

PLANNING & DEVELOPMENT DEPARTMENT, PUNJAB

PROJECT-BASED EMPLOYMENT OPPORTUNITY FOR PROFESSIONALS IN PROJECT COORDINATION UNIT AT PLANNING AND DEVELOPMENT DEPARTMENT (P&D), LAHORE FOR THE ASIAN DEVELOPMENT BANK FUNDED 'FLOOD EMERGENCY RECONSTRUCTION & RESILIENCE PROJECT'

Planning & Development Department invites applications from suitable candidates on contract-basis for the Project Coordination / Implementation Units and Data Clearing House under "Flood Emergency Reconstruction & Resilience Project" for the following posts on prescribed form which can be downloaded from www.pndpunjab.gov.pk, www.ferrp.com

1. Office Secretary: (1 post) (Age limit 40 - 62 Year) Pay Rs.70,000/- per month (in case of contract employee) or BS-17 + project allowance of Rs.40,000/- per month (in case of appointment of Government employee by transfer) as per Finance Department policy letter dated 21-11-2014.

Qualification: Master's degree in Economics / Public Administration / MBA from a recognized University / Institute.

Experience: Work experience of at least 07 year in a large reputed organization or public sector.

- Must have strong knowledge of MS Office suite and also be capable to develop working / position papers and possess analytical skills for processing progress reports, minutes of meetings and other updates regarding various office operations. Liaise with the project stakeholders and others concerned for project related activities.

2. IT Assistant (5 Posts) (Maximum age 35 years) Pay Rs.50,000/- per month (Lump sum)

Qualification: BS (IT) / BCS / Graduate level studies with professional computer course duration of minimum 1 year, or equivalent qualification from a recognized Institute.

Experience: 2 to 3 years of professional IT work experience at a similar position / level preferably in Geographic Information Systems.

- Excellent command in MS Word, MS Excel, MS Outlook, MS Publisher, Adobe Acrobat, and other basic computer related skills

3. Accounts Assistant: (02 Posts) (Age limit 25-35 Year) Pay Rs.32,000/ per month (Lumpsum).

Qualification: B.Com, BBA, Inter ACMA

Experience: Preferably have experience of 2 year in Office Documentation / File Management.

- Should have capability to handle documentation related the budget and finance matters on large projects.

4. Computer Operator (1 Posts) (Maximum age 35 years) Pay Rs.32,000/-per month (Lump sum).

Qualification: Intermediate in Computer Science or equivalent from a recognized institute.

Experience: Should have minimum 3 years of experience as computer operator.

- Excellent command in MS Office suite.

5. Sweeper/Cleaner (3 Posts) (Maximum age 35 years) Pay Rs.16,000/-per month (Lump sum).

Qualification: Literate

Experience: Must have relevant experience of office environment and cleaning.

General Information:


- Those applicants who already applied against previous advertisement of titled project may **NOT** apply.
- The last date for submission of application is 22-02-2017. Applications received after the closing date will not be entertained.
- The Name of Post must be clearly written on envelope at the top right corner otherwise the application will not be considered.
- In case a candidate applies for more than one post, separate envelope and application form should be use for each post.
- The above positions are on contract basis, for a period of one (1) year.
- These positions are open to both public and private sector candidates.

Government employees are eligible to apply through proper channel.

- Application submitted via prescribed application form should include detailed CV, one photograph, attested copies of CNIC, academic qualifications, and domicile etc.
- All posts are Lahore-based, however may require periodic visits to project sites throughout Punjab.
- Eligible and qualified female candidates are also encouraged to apply.
- Incomplete applications are liable to be rejected.
- Only short-listed candidates will be called for interview/test. No TA / DA will be paid for appearing for the interview/test. Department will not communicate with any candidate other than those who will be short-listed.
- There is no need of application form against the post at serial no. (5). Candidates for that position can write the application on plain white paper.
- Applications should be addressed to, and reach the undersigned:

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

Website: www.pndpunjab.gov.pk, www.ferrp.com



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

APPLICATION FORM

- Application for the Position: _____
- Name of Candidate: _____
S/O, D/O, W/O _____
- Date of Birth: _____ Age: _____ Religion: _____
- C.N.I.C No: _____ Domicile: _____
- Contact Phone: _____ Email: _____
- Postal Address _____

- Permanent Address: _____

- 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								

- Experience

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

- Training / Courses / Attended / Research Publications tec. (Please Attach separate sheets if necessary)

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

- Additional Expertise: _____

_____ Dated _____
_____ Signature of Applicant _____