

Recruitment Procedure for the senior management of the new water and sanitation company Peshawar

Advertisement & application processing:

The senior management position(s) of Water Company will be advertised in at least two national English dailies, 2 Urdu dailies and in an international magazine (e.g. The Economist). The positions will also be displayed on the official website of Government of Khyber Pakhtunkhwa and of all provincial relevant departments and projects. The positions will also be displayed on popular job websites (like [www://roozee.pk.com](http://www.roozee.pk.com) etc).

Interested candidates will be required to fill in the application form. The application form will be uploaded on the websites. Annex D

On line and by post/mail applications will be accepted by the department received within due date.

Late applications will not be entertained.

All matters related to recruitment will be handled by the Local Government & Rural Development (LG&RD) department.

1- The positions:

S.No	Position Title	Numbers
1	Chief Executive Officer	1
2	General Manager Engineering & Services	1
3	General Manager Finance	1
4	General Manager HR and Administration	1
5	General Manager Planning & Monitoring	1
6	General Manager Construction	1
7	General Manager Procurement & Contracts	1
8	Zonal Managers	4

2- Scrutiny & Short listing

The Local Government & Rural Development (LG&RD) department will notify a committee for short listing and scrutinizing of all applications.

The committee will comprise of

Secretary LG&RDD	Chair
Representative of P&D	Member
Representative of finance department	Member

Representative of establishment department	Member
Representative(s) of BoD of Company	Member
Representative of WSP/USAID	Member

The committee will be responsible for:

- preparation of long list and short list of qualified & eligible candidates based on below given criterion
- conducting and marking the written test

Short Listing

- Eligibility of the applicants would be determined on the basis of basic eligibility criteria (qualifications, experience and age).
- For short-listing only two factors i.e., Qualification and Experience will be considered.
- Each applicant will be awarded marks on the basis of predetermined criteria for distribution of marks which is given as under:

Marks Distribution

i. Qualification (10 Marks):

- Basic Qualification: 05 Marks
- Masters Qualification (16 years of education) in relevant field: 02 Marks
- PhD: 03 marks
- M Phil will be considered as Masters

ii. Experience (35 marks):

- Total experience of 15 years – Max. 15 marks (01 mark for one year)
- Relevant experience in the Urban Water Supply Sector – 05 marks
- Leadership experience –Max. 05 marks (one mark for each year of experience)
- Leadership and Management Training of International Repute (at least 1 month duration from recognized Institute – 05 Marks (one marks for each training)
- National and International Publications - 02 marks (one for each) in a Book or Peer Review Journal
- National and International Affiliation/ Memberships of the relevant Professional Body - 03 marks (01 for National & 02 for international)

iii. Written Test (30 Marks)

iv. Final Interview (25 Marks)

- Presentation on given questions (understanding of subject, knowledge, vision, clarity & confidence) (12 Marks)
- Reply to oral questions (03 marks)
- Leadership Qualities & Management of team (03 marks)
- Demonstrated Understanding/Experience of Strategic Planning & Project Management (04 Marks)

- Communication (04 Marks)
- Working under pressure (02 Marks)

- Adequate number of applicants (preferably at least ten) will be short-listed from the top scorers on the basis of marks obtained by them.
- List of short-listed candidates would be signed by the short-listing committee and approved by the Secretary LG&RDD.

3. Written Test and/or Group Interview

- Short-listed candidates will be issued call letters at their postal addresses via courier.
- The written test of 100 marks will be set by the officer/sector professional, nominated jointly by the ACS, Secretary P&D & Secretary LG&RDD, either from public or private sector.
- The paper will be evaluated through Blind Review Process by at least two markers based on clear assessment rubric provided by the Examiner /Paper Setter.
- The candidates who obtained 60% or above marks in the test will be declared passed
- The Result of the written test will be announced within three weeks of conduct of test at the website of LG&RD Department.
- A combine list will be compiled by allocating total marks obtained both in short-listing and weighted marks obtained in the test (*Formula: weighted marks in test = %age marks obtained * 30*) and the list so compiled will be approved by the Secretary LG&RDD.

4. Final Interview:

- Adequate number of candidates who passed the test (preferably at least three five) in descending order from the combine list will be called for final interview.
- Any candidate who failed in the written test (secured less than 60% marks) will not be called for interview.
- Interview will be of at least 20 – 30 minutes duration and will be conducted by the Special Selection Committee constituted by the Government of Khyber Pakhtunkhwa for the purpose. The special committee shall comprise of:

Additional Chief Secretary	Chair
Secretary LG&RDD	Member/Secretary
Secretary Planning & Development	Member
Secretary Establishment	Member
CEO of Cantt. Board	Member
Consensus representative(s) of BoD of Company	Member(s)

- A final score for the interview will be calculated on the basis of total marks obtained by the interviewee in the interview.

- A cumulative score will then be ascertained on the basis of cumulative score obtained by the candidates in all the four factors of marks distribution (Qualification, Experience, Written Test and Final Interview).
- After the approval from the competent authority, a final list of the successful candidates will be displayed on LG&RDD website.

5. Appointment Offer Letter

- The successful candidate(s) will also be issued appointment offer letter(s) at their mailing address(es) with the approval of the competent authority.
- The successful candidate(s) will require to submit joining reports along with medical fitness certificates as per relevant rules of the government.
- The appointment will be on Contract Basis initially for **three years/five years** which will be extendable after the Performance Evaluation.