

PLANNING & DEVELOPMENT DEPARTMENT, PUNJAB

PROJECT-BASED EMPLOYMENT OPPORTUNITY FOR PROFESSIONALS

Planning & Development Department invites applications from open market candidates domiciled in Punjab for the Asian Development Bank (ADB) funded "Flood Emergency Reconstruction and Resilience Project (FERRP)". The project aims to enhance physical and fiscal resilience through structural and non-structural mitigation measures including climate change adaptations for flood resilient infrastructure and institutional capacity strengthening under portfolio of PDMA, C&W, Irrigation and P&D Departments. The project will support economic and social recovery through rehabilitation and reconstruction of flood damaged roads and irrigation infrastructure. Project also aims to develop ex-ante disaster risk management capability within public sector and the risk prone community.

1. Program Coordinator (One post) (Age: 40 - 65 year) Pay Rs.MP-I scale (to be negotiated for pay fixation in case of contract employee), or BS-20 + project allowance of Rs.80,000/- per month (for appointment of Govt. employee in case of induction by transfer) as per Finance Department policy letter dated 21-11-2014.

Qualification: MS / M.Sc. or higher post-graduate level degree in Civil Engineering / Engineering Management or related fields preferably from a recognized foreign university with background bachelor degree in Civil Engineering from HEC recognized University.

Experience: Should have more than 15 Year work experience of planning, implementation, management of multi-disciplinary locally and foreign funded engineering and other multi-sectoral projects.

- Should have more than five year of work experience at a senior management position in public or private sector.
- Should have adequate knowledge and understanding of multi-hazard vulnerability risk assessment for public and community infrastructure.
- Should have sufficient exposure and knowledge to application of disaster risk reduction techniques and related mitigation initiatives.
- Should be conversant with procurement procedures applicable to foreign funded projects as well as Environmental Impact Assessment (EIA) and resettlement safeguards in line with project implementation requirements.

2. Chief (Disaster Risk Management) (1 post) (Age limit 35-58 year) Pay Rs.200,000/-per month (in case of contract employee), or BS-19 + project allowance of Rs.60,000/- per month (for appointment of Govt. employee in case of by transfer) as per Finance Department policy letter dated 21-11-2014.

Qualification: Bachelor degree in Civil Engineering from HEC recognized university.

- Master's degree in Civil Engineering / River Engineering / Water Resources Engineering / Environmental Engineering or Environmental / Earth / Atmospheric / Coastal / Climate Change Sciences will be preferred.

Experience: Should have experience of about 10 to 15 years of planning, designing and implementation of major projects.

- Should have adequate knowledge of multi-hazard vulnerability risk assessment and disaster risk reduction techniques.

3. Data Base Administrator (1 Post) (Age limit 27- 45 year) Pay Rs.150,000/- per month (Lump sum).

Qualification: Bachelor degree in Computer Science, Software Engineering, Information Technology.

Experience: 6 to 10 years of experience in database administration for Oracle 8, 9i, 10g, Oracle RAC and RMAN installation, configuration and troubleshooting.

- 2 to 5 years of experience UNIX Operating system. In addition, monitoring, troubleshooting and tuning of the Java stack in relation to Oracle Financials.

4. Internal Auditor: (1 post) (Age limit 30 - 40 Year) Pay Rs.100,000/- per month (in case of contract employee) or BS-18 + project allowance of Rs.50,000/- per month (in case of appointment of Government employee by transfer) as per Finance Department policy letter dated 21-11-2014.

Qualification: ACMA / ACCA / CIA / MBA (Finance) from recognized Institute.

Experience: Must have minimum 5-year relevant experience of Audit in public sector institution / organization, as given below:

- Should be well aware of Government Accounting and Audit mechanisms.
- Determine scope and undertake review in conjunction with the Audit Internal Controls as per Government financial rules & guidelines.
- Familiar with ADB disbursement & financial guidelines.
- Determine compliance with policies and procedures.
- Possess strong analytical, written / verbal communication, interpersonal and relationship building skills.

5. Document Controller: (01 Post) (Age limit 27 - 62 Year) Pay Rs.50,000/-per month (Lump Sum)

Qualification: Master's degree in Economics / Statistics or Social Sciences or equivalent qualification.


Experience: Should have minimum 5-year experience in maintenance and publication of project documentation, record / emails / memoirs in public and / or private sector environment.

- Should be able to manage, organize and facilitates meetings, conferences and other special events as and when required.
- Should be able to perform miscellaneous job-related duties as assigned.

General Information:

1. The last date for submission of application is **30.11.2016**. Applications received after the closing date will not be entertained.
2. The above positions are on contract basis, for a period of two (2) years. Government employees are eligible to apply through proper channel.
3. These positions are open to both public and private sector candidates.
4. Application submitted via prescribed application form should include detailed CV, one photograph, attested copies of CNIC, academic qualifications, experience certificates, equivalence certificate of qualifications / degree, valid PEC registration certificates, domicile etc.
5. Incomplete applications are liable to be rejected
6. Only short-listed candidates will be called for interview/test. No TA / DA will be paid for appearing for the interview/test.
7. Application from overseas may be e-mailed to pcuferrp@gmail.com.
8. The prescribed application form can be downloaded from Websites: www.pndpunjab.gov.pk, www.ferrp.com
9. Applications should be addressed to, and reach the undersigned:

Deputy Program Coordinator
Project Coordination Unit (PCU), FERRP,
Planning and Development Department,
Government of the Punjab,
5-A, Zaman Park, Canal Bank Road, Lahore.



Project Coordination Unit at Planning & Development Department, Punjab, Lahore for the "Flood Emergency Reconstruction & Resilience Project" (ADB Assisted)

APPLICATION FORM

1. Application for the Position: _____

2. Name of Candidate: _____

S/O, D/O, W/O _____

3. Date of Birth: _____ Age: _____ Religion: _____

4. C.N.I.C No: _____ Domicile: _____

5. Contact Phone: _____ Email: _____

6. Postal Address _____

7. Permanent Address: _____

Photo

8. Academic Qualification (Matric onwards)

Sr. No.	Degree Diploma / Certificate	Institute / College	University / Board	Year of Passing	Marks Obtain	Total Marks	%age / Grade/ CGPA	Major Subject
1								
2								
3								

9. Experience

Sr. No.	Institution / Employer	Title of Job	Nature of Job	Job Period From	To	Description of Major Assignment / Tasks
1						
2						
Total Experience in Years _____						

10. Training / Courses / Attended / Research Publications etc. (Please Attach separate sheets if necessary)

Sr. No.	Training / Courses / Attended / Research Publications	Institution	Year	Duration / Period	Major Areas / Subjects
1					
2					

11. Additional Expertise: _____

_____ Dated _____

_____ Signature of Applicant