



# VACANCIES



## Punjab Intermediate Cities Improvement Investment Program (PICIIP)

### PROGRAM MANAGEMENT UNIT (Lahore)

#### **Director (Urban Planning)**

**(01 Post)**

Max Age: 50

##### **QUALIFICATIONS & EXPERIENCE**

- 16 years of education with a degree in Urban/City and Regional Planning or a relevant discipline ideally from a foreign institution.
- Preference will be given to the Masters' degree holder in aforementioned disciplines.
- In general, 8 years of post qualification relevant work experience in matters related to urban development, town planning, infrastructure development etc.
- Preferably 4 years of post qualification experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions.
- Knowledge of best practices, laws and policies related with local government and municipal services is essential for this position.
- Experience of working in development sector and with international donor organizations would be preferred.

#### **Assistant Director (Communication)**

**(01 Post)**

Max Age: 40

##### **QUALIFICATIONS & EXPERIENCE**

- MA / MSc in Mass Communication / Media Studies.
- Preferably 3 Years of Post Qualification relevant work experience in matters related to production of Audio / Video Communications Material, Promotional materials, Event Management, Advertising and Public Relations in Government Organization.

#### **Deputy Director (Procurement & Contracts)**

**(01 Post)**

Max Age: 45

##### **QUALIFICATIONS & EXPERIENCE**

- 16 years education with a degree in Procurement & Contracts Management/Business Administration/Finance/Law/Civil/Environmental Engineering or a relevant discipline ideally from a foreign institution.
- In general, 5 years of post qualification relevant work experience in matters related to procurement, contract management, bids administration etc.
- Preferably 3 years of post qualification experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions.
- Knowledge of best practices, laws and policies related with local government and municipal services is essential for this position.
- Experience of working in development sector and with international donor organizations would be preferred.

#### **Computer Operator**

**(03 Post)**

Max Age: 35

##### **QUALIFICATIONS & EXPERIENCE**

- Diploma in IT/Computer Science or a relevant discipline.
- Preferably 2 years of post qualification relevant work experience in matters related to data entry etc.

#### **Security Guard**

**(01 Post)**

Max Age: 60

##### **QUALIFICATIONS & EXPERIENCE**

- Middle or equivalent.
- Preferably 2 years of relevant work experience.

# **CITY IMPLEMENTATION UNIT (Sahiwal and Sialkot)**

<b>CITY IMPLEMENTATION UNIT (Sahiwal and Sialkot)</b>	
<p><b>Project Support Officer</b> (01 Post Sialkot) Max Age: 50</p> <p><b>QUALIFICATIONS &amp; EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>▪ 16 years of education with a degree in Business Administration/Economics/Public Administration/M/Phil Environmental Sciences or a relevant discipline.</li> <li>▪ In general, 5 years of post qualification relevant work experience in matters related to monitoring &amp; evaluation, quality assurance, coordination and reporting, data handling and analysis, office administration etc. Preferably 3 years of post qualification experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions.</li> <li>▪ Excellent communication (written and oral) and interpersonal skills and strong IT and data handling &amp; analysis skills would be considered an advantage.</li> </ul> <p><b>Assistant Infrastructure Engineer</b> (01 Post Sialkot) Max Age: 45</p> <p><b>QUALIFICATIONS &amp; EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>▪ BSc in Civil Engineering or a relevant discipline.</li> <li>▪ Preferably 4 years of post qualification relevant work experience in matters related to civil engineering, infrastructure development etc.</li> </ul>	<p><b>Computer Operator</b> (02 Post)(01 Sialkot &amp; 01 Sahiwal) Max Age: 35</p> <p><b>QUALIFICATIONS &amp; EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>▪ Diploma in IT/Computer Science or a relevant discipline.</li> <li>▪ Preferably 2 years of post qualification relevant work experience in matters related to data entry etc.</li> </ul> <p><b>Office Assistant/Naib Qasid</b> (01 Post Sahiwal) Max Age: 35</p> <p><b>QUALIFICATIONS &amp; EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Middle or equivalent.</li> <li>• Preferably 2 years of relevant work experience.</li> </ul> <p><b>Security Guard</b> (01 Post Sialkot) Max Age: 60</p> <p><b>QUALIFICATIONS &amp; EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>▪ Middle or equivalent.</li> <li>▪ Preferably 2 years of relevant work experience.</li> </ul>

## **PROGRAM MANAGEMENT UNIT (LAHORE) PROJECT READINESS FINANCING (PRF)-PUNJAB URBAN DEVELOPMENT PROJECTS**

<p><b>Finance Officer PRF</b> (01 Post) Max Age: 40</p> <p><b>QUALIFICATIONS &amp; EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>▪ BS/BSc in Finance / Economics/Business Administration/Accounting/Mathematics or a relevant discipline.</li> <li>▪ Preferably 3 years of post qualification relevant work experience in matters related to financial management, budgeting, accounting etc.</li> </ul>	<p><b>Computer Operator</b> (01 Post) Max Age: 35</p> <p><b>QUALIFICATIONS &amp; EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>▪ Diploma in IT/Computer Science or a relevant discipline.</li> <li>▪ Preferably 2 years of post qualification relevant work experience in matters related to data entry etc.</li> </ul>
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**Research Associate (IT) PRF**

**(01 Post)**

Max Age: 40

**QUALIFICATIONS & EXPERIENCE**

- BS in Computer Science/Software Engineering/Information Technology or a relevant discipline.
- Preferably 2 years of post qualification relevant work experience in matters related to IT and computer sciences.

**CITY IMPLEMENTATION UNIT**  
**(MUZAFFARGARH, SARGODHA, BAHAWALPUR)**  
**PROJECT READINESS FINANCING**  
**PUNJAB URBAN DEVELOPMENT PROJECTS**

**Municipal Finance officer**

**(03 Post)**

**(01 Post Sargodha, 01 Post Bahawalpur, 01 Post Muzaffargarh)**

Max Age: 50

**QUALIFICATIONS & EXPERIENCE**

- Master's degree in Finance/ Economics/Business Administration or a relevant discipline.
- In general, 5 years of relevant work experience in financial management, business development, business positioning and sustainability etc.
- Preferably 3 years of experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions.

**Note: Salaries will be market based as approved in the PC-1 of the Program. Women and candidates from minorities are encouraged to apply.**

**Interested Candidates are requested to apply online at "jobs.punjab.gov.pk" only with CV/resume, one passport size photograph and attested testimonials (academic degrees, certificates, relevant experience certificates, domicile and copy of I.D card) latest by 05-May-2023. For all post the type of employment will be on contract/by transfer (except Office Assistant, Driver and Security Guard). Government Employees are required to submit their applications through proper channel. Incomplete applications will not be entertained. All positions are transferable within PMU, CIUs.**

**PROGRAM DIRECTOR (PICIIP) LG & CD Department**

**Landline:- 042-99268484, Fax:-99268483**