

# JOB OPPORTUNITIES

Government of Sindh, through Planning and Development Department, is currently launching the Community Development Project under Public Private Partnership (PPP). The Public Private Partnership Unit has been established at Planning and Development Department to implement the upcoming projects. Following vacancies are hereby announced to man the positions in the (PPPU). Appointments shall be made purely on merit. Candidates possessing the requisite qualification and experience are eligible to apply.

Sr. #.	Position	Qualification	Experience	Role	Upper Age limit
01.	<b>Programme Coordinator</b>	Masters in Business Administration/ Science/ Social Sciences. Preferably in Economics/Sociology from a recognized University. Person having Ph.D. will get preference.	<ul style="list-style-type: none"> <li>7 years of experience in project management / Coordination</li> <li>Strong Communication skills and team orienting.</li> <li>PPP experience would be an asset.</li> <li>Computer Literacy is must:                             <ul style="list-style-type: none"> <li>MS Office Package</li> <li>Internet/ e-mail</li> </ul> </li> </ul>	To oversee the PPPU and all project activities for effective and efficient implementation of Projects under Public Private Partnership (PPP).	60
02.	<b>Manager Community Development</b>	Masters in Social Sciences/ Science Preferably in Sociology/ Rural Development/ Development Studies from recognized University. Person having Ph.D. will get preference.	<ul style="list-style-type: none"> <li>5 years of relevant experience in reputable organization, preferably of working with local communities.</li> <li>Computer Literacy is must:                             <ul style="list-style-type: none"> <li>MS Office Package</li> <li>Internet/ e-mail</li> </ul> </li> </ul>	To work with the communities to raise public awareness on the contribution of corporate sector role in the community development initiatives.	55
03.	<b>Programme Officer General</b>	Masters in Business Administration/ Social Sciences/ Science/ Economics from recognized University.	<ul style="list-style-type: none"> <li>3 years experience of similar position in relevant project.</li> <li>Computer Literacy is must:                             <ul style="list-style-type: none"> <li>MS Office Package</li> <li>Internet/ Email</li> </ul> </li> </ul>	To assist the Manager Finance in the procurement process including EOIs, RFPs <i>etc</i> ; To maintain and review project documentation as required.	50
04.	<b>Program Officer Community Development (Male + Female)</b>	Masters in Business Administration/ Social Sciences/ Science Preferably in Sociology/ Rural Dev./ Development Studies from a recognized university.	<ul style="list-style-type: none"> <li>3 years experience in reputable organization, preferably experience of working with Organization communities and NGOS.</li> <li>Computer Literacy is must:                             <ul style="list-style-type: none"> <li>MS Office Package</li> <li>Internet /Email</li> </ul> </li> </ul>	To work with the communities alongside the organization/ contractor for community development to identify their needs and issues and formulating strategies to address the issues; To prepare and implement annual work-plans under the ADP funds.	50
05.	<b>Accounts Officer</b>	Masters in Business Administration/ Finance/ Accounts from recognized university.	<ul style="list-style-type: none"> <li>3 years of experience in the relevant field preferably experience of working with public and private sector.</li> <li>Computer Literacy is must:                             <ul style="list-style-type: none"> <li>MS Office Package</li> <li>Internet/ E-mail</li> </ul> </li> </ul>	To prepare Accounts for overall project schemes; To ensure expenditure control and compliance with funding and reporting requirements under the project and standard accounting procedure.	55
06.	<b>Computer Operator (Male + Female)</b>	Graduate, preferably B.S. in Computer Sciences; IT diploma would be counted as added qualification.	<ul style="list-style-type: none"> <li>5 years experience in reputable organization;</li> <li>Typing speed 40 words per minute.</li> <li>Ability to read and write English, and take dictation.                             <ul style="list-style-type: none"> <li>MS Office Package</li> <li>Internet/ E-mail</li> </ul> </li> </ul>	To carryout various data entry operation in the PPPU; To assist in installation, maintenance and daily stock control of computer equipment and maintain daily log of all electronic equipment of PPPU	40

07.	<b>Office Attendant (2 Positions)</b>	Ability to read and write English, Urdu and Sindhi.	3 years experience in reputable organization; and good manners.	To deliver letters, correspondence and packages; Maintenance of Office Furniture; To provide service for the office refreshment	30
08.	<b>Driver (2 Positions)</b>	The candidate should be matriculate with valid driving licence and having ability to read and write English, Urdu and Sindhi.	Should have five years experience in reputable organization; and having good manners.	To drive vehicle and its maintenance.	35
09.	<b>Office Guard/ Chowkidar</b>	The candidate should be at least Middle pass having ability to read and write English, Urdu and Sindhi.	5 years experience in reputable organization; and having good manners.	To be custodian of office building and all office machinery and equipment (vehicles, electronic equipment, furniture, stationary <i>etc</i> ; To maintain log of visitor.	50
10.	<b>Sweeper</b>	The candidate should be at least Middle pass having ability to read and write English, Urdu and Sindhi.	3 years experience in reputable organization; and having good manners.	To sweep, mop & clean rooms and premises of office building; Dusting of all office furniture including desks, podiums bookcases, shelves <i>etc</i> .	50

#### General Instructions

1. Degrees obtained from any HEC-recognized University of Pakistan or abroad would be accepted. Ability to work under pressure having strong communication skills in Urdu and English languages should be preferred.
2. He/ She should be ready for extensive field visits to monitor the progress of the activities under the project and should be a computer literate.
3. Only those candidates should apply who fulfil the criterion and eligibility; candidate already in Government Service should apply through proper channel.
4. Only short-listed candidates would be called for interview; No TA/ DA will be admissible for interview;
5. Upper age limit will be relaxed as per policy of the Sindh Government;
6. The applications must reach at the following address within 15 days of publication; Applications received after due date and incomplete shall not be entertained; and
7. Candidates are advised **to send their application by post only** on the address given below along with their resume and signed covering letter indicating the name of position applied for by **March 20, 2009**. For detailed TORs please visit the website given below.

Ph. No. 9218346,  
Fax No. 9211922  
URL: [www.sindhpn.gov.pk](http://www.sindhpn.gov.pk)  
E-mail: [pcpppu.pnd@sindh.gov.pk](mailto:pcpppu.pnd@sindh.gov.pk)

**PUBLIC PRIVATE PARTNERSHIP UNIT**  
**PLANNING & DEVELOPMENT DEPARTMENT**  
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