly through youth and development programs.

## AFC President's Infrastructure Initiative - Infrastructure Fund Programme

### Concept

The AFC President's Infrastructure Initiative - Infrastructure Fund Programme is a fund to assist the Member Association with the development of infrastructure in their countries. The Member Association can utilise the fund to either build a new or renovate an existing football infrastructure facility. The Member Association can utilise the funds for any of the following infrastructure needs:

- Floodlights
- Scoreboards
- Pitch maintenance equipment
- Football-related infrastructure at a training/technical centre including seating solutions
- Fencing
- Any other football specific infrastructure projects deemed to fulfil the guidelines of such projects

## PFF Infrastructure Fund Project

The Pakistan Football Federation (PFF) is a beneficiary of the AFC President's Infrastructure Initiative - Infrastructure Fund Programme. The AFC will provide funding to the PFF for the Renovation of the PFF Headquarters Project. The PFF is located at 135-B, Shadman 2, Lahore, Pakistan.

### **Job Brief**

We are looking for an experienced **Project Manager/Consultant** to monitor and supervise the Renovation of the PFF Headquarters Project from start to finish. You oversee construction procedures and operations and ensure these are completed in a timely and efficient manner.

An excellent Project Manager/Consultant must be well-versed in all construction methodologies and procedures and able to monitor and supervise a company with a team of professionals of different disciplines to achieve the best results. The ideal candidate will have an analytical mind and great organization and monitoring skills.

The goal will be to ensure that the project is delivered on time according to requirements and without exceeding budget.

#### **Project Manager/Consultant Responsibilities Include:**

- Overseeing and monitoring the company and its operations to ensure adherence to the detailed scope of work for the project
- Overseeing and monitoring the company to ensure adherence to work schedules and deadlines
- Liaising between the AFC, the PFF and company concerning the overall development of the project
- Overseeing and monitoring the company to obtain all permits and licenses from the appropriate authorities for the project
- Overseeing and monitoring the company to ensure the needed resources (manpower, equipment and materials) from start to finish with attention to budgetary requirements are fulfilled
- Evaluating progress and preparing detailed reports for submission to the AFC
- Evaluating and certifying detailed reports and financial claims by the company
- Overseeing and monitoring the company to ensure adherence to all health and safety standards
- Overseeing and monitoring the company in the acquisition of equipment and material and the monitoring of stocks to timely handle inadequacies
- Overseeing and monitoring the company in the hiring of sub-contracts and other staff and the allocation of responsibilities
- Overseeing and monitoring the company in its supervision of the work of laborers, mechanics etc. and in the giving of guidance when needed

#### **Requirements**

- Based in Lahore, Pakistan
- Proven experience as project manager/consultant (for the last 5 years)
- In-depth understanding of construction procedures and material and project management principles
- Familiarity with quality and health and safety standards
- Good knowledge of MS Office
- Outstanding communication skills
- Excellent organizational and time-management skills
- A team player with leadership abilities
- BSc/BA in engineering building science or relevant field
- PMP or equivalent certification will be an advantage

Interested parties (individuals and/or companies) should send their CVs which should include a listing of specific projects managed and at least three references via email to [madev@the-afc.com](mailto:madev@the-afc.com).