



**AZAD GOVERNMENT OF THE STATE OF JAMMU AND KASHMIR  
PROJECT IMPLEMENTATION UNIT (PIU) DCRIP, P&DD**

**VACANCY ANNOUNCEMENT**

**P154036: Disaster & Climate Resilience Improvement Project.**

**Credit No.: 5686-PK.**

**Reference No: PIU Activity.**

- 1- The P&D Department of AJK has received financing from the World Bank towards the cost of the DCRIP, and intends to apply part of the proceeds for PIU Staffing.
- 2- The Project Implementation Unit (PIU), DCRIP, P&D Department of AJK invites eligible and qualified individuals, for contract appointments against Expert, Specialist & Operational Staff positions for the services, mentioned in the Terms of Reference available at P&DD website. [www.jobs.pndajk.gov.pk](http://www.jobs.pndajk.gov.pk).
- 3- The attention of eligible interested Candidates is drawn to Section 1.9, 1.12, 1.13 & 5.3 of the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers, January 2011 (revised July 2014).
- 4- The following positions are prior & post review hence the final selection will be made on the receipt of approval/NOL of the selection from World Bank.

S/ N	Position	Lump Sum	No. Of Posts	Quota	Qualification and Experience
1	Coordinator for P&DD	Max. 300,000/= Per month, but commensurate with experience	1	Open Merit	<ul style="list-style-type: none"> <li>• Master Degree in Social Sciences, Management Sciences, Public Administration, Project Management and Business Administration, Systems designing or a related discipline.</li> <li>• At least 15-20 years' experience in leading development related programs for a fairly large organization.</li> </ul>
2	Social Safeguard Expert	Max. 200,000/= Per month but commensurate with experience	1	Open Merit	<ul style="list-style-type: none"> <li>• Master Degree in Social Sciences</li> <li>• At least 8-10 years' of relevant work experience in dealing with Land Acquisition and Resettlement Action Plans.</li> </ul>
3	Procurement Expert	Max. 200,000/= Per month but commensurate with experience	1	Open Merit	<ul style="list-style-type: none"> <li>• MBA, Master's Degree in Business Management, Law or Engineering.</li> <li>• At least 5-7 years of experience in the field of procurement at the national level or with the International Organizations / Donor projects. Prior experience in World Bank procurement will be preferred.</li> <li>• Extensive knowledge of all Public4Procurement policies, processes and procedures with extensive experience in the application in procurement of Goods/Works and hiring of Consulting Services.</li> <li>• A high enough profile to be able to act as a close advisor to the top management, ability to interact effectively across social and ethnic boundaries.</li> <li>• Reputable trainings on Public Procurement, Contract Management and Project Management will be an advantage.</li> <li>• Demonstrated interpersonal and diplomatic skills.</li> <li>• Proven ability to work in a collaborative, team environment.</li> <li>• Written and oral fluency in English.</li> <li>• IT, computer and report writing skills are essentially required.</li> </ul>
4	M&E Expert	Max. 200,000/= Per month but commensurate with experience	1	Open Merit	<ul style="list-style-type: none"> <li>• Master Degree in Social Sciences, Management Sciences, Public/ Business Administration, Systems designing or a related discipline.</li> <li>• At least 5-7 years' experience in leading development related programs for a fairly large organization.</li> <li>• Experience in M&amp;E framework designing, tools and monitoring and evaluation of projects and program are highly desired.</li> </ul>
5	GIS Specialist	Max. 200,000/= Per month but commensurate with experience	1	Open Merit	<ul style="list-style-type: none"> <li>• Associate Degree GIS or related field of study, such as land use planning, cartography, or computer science with elective emphasis in geographic information systems (GIS).</li> <li>• At least 5-7 years relevant experience, including 2 years of experience using Arc Map GIS software, OR a GIS Certificate, preferably in a local government setting.</li> <li>• Knowledge of cartographic procedures and practices.</li> <li>• Experience with a Serial photograph interpretation and heads-up digitizing.</li> <li>• Knowledge of SDE database management and Python programming desired.</li> <li>• Experience in developing web-based GIS applications a plus.</li> </ul>
6	Infrastructural Specialist.	Max. 200,000/= Per month but commensurate with experience  (For period of Six Month)	1	Open Merit	<ul style="list-style-type: none"> <li>• Qualified civil engineer with at least 10 years of experience in Flood Protection Engineering Design and coordination during civil construction works.</li> <li>• He/she will be responsible for review and revision of design involving geometric design, designs for hydraulic structures and related allied features, super structure designs, geotechnical designs, drainage designs, rehabilitation and reconstruction and restoration plans along with detailed working drawings and specifications.</li> <li>• He/she will propose, preparation of PC-I, change in the construction plan, modification, change in design, construction method and can even alternate the technology of construction (if required and suitable).</li> </ul>
7	Project Manager	Max. 200,000/= Per month, but commensurate with experience	1	Open Merit	<ul style="list-style-type: none"> <li>• Master degree in Social Sciences, Management Sciences, Public Administration, Project Management and Business Administration, Systems designing or a related discipline.</li> <li>• At least 5-7 years' experience in leading development related programs for a fairly large organization.</li> </ul>
8	Admin Assistant (Operational Staff)	Max. 30,000/= Per month but commensurate with experience	1	Open Merit	<ul style="list-style-type: none"> <li>• At least Bachelor Degree from Recognized University.</li> <li>• Five years progressively responsible working experience as Admin Assistant. Experience with International Development Organization is a distinct advantage.</li> <li>• Fluency in spoken and written English and Urdu.</li> <li>• In-depth knowledge of typing, official correspondences, developing reports and other documents.</li> <li>• Well versed in taking and compiling minutes of meetings</li> <li>• Thorough understanding of making copies of printed documents, and filing correspondences, reports and records</li> <li>• Quick at compiling and typing statistical reports and charts</li> <li>• Extremely proficient in Microsoft Office applications</li> <li>• Able to perform various secretarial/ clerical duties.</li> <li>• Able to work and converse efficiently with all levels of colleagues, clients and other external contacts</li> <li>• Able to work and converse efficiently with all levels of colleagues, clients and other external contacts.</li> </ul>

9	Logistic Assistant (Operational Staff)	Max. 30,000/= Per month but commensurate with experience	1	Open Merit	<ul style="list-style-type: none"> <li>• At least Bachelor Degree from Recognized University.</li> <li>• Five years progressively responsible experience as Logistic Assistant. Experience with International Development Organization is a distinct advantage.</li> <li>• Highly skilled in performing tasks associated with shipping and receiving products.</li> <li>• Adept at arranging travel schedules and reservations</li> <li>• Hands on experience in monitoring order cycles and supply requisitions.</li> <li>• Able to identify the need for repairs and maintenance of supplies and equipment.</li> <li>• Able to work and converse efficiently with all levels of colleagues, clients and other external contacts.</li> </ul>
10	Procurement Assistant (Operational Staff)	Max. 30,000/= Per month but commensurate with experience	1	Open Merit	<ul style="list-style-type: none"> <li>• At least Bachelor Degree from Recognized University.</li> <li>• Diploma/Courses in Procurement, Logistics Management or a relevant field is a distinct advantage.</li> <li>• Five years progressively responsible experience as Procurement Assistant. Experience with International Development Organization is an asset.</li> <li>• Knowledge of World Bank procurement procedures is highly desirable</li> <li>• Good working knowledge of MS Office application (Word, Excel), email and able to easily navigate the Internet</li> <li>• Fluency in spoken and written English is require.</li> <li>• Able to work and converse efficiently with all levels of colleagues, clients and other external contacts.</li> </ul>
11	Computer Operator (Operational Staff)	Max. 25,000/= Per month but commensurate with experience	2	Open Merit	<ul style="list-style-type: none"> <li>• At least Bachelor Degree in Computer Science from Recognized University.</li> <li>• Five years progressively responsible working experience as Computer Operator. Experience with International Development Organization would be an asset.</li> <li>• Fluency in spoken and written English and Urdu.</li> <li>• In-depth knowledge of typing, official correspondences, developing reports and other documents.</li> <li>• Well versed in taking and compiling minutes of meetings</li> <li>• Thorough understanding of making copies of printed documents, and filing correspondences, reports and records</li> <li>• Quick at compiling and typing statistical reports and charts</li> <li>• Extremely proficient in Microsoft Office applications.</li> <li>• Proficient in use of Multimedia.</li> <li>• Proven record of answering telephone, giving relevant information to callers and routing calls to appropriate individual</li> <li>• Demonstrated ability to schedule appointments and meetings.</li> <li>• Able to work and converse efficiently with all levels of colleagues, clients and other external contacts.</li> </ul>
12	Drivers (Operational Staff)	Max. 15,000/= Per month but commensurate with experience	6	Open Merit	<ul style="list-style-type: none"> <li>• At least Primary Education, Preferably if Middle with valid PSV/HTV driving license.</li> <li>• Knowledge of local driving rules and regulations.</li> <li>• 5 years of work experience as a driver in any department/organization with a safe driving record.</li> <li>• Good knowledge of Vehicle maintenance.</li> <li>• Fluency of the local language of the duty station.</li> <li>• Knowledge to understand English.</li> </ul>
13	Peon/Office Boy/Dakk Runner/ Photocopier Operator/ Cook/Cleaner (Operational Staff)	Max. 14,000/= Per month but commensurate with experience	6	Open Merit	<ul style="list-style-type: none"> <li>• At least Primary Education, Preferably if Middle.</li> <li>• Should be physically active, at least with 1 to 2 years relevant experience.</li> <li>• Ability to sort out and organize official correspondence/letters for dispatch &amp; delivery.</li> <li>• Familiar with office equipment i.e. photocopier, printer, fax etc.</li> <li>• Ability to provide multidimensional support to office.</li> <li>• Fluency in local language of the duty station.</li> <li>• Knowledge to understand English.</li> </ul>
14	Chowkidar/ Watchman (Operational Staff)	Max.14,000/= Per month but commensurate with experience	3	Open Merit	<ul style="list-style-type: none"> <li>• At least Primary Education, Preferably if Middle.</li> <li>• Physical ability to perform the duties of the position.</li> <li>• Previous experience in security or as watch man.</li> <li>• Familiarity with security equipment.</li> <li>• Ability to handle physical workload.</li> <li>• Strong attention to detail.</li> <li>• Fluency in local language of the duty station.</li> <li>• Knowledge to understand English.</li> </ul>

**Conditions:**

1. Submit online application at [www.jobs.pndajk.gov.pk](http://www.jobs.pndajk.gov.pk)
2. The last date of submission of application is 6<sup>th</sup> December, 2016 by 04:00pm.
3. Provide hard copy of online submitted applications along with 3 latest passport size photographs, attested copies of CNIC, academic record, experience certificates, domicile/state subject and updated CV within due dates in the office of "Project Director PIU-DCRIP" Near Office of Chief Engineer Electricity Ghari Pan, Jalalabad Road Muzaffarabad AJK.
4. Government servants are not entitled to apply.
5. Incomplete applications will not be entertained.
6. The PIU reserves the right to change the number of posts advertised or with-hold further process for recruitment of abovementioned positions.
7. TOR's of the above positions are available at P&DD website [www.jobs.pndajk.gov.pk](http://www.jobs.pndajk.gov.pk)

**Project Director**

Disaster & Climate Resilience Improvement Project

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