



**Government of Sindh**  
**Planning & Development Department**  
**Program Support Unit (PSU)**  
**Sindh Cities Improvement Program (SCIP)**



**Subject: Minutes of Meeting of Recruitment and Selection Committee for Selection of Engineering Executives, Program Support Unit, Sindh Cities Improvement Program dated the 22<sup>nd</sup> December, 2011.**

The meeting of Internal Selection Committee for the appointment of three (03) vacant positions of Engineering Executives was held in the office of Program Director, Sindh Cities Improvement Program on 22<sup>nd</sup> December, 2011. The Internal Selection Committee has been notified vide order bearing No. PSU/SCIP/(Selection Committee)/2008-09 dated the 4<sup>th</sup> September, 2008 for all the appointments below BPS-16 or equivalent from the market on contract basis (Annexure-1).

2. The meeting was presided over by the Program Director, Sindh Cities Improvement Program, Planning & Development Department, Government of Sindh. These vacant positions have been incorporated in the revised organogram of PSU, SCIP.

3. The Expression of Interest for said positions for Program Support Unit, Sindh Cities Improvement Program were advertised on 7<sup>th</sup> October, 2011 (Annexure-II)

4. Following table shows the number of applicants who applied for these three positions and shortlisted for written test and successful candidates in written test were called for interview:-

Sr.No	Name of the Post	No. of Applications Received	Short Listed	Appeared for Written test	Qualified for Interview
01	Engineering Executives	54	19	15	10

5. The Selection Committee interviewed the successful candidates in written test, found the following suitable candidates for recruitment / selection in order of merit as Engineering Executives.

6. The committee also decided to offer three posts to the top three candidates and if he/she fails to join within stipulated time then alternate candidate will be offered the same post.


**(Engineering Executives 03 Positions)**

- i. Engr. Momal Shahab
- ii. Engr. Ather Hussain Mover
- iii. Engr. Taj Muhammad
- iv. Engr. Nadeem Akhtar Khaskheli
- v. Engr. Muhammad Abdul Basit
- vi. Syed Safder Abbas Zaidi


(2)

7. The meeting ended with a vote of thanks to and from the chair.

The list of participants is at Annexure III.

  
(Mr. Rahim Buksh Bugti)  
Accounts Officer  
Member

  
(Mr. Moazzam Ali Marri)  
Program Officer (Admin)  
Member

  
(Mr. Muhammad Adnan Nazir)  
Assistant Chief PP&H  
Planning & Development Department  
Member

  
(Mr. Saeed Ahmed Awan)  
Program Director  
Sindh Cities Improvement Program  
Chairman

# JOB OPPORTUNITIES

A progressive public sector organization requires services of the following personnel purely on contract basis:

Position	Job Overview	Qualification	Experience & Age
<b>Human Resource &amp; Communication Specialist</b>	<ul style="list-style-type: none"> <li>Review all organizational documents relating to Human Resources (HR)</li> <li>Prepare HR documents, including job descriptions, training programs, consultant terms of reference and working papers.</li> <li>Assist shortlisting of suitable candidates</li> <li>Ensure safe custody of all the HR-related records.</li> <li>Coordinate with employees to address HR related matters.</li> <li>Any other relevant task assigned by the Competent Authority.</li> </ul>	<ul style="list-style-type: none"> <li>Masters Degree in Human Resource Development, Commerce, Management or related subjects.</li> <li>Proficient in English, MS Office, Microsoft Windows and other related computer software.</li> </ul>	<ul style="list-style-type: none"> <li>3 years experience in the relevant field.</li> <li>Candidates with multilateral or bilateral donor project experience preferred.</li> <li>Excellent interpersonal and communication skills.</li> <li>Candidate should not be over 45 years, however, it can be relaxed in case of highly qualified / experienced candidate.</li> </ul>
<b>Public Finance Specialist</b>	<ul style="list-style-type: none"> <li>Track the funding for Municipal Services in targeted Taluka Municipal Associations (TMAs)</li> <li>Review existing TMA tariffs and revenue generation mechanisms.</li> <li>Review financial sections of PC-I.</li> <li>Review financial projections and business plan.</li> <li>Assist TMAs to implement new tariffs and revenue generation mechanisms.</li> <li>Any other relevant task assigned by the Competent Authority.</li> </ul>	<ul style="list-style-type: none"> <li>Post-graduate degree preferably in Economics / Development Economics, Public Finance / Finance Management.</li> </ul>	<ul style="list-style-type: none"> <li>Candidate should have 8 years of relevant experience with at least 3 to 5 years experience in Finance Planning &amp; Budgeting &amp; Costing.</li> <li>Preference would be given to candidates who have experience in managing municipal services finance and also experience in devolution or reforms related assignments, preferably in social sector.</li> <li>Proficient with field related software including MS Office &amp; MS Project.</li> <li>The candidate should not be over 45 years; however, it can be relaxed in case of highly qualified / experienced candidate.</li> </ul>
<b>Monitoring &amp; Evaluation Specialist</b>	<p>Program Officer (M&amp;E) in coordination with M&amp;E Specialist will assist PSU in developing &amp; managing</p> <p>i) Requirements for the Investment Program Performance Monitoring System (IPPMs).</p> <p>ii) Monitoring procedures for different parameters in the IPPMS and</p> <p>iii) Reporting performance of projects according to the parameters in IPPMS.</p>	<ul style="list-style-type: none"> <li>He / She should have Masters degree in social sciences.</li> <li>Should have proficiency in MS Office</li> <li>Should have good interpersonal &amp; communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>Should have at least 05 years' experience in public sector monitoring &amp; evaluation.</li> <li>Two years' experience in public sector / donor aided project development program / project monitoring and evaluation will be given preference.</li> <li>Should not be over 45 years of age.</li> </ul>
<b>MIS Assistant</b>	<ul style="list-style-type: none"> <li>Website Designing &amp; Development.</li> <li>Small Size Database Designing using MS-Access 2007 / 2010 / Visual Basic</li> <li>Message &amp; Troubleshoot LAN &amp; Wi-Fi Network</li> <li>Hardware / Software Installation, Configuration &amp; Troubleshooting.</li> <li>Create IT Manuals / Documentations</li> <li>Excellent working knowledge of Microsoft Office Suite 2010 (Excel, PowerPoint, Access, Word &amp; Outlook).</li> <li>Working knowledge of MS Visio or other similar graphic software.</li> <li>Enthusiastic to learn &amp; research new IT technologies.</li> </ul>	<ul style="list-style-type: none"> <li>A Bachelor degree in Computer Science / Software Engineering / Computer Engineering / Information Technology or allied discipline from an accredited local or foreign university.</li> <li>Or a Bachelor degree with Diploma in Computer Programming, Website Development, Network / Hardware.</li> </ul>	<ul style="list-style-type: none"> <li>At least 1 to 2 years of relevant experience in public / private sector or software house.</li> <li>The candidate should not be over 35 years.</li> </ul>
<b>Accounts Assistant</b>	<ul style="list-style-type: none"> <li>Verification of payments, processing of payroll and other disbursements</li> <li>Involved in all bookkeeping.</li> <li>Processing of payroll of staff maintaining records related to salaries.</li> <li>Maintaining of relevant records &amp; vouchers.</li> <li>E-Filing (Sales Tax).</li> <li>File Income Tax Chalan.</li> <li>Operate Computerized Accounting System</li> </ul>	<ul style="list-style-type: none"> <li>He / She should have a B.Com or equivalent degree in accounting and auditing.</li> <li>Well conversant with Customized Accounting Software and MIS offices.</li> <li>Should have in-depth knowledge of standard accounting document, such as journals, ledgers, accounting registers, and other bank statements.</li> </ul>	<ul style="list-style-type: none"> <li>1-3 years of relevant experience in reputable multinationals or major multi-donor or multi-sectorial public sector project.</li> <li>Relevant experience in public sector / donor aided project will be given preference.</li> <li>The candidate should not be over 35 years.</li> </ul>

Position	Job Overview	Qualification	Experience & Age
<b>Engineering Executive</b>	<ul style="list-style-type: none"> <li>He / she will assist PSU in collecting and analyzing of water supply, wastewater management, and solid waste management data from secondary cities of Sindh.</li> <li>He / she will assist PSU for master planning, feasibility studies and monitoring of the WSS project execution, and report to the concerned department.</li> </ul>	<ul style="list-style-type: none"> <li>He / she should have a Bachelor degree in Civil, Environment, Urban Engineering.</li> <li>Proficiency in MS Office.</li> <li>Should have good interpersonal and communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>Fresh engineering background / diploma holder with 01 year experience.</li> <li>Should have experience in Water Supply &amp; Sanitation (WSS), Urban Planning, &amp; Environment Sector.</li> <li>Should not be over 30 years of age.</li> </ul>
<b>Dispatch Rider</b>	<ul style="list-style-type: none"> <li>Delivery of all the outward mails and documents.</li> <li>Keeping record of all delivered mails / documents.</li> </ul>	<ul style="list-style-type: none"> <li>Should be at least HSC qualified.</li> <li>Must have valid driving license of motorcycle / car.</li> </ul>	<ul style="list-style-type: none"> <li>At least three (03) years of relevant experience.</li> <li>Individual should not be over 35 years of age.</li> </ul>
<b>Naib Qasids (Office Attendant)</b>	<ul style="list-style-type: none"> <li>Perform daily office tasks assigned by Admin Officer.</li> <li>Locking and unlocking office at the beginning and end of the day.</li> </ul>	<ul style="list-style-type: none"> <li>Should be at least primary pass.</li> <li>Preference will be given to SSC qualified.</li> </ul>	<ul style="list-style-type: none"> <li>At least three (03) years of relevant experience.</li> <li>Individual should not be over 35 years of age.</li> </ul>
<b>Driver</b>	<ul style="list-style-type: none"> <li>Driving and maintenance of vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>Should be at least primary pass.</li> </ul>	<ul style="list-style-type: none"> <li>At least 10 years experience.</li> <li>Should be at least Middle pass.</li> <li>Holder of valid driving license and CNIC.</li> <li>Not more than 45 years of age.</li> </ul>
<b>Janitor</b>	<ul style="list-style-type: none"> <li>Cleaning bathrooms, sinks, toilets and floors.</li> <li>Emptying trash and recycling bin.</li> <li>Cleaning carpets, stainless steel, other special surfaces of office furniture and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>At least primary pass.</li> </ul>	<ul style="list-style-type: none"> <li>At least 03 years of relevant experience.</li> <li>Individual should not be over 40 years of age.</li> </ul>
<b>Receptionist-Cum-Telephone Operator (Female / Male)</b>	<ul style="list-style-type: none"> <li>Maintaining and managing Telephone Logs.</li> <li>Creating and updating Telephone Directory.</li> </ul>	<ul style="list-style-type: none"> <li>He / she should have an Intermediate degree.</li> <li>Proficiency in handling PABX.</li> <li>Must possess strong communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>At least two (02) years of relevant experience.</li> <li>Relevant experience in public sector / donor aided project will be given preference.</li> <li>Individual should not be over 35 years of age.</li> </ul>

## Security Guards

To provide 24 hours security to the office with licensed weapons, quotations from registered firms (only) are required for two (02) security guards daily in a sealed envelope to be sent on the following P.O. Box.

Interested eligible individuals must provide detailed curriculum vitae containing all the evidence of qualification, stipulated skills, and experience along with Computerized NIC Attractive salary packages will be offered to the selected candidates and Sindh domicile candidates are required to apply. The appointments will be made on contract basis, renewable on satisfactory performance appraisal. Positions are based in Karachi. Applications / Expressions of Interest must reach this office on the address given below P.O. Box address not later than 22nd October, 2011. Please mark envelope on the top left corner with the post applied for.

P.O. Box No. 13854, Karachi.