

## CAREER OPPORTUNITIES

PROJECT IMPLEMENTATION UNIT (PIU) – PROVINCIAL DISASTER MANAGEMENT AUTHORITY (PDMA), PUNJAB invites applications from suitable candidates through open competitive process for below given positions **ON CONTRACT BASIS** (almost for 1 year) under WORLD BANK ASSISTED - DISASTER AND CLIMATE RESILIENCE IMPROVEMENT PROJECT (DCRIP).

Apply online [jobs.pdma.gov.pk](http://jobs.pdma.gov.pk) (only online completed application will be considered). For further job details, please visit <http://www.pdma.gov.pk/jobs> or may contact at the address given below.

### **1. SENIOR PROCUREMENT SPECIALIST** (01 | Post)

**Age:** 55 years (maximum)

**Pay:** Rs. 250,000/-P.M. Lump sum (in case of contract employee)

**Qualification:** Master degree in Project Management/ MBA/ MPA/ M.com/ Civil Engineering/ Business Economics or equivalent qualification in related field from a recognized University of HEC.

**Experience:**

- At least 10 years of post-qualification experience in the field of public/private procurement at the national level or with the International Organizations/ Donor funded projects. Prior experience in World Bank procurement will be preferred.
- Extensive knowledge of Punjab Procurement Rules, 2014, policies and procedures for the procurement of goods/works and Consultancy Services.
- Hands-on certificates of trainings/workshops on Public Procurement, Contract Management and Project Management will be preferred.
- Demonstrate strong interpersonal and communication skills.
- Strong communication and report writing skills, having written and oral fluency in English.
- Knowledge of MS Office is mandatory and STEP will be preferred.

### **2. PROCUREMENT SPECIALIST** (01 | Post)

**Age:** 50 years maximum

**Pay:** Rs. 150,000/-P.M (in case of contract employee)

**Qualification:** Bachelor degree in Civil Engineering/ MBA/MPA/MSC Economics or equivalent qualification in related field from a recognized University of HEC.

**Experience:**

- Should have at least 7 years of experience of public/private procurement at the national level or with the International Organizations/ Donor funded projects.
- Knowledge of Punjab Procurement Rules 2014, policies and procedures for the procurement of goods/works and Consultancy Services.
- Strong communication and report writing skills, having written and oral fluency in English.
- Should be computer literate having experience of computer software i.e. MS project, MS office etc.

### **3. DISASTER RISK MANAGEMENT SPECIALIST** (01 | Post)

**Age:** 50 years maximum

**Pay:** Rs. 200,000/- P.M Lump sum (in case of contract employee)

**Qualification:** Bachelor (Hons) or Master's degree in Civil Engineering/ River Engineering/ Water Resources Engineering/ Environmental Engineering or Master's degree in Environmental/ Earth/ Atmospheric/ Coastal/ Climate Change Sciences or equivalent qualification in related field from a recognized University of HEC.

**Experience:**

- Should have relevant experience of more than 8 years of planning, designing and implementation of DRM and DRR related projects/applications.
- Should have adequate knowledge of multi-hazard vulnerability risk assessment and disaster risk reduction techniques.
- Should have adequate knowledge of latest DRR tools/techniques and world best practices in this field.
- Should possess strong supervisory, communication, team building and computing skills.

### **4. GIS (TEAM LEAD)** (01 | Post)

**Age:** 55 years (maximum)

**Pay:** Rs. 250,000/-P.M Lump sum (in case of contract employee)

**Qualification:** Master's degree in GIS/ Remote Sensing/ Space Sciences and Geometric or equivalent qualification in related field from a recognized University of HEC.

**Experience:**

- At least 10 years of experience in design and management of spatial database systems and extensive knowledge of spatial feature representations.
- Strong RDBMS skills including development skills.
- Regional and National knowledge of GIS applications and its usage in DRM.
- Experience and knowledge of latest products and tools of GIS in DRM.
- Previous professional experience in Hazard and Risk Assessment.
- Strong experience in using GIS applications - most importantly applications for Raster Analyst, Spatial Analyst Extensions and Photogrammetry Tools.
- Should be capable to perform Image Analysis and supervised/ unsupervised image classifications independently.
- Knowledge of latest development & standards in software systems/ products.

- Fluent in spoken and written English;

### **7. IT MANAGER** (01 | Post)

**Age:** 50 years (maximum)

**Pay:** Rs. 175,000/-P.M Lump sum (in case of contract employee)

**Qualification:** A Master degree in Information & Technology, Software Engineering, Computer Sciences, Information Systems or equivalent qualification in related field from a recognized University of HEC.

**Experience:**

- At least 10 years of relevant experience in designing and development of enterprise solutions.
- A postgraduate qualification in a relevant discipline would be an added advantage.
- A good understanding of the underlying operating systems.
- Ability to implement complex workflow models.
- Knowledge of Object orientated programming languages and approaches.
- Knowledge of the UML diagram and software engineering standard models.
- Knowledge of all Database backup and recovery scenarios products.
- Knowledge of the latest development and standards in software systems and products.
- Must possess strong writing and content development skills.
- Fluent in spoken and written English.
- Ability to work in a team to meet deadlines.

### **8. ASSISTANT NETWORK ADMINISTRATOR** (01 | Post)

**Age:** 45 years (maximum)

**Pay:** Rs. 100,000/-P.M Lump sum (in case of contract employee)

**Qualification:** A Master's or 16 years of education in Software Engineering, Computer Science, Information Systems, Information Technology or equivalent qualification in related field from a recognized University of HEC.

**Experience:**

- At least 5 years of relevant experience in handling large networks.
- A postgraduate qualification in a relevant discipline would be an added advantage.
- CCNA, CCNP and/or MCSE certification is a requirement.
- Knowledge of communications and networking essentials.
- A good understanding of the underlying operating systems.
- Knowledge of all Database backup and recovery scenarios products.
- Excellent organizational and analytical abilities.
- Writing and content development skills.
- Fluent in spoken and written English.

### **9. ASSISTANT PROCUREMENT SPECIALIST** (01 | Post)

**Age:** 45 years (maximum)

**Pay:** Rs. 100,000/-P.M Lump sum (in case of contract employee)

**Qualification:** A Master's or 16 years of education in Project Management / MBA / MPA / M.com / MCS / Business Economics or equivalent qualification in related field from a recognized University of HEC.

**Experience:**

- At least 4 years of post-qualification experience in the relevant field.

### **10. OFFICE ASSOCIATE** (05 | Posts) (01-Finance, 01-HR, 01-Procurement, 01-Graphic Designing, 01-Contract Management)

**Age:** 40 years (maximum)

**Pay:** Rs. 60,000/-P.M Lump sum (in case of contract employee)

**Qualification:** MBA (Finance)/ MBA (Project Management)/ MPA/ MBA (HR)/ Master's in Commerce/ Master's in Economics/ Master's in Mass Communication/ Master's in International Relation/ MS Graphic Designing/ LLB or 16 years of education or equivalent qualification in related field from a recognized University of HEC.

**Experience:**

- At least 2 years' experience in relevant field;
- Strong communication & inters-personal skills;
- Excellent command in MS Office package.

### **11. ANDROID DEVELOPER** (01 | Post)

**Age:** 45 years (maximum)

**Pay:** Rs. 100,000/-P.M Lump sum (in case of contract employee)

**Qualification:** MCS/ M.Sc (CS) / M.Sc Space Sciences/ MIT/ M.Sc Geo Informatics/ BSCS (Hons) or 16 years of education or equivalent qualification in related field from a recognized University of HEC.

**Experience:**

- Fluency in spoken and written English;
- Ability to accurately gather, analyze and interpret data, identify and define problems and make recommendations for resolution;

**5.SENIOR GIS/ IT DEVELOPER** (02|Posts)

**Age:** 55 years (maximum)

**Pay:** Rs. 250,000/-P.M Lump sum (in case of contract employee)

**Qualification:** Master's degree in GIS/ Remote Sensing/ Geometrics/ Space Sciences/ Computer Sciences or equivalent qualification in related field from a recognized University of HEC.

**Experience:**

- At least 10 years of experience in designing, development and management of spatial database management systems and knowledge of spatial feature representations.
- Strong RDBMS skills including development skills.
- Must have sufficient knowledge of products and tools of GIS and its usage in Disaster Risk Management.
- Strong experience in using GIS/ IT applications - most importantly application for Raster Analyst, Spatial Analyst Extensions and Photogrammetry Tools
- Should be capable to perform Image Analysis and supervised/ unsupervised image classifications independently.
- Must have sufficient knowledge of the Planning tools for damage and losses from Natural Hazards (HAZUS) and Spatial Decision Support Systems (SDSS).
- Fluency in spoken and written English.

**6.DATABASE ADMINISTRATOR (DBA)** (01|Post)

**Age:** 50 years (maximum)

**Pay:** Rs. 150,000/-P.M Lump sum (in case of contract employee)

**Qualification:** Master's / 16 years of education in Software Engineering, Computer Science, Information Systems, Information Technology or equivalent qualification in related field from a recognized University of HEC.

**Experience:**

- At least 8 years of relevant experience in ORACLE 9i/ 10g and Oracle PL/ SQL, and/or Microsoft SQL RDBMS, software development / customization / adaptation, Experience in programming skills in Microsoft .Net (Visual C# or Visual Basic or Java) or Oracle Forms/Reports Development and in database planning, design, operational support, hands-on implementation and configuration of databases, database replication database backup/recovery, optimization and performance tuning.
- A postgraduate qualification in a relevant discipline would be an added advantage
- MCDBA / MCT certification is a requirement
- Oracle Database Administrator Certificate or Microsoft Certified Database Administrator is required.
- Knowledge of communications and networking essentials, specifically in relation to database servers.
- A good understanding of the underlying operating system.
- Ability to perform both Database and operating system performance tuning and monitoring.
- Knowledge of all Database backup and recovery scenarios products.
- Knowledge of latest development & standards in software systems/ products.
- Excellent communication, writing and content development skills.

- At least 4 years' experience in related field. Android developer responsible for the development and maintenance of applications aimed at a vast number of diverse Android devices. Primary focus will be the development of Android applications and their integration with back-end services. He/ She will be working along-side other engineers and developers working on different layers of the infrastructure.

**12. FRONT END DEVELOPER/ GRAPHIC DESIGNER** (01|Post)

**Age:** 45 years (maximum)

**Pay:** Rs. 100,000/-P.M Lump sum (in case of contract employee)

**Qualification:** MCS / MIT / Bachelor (Hons) in Computer Sciences/ MS Graphic Designing or 16 years of education or equivalent qualification in related field from a recognized University of HEC.

**Experience:**

- At least 4 years' of experience in related field.
- Must have strong development skills in Angular Framework 6 or later.
- Should have good knowledge about React Libraries.
- Knowledge of GIS libraries e.g. open layers 3, google map API, leaflet, ESRI, Arc GIS and JS API will be preferred.
- Must possess strong hands-on skills in Adobe Photoshop and Adobe Illustrator.

**13. IT ASSISTANT** (06|Post)

**Age:** 35 years maximum

**Pay:** Rs. 35,000/- P.M Lump sum (in case of contract employee)

**Qualification:** Sixteen (16) year education in IT/CS/GIS/RS/Space Sciences/ Geographical Sciences or equivalent qualification in related field from a recognized University of HEC.

**Experience:**

- Should have experience at least 3 year in the office documentation/file management
- Should have excellent knowledge/experienced of MS Office
- Should have typing speed more than 45 WPM
- Test based selection

**14. DRIVER (HTV)** (01|Post)

**Age:** 40 years (maximum)

**Pay:** Rs. 25,000/-P.M Lump sum (in case of contract employee)

**Qualification:** Matriculation

**Experience:**

- At least 5 years' experience in driving HTV

**15. DRIVER (LTV)** (01|Post)

**Age:** 40 years (maximum)

**Pay:** Rs. 25,000/-P.M Lump sum (in case of contract employee)

**Qualification:** Matriculation

**Experience:**

- At least 5 years' experience in driving LTV

**16. SECURITY GUARD** (02|Posts)

**Age:** 45 years (maximum)

**Pay:** Rs. 20,000/-P.M Lump sum (in case of contract employee)

**Qualification:** Matriculation

**Experience:**

- At least 3 years' experience as security guard

**General Information:**

1. In case of Govt. employee, Regular Salary + Incentive allowance will be given as per Finance Department policy letter No. FD.SR-1/9-10/2019, dated 31-12-2019.
2. For Sr. No. 1 to 12, Departmental officers are also eligible to apply and compete for subject assignment. In case of selection of departmental officers, his/her appointment will be made by transfer as per rules.
3. Employees of Government, Semi-Government, Autonomous bodies shall apply with valid No Objection Certificate (NOC) from concerned department.
4. In case of selection, HEC verified degrees shall be submitted and in case of foreign degree HEC equivalent degree is required.
5. Female candidates are also encouraged to apply.
6. Persons domiciled in the Punjab are eligible to apply.
7. Only shortlisted candidate will be invited for interview. No TA / DA is admissible for interview/test.
8. The PIU-PDMA Punjab management reserve the rights to withheld or terminate recruitment process against any of the above mentioned positions without assigning any reason.
9. **Deadline for submission of applications is 15.01.2021.**

Project Director, Project Implementation Unit (PIU), Provincial Disaster Management Authority (PDMA)

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