

**APPLICATION & GUIDING NOTES FOR CANDIDATES APPLYING FOR THE POST OF
CHIEF EXECUTIVE OFFICER (CEO), GENERAL MANAGERS & ZONAL MANAGERS
WATER & SANITATION SERVICES PESHAWAR (WSSP)**

General:

- i) read the instructions;
- ii) carefully fill all sections in the form and use separate sheet for additional information;
- iii) note that information provided only on the prescribed form will be used for assessment & short listing ;
and
- iv) use black ink or use typing.

Employment Record:

- i) Provide details of your employment (full time and consultancies) beginning with present or last employment history even if that is not relevant to this application;
- ii) be strategic while explaining your responsibilities and include major tasks, relevant outputs and corresponding outcomes;
- iii) highlight your major achievements and results; and
- iv) explain (with examples) knowledge & skills gained and utilized in performing the job.

Note: State strategic outputs and results while filling in the employment record section related to consultancies and include assignments of up to six months in the consultancies sections.

Professional Statement Section:

List your skills, knowledge and experience relevant to the post directly and indirectly. This information will be used for assessing your candidature and short listing.

References

- i) Give names and contact details of at least three professional referees including current or most recent employer; and
- ii) Include names of those referees who will be able to provide professional information about you.