

EMPLOYMENT OPPORTUNITIES IN A DONOR FUNDED PROJECT IN KHYBER PAKHTUNKHWA

Applications are invited from suitably qualified and experienced individuals of Khyber Pakhtunkhwa and FATA for the following positions in a donor funded "Project Management Unit" (Peshawar based) of the Government of Khyber Pakhtunkhwa. The posts are to be filled on contract basis and carry fixed salary packages. The period of contract would be initially for one year extendable or till the completion of the project whichever comes first. Candidates already in government service will be eligible for project and other allowances in accordance with Government of Khyber Pakhtunkhwa policies. Only candidates meeting the following requirements may apply. Applicants having public sector experience and exposure of donor funded projects would be preferred. Equally qualified women candidates and persons with disabilities are encouraged to apply. Only qualifications from HEC recognized institutions will be accepted. **Details Terms of Reference are available on website: jobs.khyberpakhtunkhwa.gov.pk, www.msppk.gov.pk and www.lgkp.gov.pk**

S: N o.	Position	Age Limit	No of Posts	Qualifications	Experience
1	Environment Specialist Pay Package Rs. 125,000 p/m	Up to 45 Years	1	Master's Degree in Environmental Science, Environment Studies, Regional and Urban Planning from a recognized university and other relevant	At least seven years' experience in managing environment programs, conducting EIAs/ IEEs in the public or private sector. Similar experience with a donor-funded project will be desirable.
2	Management Information System Specialist Pay Package	Up to 45 Years	1	Masters in IT or computer science.	At least 7 years' experience in designing, developing and managing Management Information Systems and databases.
3	Infrastructure Officer Pay Package Rs. 75,000	Up to 35 years	1	Bachelor in Civil Engineering	At least 3 years' experience of designing and supervising civil infrastructure development, construction of municipal services schemes especially in water, sanitation, and other civil
4	Naib Qasid Pay Package Rs. 15,000 p/m	Up to 35 Years	1	Preferably Middle pass	Good health condition

- Age relaxation in case of govt. employees will be allowed as per rules.
- No TA/DA will be given for test/interview.
- Attested copy of experience certificate from employer with employer address and contact number should be attached with the documents.
- Incomplete documents and applications received after the due date will not be entertained.
- PMU reserves the right to call short listed candidates for test/interview.
- Candidates already in service should apply through Proper Channel.
- Application clearly mentioning the job title on envelope with a covering letter, CV and attested photocopies of all the relevant documents, passport size photograph along with applications should be sent within 15 days after publication of this advertisement on **P.O. Box 706, Post Mall, Peshawar.**

TOR's are attached at next pages

Environment Specialist

Job Description

Position Title: Environment Specialist

Report to: Project Director

Overall Role:

Supporting the Project Director in establishing and managing a sound environmental regulations compliant regime in all of the activities and projects being financed from MSDP

Specific Responsibilities:

- Ensure that all program activities are carried out in a manner which is not harmful to the ecological and social environment;
- Ensure compliance of the government environment related regulations at all levels of project cycle;
- Keep informed of current and proposed environment regulations related to program areas assigned;
- Supervise the conduct of environment assessment studies such as IEE or EIA and suggest mitigation measures;
- Advise on matters related to hazardous materials, sub soil water pollution, occupation health & safety standards;
- Evaluate all facilities for applicability and compliance with relevant federal, provincial and local environmental laws and regulations;
- Review development plans for compliance with the National Environmental Quality Standards;
- Assist other department staff to prepare technical material for manuals, reports, brochures and other related documents;
- Form partnerships with other relevant organizations and entities both within and outside of the country;
- Prepare TORs for relevant studies/surveys and supervision of the work of consultants; and
- Any other task assigned by the Project Director

Education:

Masters Degree in Environmental Science, Environment Studies, Regional and Urban Planning from a recognized university and other relevant qualifications.

Experience:

At least seven years' experience in managing environment programs, conducting EIAs/IEEs in the public or private sector. Similar experience with a donor-funded project will be desirable.

Abilities and Skills:

He/ She must have excellent analytical and interpersonal skills along with strong organizational ability; must be able to obtain, analyze and evaluate a variety of information; organize, interpret and present it in meaningful oral or written form for varied audiences and provide solid analysis leading to sound decision-making. Excellent interpersonal and team working skills and a high degree of computer literacy are preferred.

Infrastructure Officers

Job Description

Position Title: Infrastructure Officer

Duty Station: Peshawar, DI Khan, Swat

Report to: Infrastructure Specialist

Overall Role: Supporting the Infrastructure Specialist in design and implementation of overall physical infrastructure development activities likely to be undertaken by the MSP PMU and partner organizations such as municipal administrations (MAs) in consultation with other specialists and the management.

Specific Responsibilities:

- Assist Infrastructure Specialist in performing Civil engineering duties for MSP projects & civil works including buildings, water supply, drainage, solid waste management, streets, markets and environmental systems;
- Prepare engineering analysis of projects including preliminary design, calculation, life cycle cost and equipment selection;
- Prepare technical construction specifications;
- Conduct surveys to gather field data;
- Prepare and interpret blueprints, schematic drawings, layouts and other visual aids;
- Manage project issues, budgets, and schedules;
- Assist Infrastructure Specialist to prepare or review any proposed changes to engineering standards, policies, or details;
- Assist Infrastructure Specialist to review development plans for compliance with adopted engineering standards and good engineering practices;
- Assist other department staff to prepare manuals, reports, brochures and other related documents;
- Form partnerships with other relevant organizations and entities both within and outside of the country;
- Prepare TORs for relevant studies/surveys and supervision of the work of consultants; and
- Any other task assigned by the Infrastructure Specialist or the management.

Education:

Bachelors in Civil Engineering.

Experience:

At least 3 years experience of designing and supervising civil infrastructure development, construction of municipal services schemes especially in water, sanitation, and other civil works.

Abilities and Skills:

He /She must have excellent analytical and interpersonal skills along with strong organizational ability; must be able to obtain, analyze and evaluate a variety of information; organize, interpret and present it in meaningful oral or written form for varied audiences and provide solid analysis leading to sound decision-making. Excellent interpersonal and team work skills and a high degree of computer literacy are preferred. More specifically the skills required are:

1. People Management
2. Interpersonal Communication
3. Strategic Thinking
4. Problem Solving Skills
5. Teamwork Skills
6. Analytical Skills
7. Resourcefulness
8. Responsibility
9. Multi-Tasking
10. Internet/Email
11. Microsoft Office

Management Information System Specialist

Job Description

Position Title: Management Information System Specialist

Report to: Project Director

Overall Role:

Supporting the Project Director in establishing a robust Management Information System (MIS) and M&E Knowledge Management System for MSDP, KP. He/she will be responsible for developing Information Technology policies and procedures and maintenance of the related systems.

Specific Responsibilities:

- Develop, and maintains a comprehensive department Database Management Information System, and M&E Knowledge Management System for MSDP;
- Manage creation and development of Website for the programme and project activities;
- Conduct assessment of existing MIS of GoKP and MAs especially spatial data infrastructure (SDI) and identify appropriate activities to improve these;
- Coordinate with the UPU in identifying SDI standards, compiling existing data and maps, developing appropriate GIS mapping and link geo data to financial and ADP tracking;
- Manage trouble shooting of all IT and MIS related issues;
- Organizing and facilitating all IT/MIS related policies, plans, meetings and trainings;
- Monitor creation, maintenance and updating of manuals, reports, brochures and other related documents;
- Monitor updating of all the information in the system for efficient MIS and reporting;
- Ensure the utmost confidentiality of the MIS data and reports;
- Work closely with department staff to understand, analyze and prioritize IT requirements;
- Forming partnerships with other relevant organizations and entities both within and outside of the country;
- Preparation of TORs for relevant studies/surveys and supervision of the work of consultants; and
- Any other task assigned by the Project Director

Education:

Masters Degree in Information Technology from a recognized university or other relevant qualifications.

Experience:

At least seven years experience in designing and maintaining Management Information Systems and databases in the public or private sector. Similar experience with a donor-funded project will be highly desirable.

Abilities and Skills:

He /She must have excellent analytical and interpersonal skills along with strong organizational ability; must be able to obtain, analyze and evaluate a variety of information; organize, interpret and present it in meaningful oral or written form for varied audiences and provide solid analysis leading to sound decision-making. Excellent interpersonal and team working skills and a high degree of computer literacy are preferred.