

## Vacancies Announcement for Contractual Appointments

Applications are invited from the suitable candidates for the following contract positions available in development project "Reconstruction & Rehabilitation of 277 Flood Damaged School Building in 10 Districts of A/J&K (IDB Assisted)"

Sr. No.	Post	Grade / Pay Scale	No. of Posts	Qualification / Experience
1	Monitoring & Education Specialist	BPS-19	01	I. At least Master in Education / Education Planning & Management. PhD in education will be preferred. II. At least 10 years experience as teachers training, material development and training need assessment activities in any reputed educational organization/ institution government or private as well as in any education related NGO. OR III. Having at least 5 years experience of leading or co-leading any teacher education institute in Pakistan or abroad. IV. Understands or having experience in EMIS/TMIS and its utilization.
2	Executive Engineer (Civil)	BPS-18	01	I. B.Sc Engineering (Civil) with at least 07 years experience in relevant field Govt. / public sector organization. Experience of execution of development projects will be preferred.
3	Procurement Specialist (Only for 6 months)	BPS-18	01	I. Master degree in Social Sciences. II. At least 5 years experience in procurement under foreign funded organizations. Procedures of other International Financing Agency, especially in selection of consultants, including individual consultants and Quality and Cost Based (QCBS) selection. III. Highly familiar with tendering/ contracting principles and practices applied in a government context. IV. Experience in developing quotations, bidding documents tenders and contracts to meet client needs and within allocated budgets.
4	Project Account Officer	BPS-18	01	I. On Deputation from AG Office (a suitable officer).
5	Assistant Engineer (Civil)/SDO	BPS-17	05	I. B.Sc Engineering (Civil) with at least 05 years experience in relevant field Govt. / public sector organization. Experience of execution of development projects will be preferred.
6	Office Assistant/ Accountant	BPS-14	01	I. B.Com/ BBA with at least 2 years experience in a public sector organization. II. Perform general accounting and financial reporting functions for local management and external reporting needs. III. Responsible for the preparation of accurate financial reports and supporting schedules as required.
7	Monitoring & Evolution Staff/ Sub Engineers	BPS-11	08	I. Having 3 years diploma in civil engineering. II. At least 5 years experience in relevant field. III. Preparation of withdrawals, checking of drawing and BOQ's.
8	Draftsman/ Data Entry Operator	BPS-12	01	I. Having 3 years diploma in civil engineering. II. At least 5 years of experience in relevant field. III. Preparation of withdrawals, checking of drawing and BOQ's. IV. Record keeping of bidding documents, drawing BOQ's, agreements, correspondence etc. V. Assist assistant Engineers and superintending engineer in daily business of the projects.
9	Driver	BPS-04	03	Middle pass having valid driving license with 3 years experience in public or private sector.
10	Messenger/ Peon	BPS-01	05	Literate having relevant experience.
	<b>Total</b>		<b>27</b>	

### CONDITIONS:

- 1) Contract employment will be governed by the Standard Pay Package for Development Projects.
  - 2) Applications carrying complete C-V, 3 recent Photographs, attested copies of Testimonials and Experience Certificates along with processing fee of Rs. 200/- for grade 17 and above and Rs. 100/- for grade 11 to 16 (non-refundable) in the name of D/DO Secretariat Elementary & Secondary Education should reach to the undersigned within 15 days positively at the address given below from date of advertisement.
- Government/Semi-Government employees applying for the post must produce NOC at the time of interview.
- Only short listed candidates will be called for test/ interview will be conducted in presence of IDB representative. No TA/DA will be admissible.

Additional Secretary  
Elementary & Secondary Education  
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