



Hiring of Services of **PROJECT INCREMENTAL SUPPORT STAFF** for Project Coordination Unit & City
Implementation Teams on contract basis
Developing Resilient Environment and Advancing Municipal Services (DREAMS-I)
Local Government and Community Development Department (LG&CDD)

PROJECT COORDINATION UNIT (LAHORE)

**Computer Operator
(02 Posts)**

Max Age Limit: 45

QUALIFICATION & EXPERIENCE

- Diploma / Inter in Commerce / Computer Science or a relevant discipline.
- Preferably 2 years of relevant work experience in matters related to data entry etc.
- Must be proficient with MS Office, data handling & analysis.

**IT Assistant
(01 Post)**

Max Age Limit: 45

QUALIFICATION & EXPERIENCE

- Diploma or preferably graduate in Computer Science / Software Engineering / Information Technology or a relevant discipline.
- Must be strong IT and data handling skills.
- Preferably 2 years of relevant work experience.

**Office Assistant
(02 Posts)**

Max Age Limit: 45

QUALIFICATION & EXPERIENCE

- BA, B.COM or equivalent.
- Must be proficient in use of computer and drafting of documents.
- Knowledge of recordkeeping and data handling.
- Preferably 02 years of relevant work experience in matters related to data entry etc.

**Admin & HR Assistant
(01 Post)**

Max Age Limit: 45

QUALIFICATION & EXPERIENCE

- BA, B.Com or equivalent.
- Must be excellent communication (written and oral) and interpersonal skills.
- Preferably 2 years of relevant work experience.

**Finance Assistant
(02 Posts)**

Max Age Limit: 45

QUALIFICATION & EXPERIENCE

- 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
(02 Posts)**

Max Age Limit: 45

QUALIFICATION & EXPERIENCE

- Matriculation or equivalent.
- Preferably 02 years of relevant work experience.

City Implementation Team at WASA Rawalpindi

**Office Assistant
(01 Post)**

Max Age Limit: 45

QUALIFICATION & EXPERIENCE

- BA, B.COM or equivalent.
- Must be proficient in use of computer and drafting of documents.
- Knowledge of recordkeeping and data handling.
Preferably 02 years of relevant work experience in matters related to data entry etc.

**Store Keeper/Record Keeper
(01 Post)**

Max Age Limit: 45

QUALIFICATION & EXPERIENCE

- Intermediate / I.Com, D.Com or relevant discipline.
- Preferably 02 years relevant experience in recordkeeping, data entry, or administrative roles.

**Daak Runner/Naib Qasid
(01 Post)**

Max Age Limit: 45

QUALIFICATION & EXPERIENCE

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

**Computer Operator
(01 Post)**

Max Age Limit: 45

QUALIFICATION & EXPERIENCE

- Diploma / Inter in Commerce / Computer Science or a relevant discipline.
- Preferably 2 years of relevant work experience in matters related to data entry etc.
- Must be proficient with MS Office, data handling & analysis.

**Clerk
(01 Post)**

Max Age Limit: 45

QUALIFICATION & EXPERIENCE

- BA, B.Com or equivalent.
- Must be excellent communication (written and oral) and interpersonal skills.
- Preferably 2 years of relevant work experience.

City Implementation Team at Bahawalpur WMC

**Admin Assistant
(01 Post)**

Max Age Limit: 45

QUALIFICATION & EXPERIENCE

- BA, B.Com or equivalent.
- Must be excellent communication (written and oral) and interpersonal skills.
- Preferably 2 years of relevant work experience.

IT Assistant

(01 Post)

Max Age Limit: 45

QUALIFICATION & EXPERIENCE

- Diploma or preferably graduate in Computer Science / Software Engineering / Information Technology or a relevant discipline.
- Must be strong IT and data handling skills.

Preferably 2 years of relevant work experience.

Daak Runner/Naib Qasid

(01 Post)

Max Age Limit: 45

QUALIFICATION & EXPERIENCE

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

**Finance Assistant
(01 Post)**

Max Age Limit: 45

QUALIFICATION & EXPERIENCE

- 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

(01 Post)

Max Age Limit: 45

QUALIFICATION & EXPERIENCE

- Intermediate / I.Com, D.Com or relevant discipline.
- Preferably 02 years relevant experience in recordkeeping, data entry, or administrative roles.

Note: Salaries will be market based as approved in the PC-I of the Project. Women, disabled persons and candidates from minorities are encouraged to apply.

Interested Candidates are requested to apply online at "jobs.punjab.gov.pk" only with detailed credentials latest by **15th September, 2023**. For all posts, the type of employment will be on contract basis. Government employees are required to submit their applications through proper channel. Incomplete applications will not be entertained. Candidates having domicile from Punjab Province are only eligible to apply. All positions are transferable within PCU & CITs. PMU has reserved the rights to cancel recruitment process wholly or partially at any stage without assigning any reason.

PROGRAM DIRECTOR (PMU-PICIIP) LG & CD Department

40/B-1 Gulberg III Lahore, Pakistan Landline: - 042-99268484.