**GOVERNMENT OF PUNJAB**

**DEVELOPING RESILIENT ENVIRONMENT AND ADVANCING MUNICIPAL SERVICES(DREAMS-I)**

**LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT DEPARTMENT(LG&CDD)**

The Hiring of Services of PROJECT INCREMENTAL STAFF (SUPPORT) for Project Coordination Unit & City Implementation Teams

Developing Resilient Environment and Advancing Municipal Services (DREAMS-I)

Local Government and Community Development Department (LG&CDD)

Applications are invited from qualified and experienced individuals for the recruitment of Project Incremental Staff on contract basis initially for a period of one (1) year (extendable based on satisfactory performance) under the subject Project.

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| **PROJECT COORDINATION UNIT (LAHORE)** | |
| **Computer Operator**  **(03 Posts)**  Max Age Limit: 45  **QUALIFICATIONS & EXPERIENCE**   * Intermediate, I.Com, ICS or a relevant discipline. * A minimum of 2 years of relevant work experience in matters related to MS Office etc.   **IT Assistant**  **(01 Post)**  Max Age Limit: 45  **QUALIFICATIONS & EXPERIENCE**   * Intermediate in Computer Science/Software Engineering/Information Technology or a relevant discipline. * Preferably 2 years of relevant work experience in matters related to IT and computer sciences.   **Office Assistant / Record Keeper**  **(03 Post)**  Max Age Limit: 45  **QUALIFICATIONS & EXPERIENCE**   * Intermediate in Commerce or equivalent. * Proficient in use of computer and drafting of documents. * Knowledge of recordkeeping and data handling. * A minimum of 1 years of relevant work experience in matters related to data entry etc. | **Admin & HR Assistant**  **(01 Post)**  Max Age Limit: 45  **QUALIFICATIONS & EXPERIENCE**   * Diploma or preferably graduate in Finance / Economics / Business Administration / Accounting / Mathematics or a relevant discipline. * Preferably 2 years of post-qualification relevant work experience in matters related to financial management, budgeting, accounting etc.   **Finance Assistant**  **(01 Post)**  Max Age Limit: 45  **QUALIFICATIONS & EXPERIENCE**   * Diploma or preferably graduate in Finance / Economics / Business Administration / Accounting / Mathematics or a relevant discipline. * Preferably 2 years of post-qualification relevant work experience in matters related to financial management, budgeting, accounting etc.   **Daak Runner/Naib Qasid**  **(04 Post)**  Max Age Limit: 45  **QUALIFICATIONS & EXPERIENCE**   * Matriculation or equivalent. * Preferably 2 years of relevant work experience. |

**Section B: City Implementation Team (CIT) Rawalpindi**

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| **Office Assistant / Record Keeper**  **(02 Post)**  Max Age Limit: 45  **QUALIFICATIONS & EXPERIENCE**   * Intermediate in Commerce or equivalent. * Proficient in use of computer and drafting of documents. * Knowledge of recordkeeping and data handling. * A minimum of 1 years of relevant work experience in matters related to data entry etc.   **Store Keeper/Record Keeper**  **(02 Post)**  Max Age Limit: 45  **QUALIFICATIONS & EXPERIENCE**   * Intermediate in Commerce or equivalent. * Preferably 2 years relevant experience in recordkeeping, data entry, or administrative roles. | **Daak Runner/Naib Qasid**  **(02 Post)**  Max Age Limit: 45  **QUALIFICATIONS & EXPERIENCE**   * Matriculation or equivalent. * Preferably 2 years of relevant work experience.   **Computer Operator**  **(02 Posts)**  Max Age Limit: 45  **QUALIFICATIONS & EXPERIENCE**   * Intermediate I.Com, ICS or a relevant discipline. * A minimum of 2 years of relevant work experience in matters related to data entry etc.   **Clerk**  **(02 Post)**  Max Age Limit: 45  **QUALIFICATIONS & EXPERIENCE**   * Intermediate in Commerce or equivalent. * Preferably 2 year of relevant work experience. |

**Section C: City Implementation Team (CIT) Bahawalpur**

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| **Admin Assistant**  **(02 Post)**  Max Age Limit: 45  **QUALIFICATIONS & EXPERIENCE**   * Diploma or preferably graduate in Finance / Economics / Business Administration / Accounting / Mathematics or a relevant discipline. * Preferably 2 years of post-qualification relevant work experience in matters related to financial management, budgeting, accounting etc.   **IT Assistant**  **(02 Post)**  Max Age Limit: 45  **QUALIFICATIONS & EXPERIENCE**   * Intermediate in Computer Science/Software Engineering/Information Technology or a relevant discipline. * Preferably 2 years of relevant work experience in matters related to IT and computer sciences.   **Daak Runner/Naib Qasid**  **(02 Post)**  Max Age Limit: 45  **QUALIFICATIONS & EXPERIENCE**   * Matriculation or equivalent. * Preferably 2 years of relevant work experience. | **Finance Assistant**  **(02 Post)**  Max Age Limit: 45  **QUALIFICATIONS & EXPERIENCE**   * Diploma or preferably graduate in Finance / Economics / Business Administration / Accounting / Mathematics or a relevant discipline. * Preferably 2 years of post-qualification relevant work experience in matters related to financial management, budgeting, accounting etc.   **Store Keeper/Record Keeper**  **(02 Post)**  Max Age Limit: 45  **QUALIFICATIONS & EXPERIENCE**   * Intermediate in Commerce or equivalent. * Preferably 2 years relevant experience in recordkeeping, data entry, or administrative roles. |

**Note**: **Salaries will be market based as approved in the PC-I 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 **14.06.2024**. For all posts, the type of employment will be on contract. Government Employees are required to submit their applications through proper channel. Incomplete applications will not be entertained. Candidates having domicile from Punjab Province are eligible to apply. All positions are transferable within PCU & CITs.

**PROGRAM DIRECTOR (PMU-PICIIP) LG & CD DEPARTMENT**

**58/C-3, Gulberg III Lahore, Pakistan Landline: - 042-37897603**