

CAREER OPPORTUNITIES

PEDO

PAKHTUNKHWA ENERGY DEVELOPMENT ORGANIZATION, GOVERNMENT OF
KHYBER PAKHTUNKHWA, PAKISTAN

**KHYBER PAKHTUNKHWA HYDRO POWER AND RENEWABLE ENERGY DEVELOPMENT
PROGRAM**

Applications are invited from suitable dynamic candidates from all over Pakistan for appointment on contract basis for Project Management Organization (PMO) for the World Bank assisted Khyber Pakhtunkhwa Hydro Power and Renewable Energy Development Program.

Requisite Qualification and Experience for the posts are as under:-

| S. No. | Position | No. of posts | Qualification, Experience & Age |
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| 1 | Assistant Director Environment (BPS-17) | Two | <ul style="list-style-type: none"> • Master degree in Environment Sciences / B.Sc. in Engineering from HEC recognized university/registered with PEC or International University. • Should have 3 years of post-qualification professional experience in the Environment related position or Environment related organization. • Maximum Age limit is 35 years |
| 2 | Assistant Director Health & Safety (BPS-17) | Two | <ul style="list-style-type: none"> • Master degree in Environment Sciences from HEC recognized university or International University. • Should have 3 years of post-qualification professional experience in the Environment, Health & Safety related position or Environment, Health & Safety related organization. • Maximum Age limit is 35 years |
| 3 | Assistant Director Social Development (BPS-17) | Two | <ul style="list-style-type: none"> • Master degree in Social Development/Environment Sciences / Social Sciences/B.Sc. in Engineering from HEC recognized university/registered with PEC or International University. • Should have 3 years of post-qualification professional experience in the Social Development related position or Social Development related organization. • Maximum Age limit is 35 years |
| 4 | Assistant Director Geology (BPS-17) | One | <ul style="list-style-type: none"> • BS Geology/ 16 years education in geology from HEC recognized university or International University. • Should have 3 years of post-qualification experience in a similar role related to geology post or geology related organization. • Maximum Age limit is 35 years |
| 5 | Assistant Director E&M (BPS-17) | Two | <ul style="list-style-type: none"> • B.Sc in Engineering in Electrical/Mechanical from HEC recognized university/registered with PEC or International University. • Should have 3 years of post-qualification experience in a similar role in engineering project management preferably working in projects financed by multilateral development agencies. • Maximum Age limit is 35 years |
| 6 | Assistant Director Procurement & Contracts (BPS-17) | Four | <ul style="list-style-type: none"> • Master's Degree in Procurement Management/Contract Management/Project Management/MBA/BBA (Hons)/B.Sc. Engineering from HEC recognized university/registered with PEC or International University. • Should have 3 years of post-qualification experience in a similar role preferably working in projects financed by multilateral development agencies. • Having knowledge of procurement procedures, evaluation, tendering, estimation, contract negotiation, claims handling, FIDIC contract conditions will be accorded due weightage. • Maximum Age limit is 35 years |

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| 7 | Assistant Director Finance/Accounts (BPS-17) | Two | <ul style="list-style-type: none"> • Master in Accounting and Finance, M.Com, ACA, ACMA, ACCA, MBA/BBA (Hons) (Finance) or MS Finance from HEC recognized university/registered with PEC or International University. • At least 3 years' relevant post-qualification experience in financial management in a similar role preferably working in projects financed by multilateral development agencies. • Having knowledge of working in provincial Finance Department, Auditor General of Pakistan Office, Office of Accountant General, and planning Department/commission will be accorded due weightage. • Maximum Age limit is 35 years |
| 8 | Assistant Director Admin (BPS-17) | One | <ul style="list-style-type: none"> • BBA (Hons)/MBA/MPA/Master's Degree/ 16 years' education in Management Sciences from HEC recognized university/registered with PEC or International University. • At least 3 years relevant post-qualification experience in a similar role preferably working in projects financed by multilateral development agencies. • Must possess knowledge of administration/ asset management, project & office management. • Maximum Age limit is 35 years |
| 9 | Assistant Director Security (BPS-17) | One | <ul style="list-style-type: none"> • Bachelor degree (14 Years education) or equivalent qualification from HEC recognized university/registered with PEC or International University. • At least 8 years of post-qualification professional relevant work experience in security related services and security administration. • Preference will be given to persons retired from armed forces. • Maximum Age limit is 50 years |
| 10 | Assistant Director Civil (BPS-17) | Six | <ul style="list-style-type: none"> • B.Sc Civil Engineering from HEC recognized university/registered with PEC or International University. • Should have 3 years of post-qualification experience in a similar role of engineering project management preferably working in projects financed by multilateral development agencies. • Maximum Age limit is 35 years |
| 11 | Assistant Director Electrical (BPS-17) | Three | <ul style="list-style-type: none"> • B.Sc Electrical Engineering from HEC recognized university/registered with PEC or International University. • Should have 3 years of post-qualification experience in a similar role of engineering project management preferably working in projects financed by multilateral development agencies. • Maximum Age limit is 35 years |
| 12 | Assistant Director Mechanical (BPS-17) | Two | <ul style="list-style-type: none"> • B.Sc Mechanical Engineering from HEC recognized university/registered with PEC or International University. • Should have 3 years of post-qualification experience in a similar role of engineering project management preferably working in projects financed by multilateral development agencies. • Maximum Age limit is 35 years |
| 13 | PS to CE/Dirs/PDs (BPS-16) | Nine | <ul style="list-style-type: none"> • Master degree (16 years education) in social sciences/management sciences or equivalent qualification from HEC recognized university/institution • At least 2 years of post-qualification professional relevant work experience as PS, Assistant etc. • Should have speed of 100 words per minutes in English Shorthand and 50 words per minute in English Typing. • Age limit is 32 years |
| 14 | Assistant Accounts / Budget Officer | Two | <ul style="list-style-type: none"> • Master in Accounting and Finance, M.Com, CA Finalist, ACA, ACMA, ACCA, MBA/ BBA (Hons) (Finance) or MS Finance from HEC recognized university/registered with PEC or International University. |

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| | (BPS-16) | | <ul style="list-style-type: none"> At least 2 years of Post-Qualification professional work experience in relevant field i.e. Accounts, Finance, budget preparation etc. Age limit is 32 years |
| 15 | Computer Operator (BPS-16) | Six | <ul style="list-style-type: none"> Bachelor Degree (16 years education) or equivalent qualification in computer science/Information Technology from HEC recognized university/institution. At least 2 years of post-qualification professional relevant work experience in a similar role in computer networking and information technology. Age limit is 32 years |
| 16 | Social Organizer/ Env. Assistants (BPS-16) | Three | <ul style="list-style-type: none"> Master degree (16 years education) in Environmental sciences, social science or equivalent qualification from HEC recognized university/institution At least 2 years of post-qualification professional relevant work experience as social organizer, community mobilizer, environment assistants etc. Age limit is 32 years |
| 17 | Assistant Security Officer (BPS-16) | Three | <ul style="list-style-type: none"> Bachelor Degree (14 years education) or equivalent qualification from HEC recognized university or International University. At least 5 years of post-qualification professional relevant work experience in security related services and security administration. Preference will be given to persons retired from armed forces. Maximum Age limit is 50 years |
| 18 | Land Collector (BPS-16) | One | <ul style="list-style-type: none"> Bachelor degree or equivalent qualification from HEC recognized university/institution Shall have 5 years Post-Qualification professional relevant work experience in a similar role as Revenue officer etc. Maximum Age limit is 62 years |
| 18 | Assistant/ Clerk (BPS-14) | Six | <ul style="list-style-type: none"> Bachelor Degree (14 years education) or equivalent qualification from HEC recognized university/institution At least 2 years of post-qualification professional work experience in a similar role as Assistant, Clerk, Office Assistant, and any other such relevant experience. Age limit is 30 years. |
| 19 | Surveyor (BPS-14) | Two | <ul style="list-style-type: none"> DAE (03 Years) in Civil or Surveyor diploma or equivalent qualification from recognized university/college/institution Shall have 2 years Post-Qualification professional relevant work experience in a similar role as surveyor etc. Age limit is 35 years |
| 20 | Sub Engineers Mech: 4 Elect: 4 Civil: 4 (BPS-12) | Twelve | <ul style="list-style-type: none"> DAE (03 Years) in Electrical/Mech/Civil from HEC recognized university/institution. In case higher qualified person applied for this post, preference will be given to him/her. At least 2 years of Post-qualification professional relevant work experience in engineering projects. Age limit is 30 years |
| 21 | Girdawar (BPS-11) | Three | <ul style="list-style-type: none"> F.A/F.Sc/ or equivalent qualification from recognized Board/Institute. At least 2 years of post-qualification relevant experience in a similar role etc. Maximum Age limit is 45 years |
| 22 | Patwari (BPS-9) | Six | <ul style="list-style-type: none"> F.A/F.Sc/ or equivalent qualification along with Passed Patwari Course. At least 2 years of relevant work experience in a similar role. Maximum Age limit is 45 years |
| 23 | Khatib/Imam (BPS-9) | One | <ul style="list-style-type: none"> Sanad from Wafaqul Madaris. Preference will be given to Hafiz-e-Quran At least 2 years of relevant work experience in a similar role. |

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| | | | • Maximum Age limit is 30 years |
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Instructions & General Conditions

Applicants are advised to read the following instructions carefully before filling the "FTS Application Data Form" available on FTS (Fair Testing Services) website i.e. <https://www.ftspak.net/>. Also read and follow the instructions carefully mentioned in FTS Application Data form.

- Duly filled & signed FTS application data form along with updated CV/resume and attested copies of testimonials (Copies of CNIC, All Educational Certificates, Degree, Experience Certificates, Trainings/Courses, 02 Passport size photographs and other supporting documents) to be sent by registered courier company before the closing date of applications.
- Having knowledge of World Bank or other multilateral financing organization, government policies, guidelines, and procedures related to the respective post will be accorded due weightage.
- Application complete in all respects must reach the office of the **FTS (Fair Testing Services) House No. 1543, Street No. 29, G-11/2, Islamabad, Phone #051-2360833, 051-8730090, 051-8730091** not later than **12th February, 2020**. By hand Applications, those received after due date and applications with incomplete information & lack of testimonials will not be considered at all.
- Clearly mark the position applied for in the Subject line/Envelope and shall send separate application/envelope for each post.
- Relevant experience with the Government/Semi-Government or reputable private sector organizations will be considered.
- Only Eligible/shortlisted candidates will be called for Test/Interview.
- 50% and above marks in written MCQS based test is qualifying score for further process in PEDO.
- Government/Semi Government employees may send their applications through proper channel.
- Appointment will be on contract basis extendable on yearly basis till the completion of the project, subject to satisfactory performance. In case of unsatisfactory performance, service can be terminated by the organization with 15 days' prior notice.
- The posts are project posts and will automatically abolished on completion of the projects.
- All appointments will be subject to approval of PC-1 and availability of fund.
- PEDO is an equal opportunity employer & females candidates are strongly encourage to apply.
- PEDO reserve the right to increase or decrease the number of posts or cancel any post or full advertisement.

(*Muhammad Idrees Khattak*)

**Deputy Director Admin Pakhtunkhwa Energy Development Organization
(PEDO)**

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