

## PROJECT BASED VACANCIES

A public sector organization invites Applications from suitable candidates having domicile of **BALOCHISTAN** and fulfilling the basic eligibility criteria, as stated against each post, for the following "CONTRACT BASED POSITIONS".

S. No.	Post	No of Positions	Qualification/Experience
1	Director Coordination (PNU-Quetta)	01	<p><b>Qualification</b></p> <ol style="list-style-type: none"> <li>A Minimum of 16 years of education, preference would be given to Master's Degree in Project Management, Business Administration from HEC recognized university.</li> <li>In-depth knowledge of Functioning and Structure of Public Sector Institutions.</li> </ol> <p><b>Eligibility Criteria:</b></p> <ul style="list-style-type: none"> <li>Project Management experience in the execution of construction activities, procurement of Civil Works and Installation of ICT &amp; Security equipment.</li> <li>PMP or PRINCE-2 would be given preference.</li> <li>Experience with donor-funded guidelines &amp; excellent coordination and time management skills.</li> <li>Familiar with engineering projects, and can lead engineering activities at site for on-time completion of works activities, and implementation of Project Control procedures at site.</li> </ul> <p><b>Age Limit:</b></p> <ul style="list-style-type: none"> <li>Maximum Age Limit is 48 years.</li> </ul> <p><b>Experience:</b></p> <p>At least 08 years of progressive managerial experience, preferably public sector works.</p>
2	Civil Engineer (Site)	01	<p><b>Qualification</b></p> <ol style="list-style-type: none"> <li>B.E (Civil Engineering) from an HEC recognized university.</li> <li>Preferably advanced certification in Contract Management, Monitoring / Evaluation.</li> </ol> <p><b>Eligibility Criteria:</b></p> <ul style="list-style-type: none"> <li>Experience of execution of construction activities, and must be a member of Pakistan Engineering Council.</li> <li>Supervision of infrastructure / development projects, especially for public sector for quality assurance, deliverable measurement &amp; project safety.</li> <li>Proficient in MS-Project or Primavera for project reporting.</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></p> <p>At least 10 years of progressive experience of Civil Works Project Management with 03 years experience in public sector projects.</p>
3	Electrical Engineer (Site)	01	<p><b>Qualification</b></p> <ol style="list-style-type: none"> <li>B.E (Electrical / Electronic / Computer Systems Engineering) from an HEC recognized university.</li> <li>Preferably hands-on-experience of installation and / or Operation of ICT Equipment.</li> </ol> <p><b>Eligibility Criteria:</b></p> <ul style="list-style-type: none"> <li>Experience in execution of Electrical and ICT Equipment installation and operations in construction activities, and must be member of Pakistan Engineering Council.</li> <li>Should be able to plans, drawings and quantities for accuracy of calculations to ensure that all electrical and ICT equipments are used and work performed are accordance with the specifications.</li> <li>Proficient in MS-Project or Primavera for project reporting.</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></p> <p>At least 10 years of progressive experience of Electrical in Construction Works Project Management with 03 years experience in public sector.</p>
4	Audit Officer	01	<p><b>Qualification</b></p> <p>At least a Bachelor Degree (14 years or more) in Business Administration, ICMA, ACCA, CA-Intermediate or SAS qualified from HEC recognized university, Preferably FIDIC, PPPA rules in the Public Sector Management.</p> <p><b>Eligibility Criteria:</b></p> <ul style="list-style-type: none"> <li>Experience preferably with a donor-funded project.</li> <li>Familiarity with the public sector is a must for the candidates.</li> <li>Experience in designing tools and strategies for financial modeling and data collection, analysis and production of reports.</li> <li>The candidate must have hands on experience in preparing the financial Risk Management Plan for the project.</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></p> <p>At least 5 years of progressive experience in Accounts/Audit and Financial Management, preferably in Public Sector.</p>
5	Accounts Officer	01	<p><b>Qualification</b></p> <p>At least a Bachelor Degree (14 years or more) in Business Administration, ICMA, ACCA, CA-Intermediate or SAS qualified from HEC recognized university.</p> <p>In-depth knowledge of Budgeting, Accounting and Audit, Financial Management, Preferably FIDIC, PPPA rules in the Public Sector Management.</p> <p><b>Eligibility Criteria:</b></p> <ul style="list-style-type: none"> <li>Experience preferably with a donor-funded project.</li> <li>Familiarity with the public sector is a must for the candidates.</li> <li>Experience in designing tools and strategies for financial modeling and data collection, analysis and production of reports.</li> <li>The candidate must have hands on experience in preparing the financial Risk Management Plan for the project.</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></p> <p>At least 8 years of progressive experience in Accounts and Financial Management, preferably in Public Sector.</p>
6	Monitoring and Evaluation Officer	01	<p><b>Qualification</b></p> <p>A Bachelor (14 years) of Degree, preferably science, preference would be given to Bachelors or Master's Degree in Project Management/Business Administration from an HEC recognized university.</p> <p><b>Eligibility Criteria:</b></p> <ul style="list-style-type: none"> <li>Familiar with monitoring, inspection and evaluation procedures to implement and M&amp;E system and oversees routine program monitoring activities for Measurable Outputs and Performance Indicators.</li> <li>Experience in quality and relevance of the project's monitoring and evaluation design.</li> <li>Use the Collaborative, Learning and Adapting Approach to continually assess' project progress and inform project management decision-making.</li> <li>Provide support for performance evaluation process.</li> <li>Ensure the quality of M&amp;E related data to be collected throughout the program implementation.</li> <li>Proven ICT skills, especially in the development/implementation of MIS Software using database software.</li> <li>Proficient in MS-Project or Primavera for project mapping and reporting.</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></p> <p>Minimum 5 years relevant Progressive work experience preferably in Public sector organization or a donor-funded project.</p>
7	Project Assistants	02	<p><b>Qualification</b></p> <p>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 assist officers to daily routine work.</li> <li>Excellent IT analytical and Communication Skills.</li> </ul> <p><b>Experience:</b></p> <p>Minimum 3 years of progressive work experience, in the any public/private sector.</p>

**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 **PO Box No. 3304, GPO Islamabad**, latest by **15-04-2019** (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.
- The positions will be based in Quetta with frequent visits to Chaman.
- Salary will be based on O.M. No. F4(9) R 14/2008, Dated 19th 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.

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