

DAWN

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PROGRAM SUPPORT UNIT SINDH CITIES IMPROVEMENT PROGRAM PLANNING & DEVELOPMENT DEPARTMENT GOVERNMENT OF SINDH



EXPRESSION OF INTEREST

Government of Sindh, with assistance from the Asian Development Bank, embarked in 2009 on the Sindh Cities Improvement Investment Program (SCIIP), a 10-year, US \$400 Million multi-tranche financing program to improve basic urban infrastructure and municipal services in Sindh's twenty (20) urban towns through priority investment to improve Water Supply, Wastewater and Solid Waste Infrastructure. Program Support Unit (PSU) – SCIP uses some portion of loan proceeds to engage the services of individual national consultants / specialists to assist PSU plan, implement and monitor infrastructure projects, PSU-SCIP, therefore, requires the services of qualified individuals for the following positions:

Position	Job Overview	Qualification & Experience
Municipal Services Specialist (Solid Waste Management) (01 Position) (PSU-Karachi)	Review all program documents; assist the SCIP to prepare documents and implement the Program. Assist in planning, reviewing feasibility studies, and monitoring municipal subprojects. Assist mapping of municipal services infrastructure. Help develop integrated management information systems for municipal services. Help identify potential sites for landfill and wastewater treatment plants. Arrange consultative workshops with TMAs to identify future subprojects. Review progress of Urban Services Corporation(s) against business and capital investment plans. Coordinate with regulatory authorities for the smooth SCIP implementation. Other tasks in municipal planning & development.	<ul style="list-style-type: none"> ● Masters Degree in Environmental Engineering / Civil Engineering / Solid Waste Management / Public Health Engineering. Skilled in field-related software. MS Office and Others. ● 08 years' experience in relevant field, including at least 02 years' experience in Solid Waste Management, knowledge of landfills and other solid waste recovery and disposal techniques. ● Preference will be given to the candidate with International experience / donor funded projects and/or experience in local government devolution and reform-related assignments, preferably in water supply, sanitation and solid waste management. ● Candidates with multilateral or bilateral donor project experience will be preferred. ● Candidate should not be over 45 years.
MIS Manager (01 Position) PSU-Karachi	<ul style="list-style-type: none"> ● Create, maintain, enhance and supervise the required database(s) and related applications. ● Supervise and manage system OS / software / applications, hardware and network and provide technical input in procurement of IT hardware. ● Maintain and update website. Introduce email / group ware communication culture and establish and maintain strong e-communications with the program users at all levels. ● To establish and maintain local area network, devise an on line system of communication. ● Provide help desk support to computer and network users including hardware, application software, networking and internet problems. ● Network trouble shooting and fixation. 	<ul style="list-style-type: none"> ● Master's degree in relevant field such as Computer Science or IT with at least three (03) years' of experience and some experience on development of software with MNC / reputed bank / funded project would be preferred. OR ● Bachelor's Degree in relevant field such as Computer Science or IT with at least five (05) years' of experience and some experience on development of software with an MNC / reputed bank / funded project would be preferred. ● Preference would be given to candidates having multiple platform certifications (MCSA / MCITP / CCNA). ● Considerable experience in developing and implementing information systems and enterprise solutions; implementation of system for Government projects. ● Candidate should not be more than 45 years of age.
Program Support Unit Assistant (01 Position) PSU-Karachi	<ul style="list-style-type: none"> ● The responsibilities of Program Assistant will inter alia are related to Finance Administration and coordination activities. ● Assist the Program Officers. ● Maintaining the office record and proper filing. 	<ul style="list-style-type: none"> ● He/She should have a Bachelor's degree in social sciences. ● Diploma of Project Management would be an added advantage. ● Proficiency in MS Office is mandatory. ● At least 03 years' experience in Office Management. ● Relevant experience in public sector / donor aided project will be given preference. ● Good interpersonal and communication skills. ● Candidate should not be over 35 years of age.
Executive Secretary (Female) (01 Position) PSU-Karachi	<ul style="list-style-type: none"> ● To provide secretarial assistance to Program Director in all project related activities. ● The responsibilities of Executive Secretary will inter alia are related to Management and Co-ordination activities. ● Maintaining office record and proper filing. 	<ul style="list-style-type: none"> ● She should have Bachelor's Degree. ● Proficiency in MS Office is mandatory. ● She must possess excellent skills in shorthand / typing / record keeping / office management skills. ● At least 03 years' of relevant experience, at least one of which should be with Public Sector. ● Relevant experience in public sector / donor aided project will be given preference. ● Candidate should not be over 35 years of age.
Local Support Unit Assistant (02 Position) LSU-Khairpur LSU-Tando Allahyar	<ul style="list-style-type: none"> ● He / She shall assist the Regional Specialist in all official matters assigned to him. ● He / She shall liaise with TMAs, NSUSC & PSU in Supporting / Monitoring the implementation of investment plan and capacity building initiatives. ● He / She shall physically visit the pre-assigned program areas and report the activities on monthly basis to PSU through Regional Specialist. 	<ul style="list-style-type: none"> ● He/She should have a Bachelor's Degree in Social Science. ● Should have good report writing skills. ● Proficiency in MS Office is mandatory. ● Candidate should have three (03) years of relevant experience with at least two (02) years of experience in the donor-assisted public sector programs/projects. ● Candidate should not be over 35 years of age.
Receptionist-cum-Telephone Operator (Female) (01 Position) PSU-Karachi	<ul style="list-style-type: none"> ● Maintaining and managing Telephone logs. ● Creating and updating Telephone directory. 	<ul style="list-style-type: none"> ● He/She should have an Intermediate Degree. ● Proficiency in handling PABX. ● Must possess strong Communication skills. ● At least two (02) years' of relevant experience. Relevant experience in public sector/donor aided project will be given preference. ● Individual should not be over 35 years of age.

An attractive remuneration package will be negotiated on the basis of qualification and professional experience. The appointments will be made on contract basis, renewable on satisfactory performance appraisals. Applications / Expressions of Interest along with CVs must reach this office on the address given below not later than **fifteen days (15)** from the date of publication of this advertisement (EOI). Please clearly mention the **post applied for** on your enclosed CVs.

Human Resource & Communication Specialist (HR&C)
 Program Support Unit, Sindh Cities Improvement Program,
 Bungalow No. D-45, Clifton Block-01, KDA Scheme No. 5, Karachi.
 Tel. No: 021-99251263-64

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