

## PROJECT BASED VACANCIES

A public sector organization intends to invite applications from suitable candidates who fulfill the basic qualification, experience and eligibility criteria, as stated against each post, for the following “**CONTRACT BASED POSITIONS**”.

| S.No | Post   | No of Positions | Qualification/Experience  |
|------|--|-----------------|---|
| 1    | <p><b>Deputy Project Director (Islamabad)</b></p> <p><b>(BS-20 equivalence)</b></p> <p>The positions will be based in Islamabad with frequent visits to Chaman, Torkham and Wagha.</p> | 01              | <p><b>Qualification</b></p> <ol style="list-style-type: none"> <li>1. Minimum of 16 years of education. Preference would be given to Master’s Degree in Project Management from HEC recognized university, preferably foreign qualified.</li> <li>2. In-depth knowledge of Project Management and Implementation.</li> <li>3. Fair understanding of Public Sector Management.</li> <li>4. Background of B.Sc Civil Engineering will be an added advantage.</li> </ol> <p><b>Eligibility Criteria:</b></p> <ul style="list-style-type: none"> <li>➤ The candidate should be proficient in devising &amp; updating Project Management Plan, Project Procurement Plan and Risk Management Plan and respective tools and techniques.</li> <li>➤ The candidate should be able to review, assess Project Financials to develop solutions.</li> <li>➤ The candidate should be proficient in MS-Project or Primavera for Project mapping and reporting.</li> <li>➤ The candidate may have a fair understanding of working business with Law Division and Cabinet Secretariat and experience of legislation for creation of authorities.</li> <li>➤ The candidate may have experience with loan agreements with international Donor agencies.</li> <li>➤ The candidate may have experience in training of technical operational staff, especially for Project Monitoring &amp; Evaluation.</li> <li>➤ The candidate may be PMP certified as a preference.</li> <li>➤ Candidates from all provinces can apply.</li> </ul> <p><b>Age Limit:</b><br/>Maximum Age Limit is 48 years.</p> <p><b>Experience:</b><br/>The Candidate should have atleast 15 years of post-qualification progressive managerial experience, preferably in public sector with at least 07 years exclusive project management experience of public sector donor funded project works.</p> |
| 2    | <p><b>Civil Engineer (Site) (Torkham)</b></p> <p><b>(BS-18 equivalence)</b></p>  | 01              | <p><b>Qualification</b></p> <ol style="list-style-type: none"> <li>1. B.Sc (Civil Engineering) from an HEC recognized university.</li> <li>2. Preferably advanced certification in Contract Management, Monitoring &amp; Evaluation</li> </ol> <p><b>Eligibility Criteria:</b></p> <ul style="list-style-type: none"> <li>➤ Must have experience of execution and supervision on Site of construction activities, and must be a member of Pakistan Engineering Council (PEC).</li> </ul>  |

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|   |   |           | <ul style="list-style-type: none"> <li>➤ Should have supervised infrastructure/development projects, especially for public sector for quality assurance, deliverable measurement &amp; Project safety.</li> <li>➤ Should be proficient in MS-Project or Prima Vera for project reporting.</li> <li>➤ Must have domicile of Khyber Pakhtunkhwa</li> </ul> <p><b>Age Limit:</b></p> <ul style="list-style-type: none"> <li>➤ Maximum Age Limit is 40 years.</li> </ul> <p><b>Experience:</b><br/>At least 10 years of progressive experience of Construction Project Management with 03 years' experience in public sector projects.</p>  |
| 3 | <b>Electrical Engineer (Site) (Torkham) (BS-18 equivalence)</b>       | <b>01</b> | <p><b>Qualification</b></p> <ol style="list-style-type: none"> <li>1. B.Sc (Electrical/Electronic/Computer Systems Engineering) from an HEC recognized university.</li> <li>2. Preferably hands-on- experience of installation and / or Operations of ICT Equipment</li> </ol> <p><b>Eligibility Criteria:</b></p> <ul style="list-style-type: none"> <li>➤ Must be experience in execution of Electrical and ICT Equipment installation and operations in construction activities, and must be a member of Pakistan Engineering Council (PEC).</li> <li>➤ Should be able to plans, drawings and quantities for accuracy of calculation to ensure that all electrical and ICT equipments are used and work performed are accordance with the specifications.</li> <li>➤ Should be proficient in MS-Project or Prima Vera for project reporting.</li> <li>➤ Must have domicile of Khyber Pakhtunkhwa</li> </ul> <p><b>Age Limit:</b></p> <ul style="list-style-type: none"> <li>➤ Maximum Age Limit is 40 years.</li> </ul> <p><b>Experience:</b><br/>At least 10 years of progressive experience of Electrical in construction works Project Management with 03 years' experience in public sector.</p> |
| 4 | <b>Project Assistants (BS-14 equivalence)</b><br><br><b>Islamabad</b> | <b>01</b> | <p><b>Qualification:</b><br/>A minimum 12 years of Education, in any discipline, preferably Science.</p> <p><b>Eligibility Criteria:</b></p> <ul style="list-style-type: none"> <li>➤ Report generation, managing files, invoices and all Secretarial support in an efficient and professional manner.</li> <li>➤ Extend secretarial support during periodic project audit</li> <li>➤ Prepare draft progress reports, on standard template to Planning Division and other stakeholders</li> <li>➤ Managing Admin records, utility bills, Courier Bills, Stock and Asset register.</li> <li>➤ Periodic stock taking and assist officers to daily routine Work.</li> <li>➤ Excellent IT analytical and Communication Skills.</li> <li>➤ Candidates from all provinces can apply.</li> </ul> <p><b>Experience:</b><br/>Minimum 3 years of progressive Work experience, in the any public/private sector. This project position will be against BS-14 equivalence for Salary purposes.</p>  |

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| 5 | <b>Project Assistant (BS-14 equivalence)</b><br><br><b>Peshawar</b> | 01 | <b>Qualification:</b><br>A minimum 12 years of Education, in any discipline, preferably Science.<br><b>Eligibility Criteria:</b> <ul style="list-style-type: none"> <li>➤ Report generation, managing files, invoices and all Secretarial support in an efficient and professional manner.</li> <li>➤ Extend secretarial support during periodic project audit</li> <li>➤ Prepare draft progress reports, on standard template to Planning Division and other stakeholders</li> <li>➤ Managing Admin records, utility bills, Courier Bills, Stock and Asset register.</li> <li>➤ Periodic stock taking and assist officers to daily routine Work.</li> <li>➤ Excellent IT analytical and Communication Skills.</li> <li>➤ Must have domicile of Khyber Pakhtunkhwa</li> </ul> <b>Experience:</b><br>Minimum 3 years of progressive Work experience, in the any public/private sector. |

**How to prepare Application Package:** Typed Applications containing a CV and NOC (in case of applicant from Govt. Service), addressed to the “**Project Director**” shall be sent to **P.O Box No. 3304, GPO Islamabad**, no later than **Thursday, 13<sup>th</sup> June, 2019** (Contact No. **+923355846677** for information/queries). Applications received after this date shall not be entertained.

**Note:**

- The positions are purely temporary and on fixed monthly salary.
- Salary will be based on O.M. No. F.4 (9) R 14/2008, Dated 19<sup>th</sup> July 2017, issued by Regulation Wing of Finance Division, Government of Pakistan. No other allowance will be provided in addition to the package given under the above O.M. of Finance Division.
- Only shortlisted applicants will be called for written test/interview.
- Department reserves the right to reject, with-hold or not fill the position as advertised. In case of queries contact Administration Office in this number **+923355846677**.
- No TA/DA shall be admissible.