



VACANCIES



Punjab Rural Sustainable Water Supply and Sanitation Project (PRSWSSP)/Punjab Rural Municipal Services Company (PRMSC)

Punjab Rural Municipal Services Company- Head Office (PRMSC-HO)

1. Sr. Manager Procurement & Contracts (1 Post)

QUALIFICATIONS & EXPERIENCE

- Master's degree in Procurement & Contracts Management/Business Administration/Finance / LLB or BSc Engineering
- In general, 10 years of relevant work experience in matters related to procurement, contract management, bids administration etc.
- 4 years of experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions.

OR

Government Officer / Public Servant (BPS 18) on deputation/transfer basis by Government.

2. Social and BCC Specialists (01 Post)

QUALIFICATIONS & EXPERIENCE

- Master's degree in Sociology/Anthropology/ mass communication / public relations
- In general, 8 years of relevant work experience in matters related to social safeguards, community mobilization etc.
- 4 years of experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions.

3. Gender Specialist (01 Post)

QUALIFICATIONS & EXPERIENCE

- Master's degree in Gender Studies/Sociology/Anthropology / social sciences
- In general, 8 years of relevant work experience in matters related to gender mainstreaming, social/community mobilization etc.
- 4 years of experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions.

9. Manager (MIS and Data Management) (01 Post)

QUALIFICATIONS & EXPERIENCE

- Master's degree in Computer Science/IT/MIS
- In general, 10 years of relevant work experience in matters related to IT handling (software and hardware), MIS, database administration etc.
- 4 years of experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions.

10. Environmental Specialist (01 Post)

QUALIFICATIONS & EXPERIENCE

- BSc Engineering in Environment or MS /MPhil in Environmental Sciences
- In general, 8 years of relevant work experience in matters related to environmental engineering, civil engineering, infrastructure development etc.
- 4 years of experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions.

11. Manager Contracts (01 Post)

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Procurement & Contracts Management/Business Administration/Finance /BSc Engineering / LLB
- In general, 5 years of relevant work experience in matters related to contract management.
- 3 years of experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions.

12. Infrastructure Engineer (01 Post)

QUALIFICATIONS & EXPERIENCE

- BSc in Civil Engineering/ Environmental Engineering / Mechanical Engineering / Public Health Engineering
- In general, 8 years of relevant work experience in matters related to civil engineering, infrastructure development, water supply / sewerage operations etc.
- 4 years of experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions.

**4. Associate HR
(1 Post)**

QUALIFICATIONS & EXPERIENCE

- 16 years of education in administration / social sciences / Commerce / HR
- Acquaintance with matters related to office administration, HR Management, Financial Management etc.

**5. Associate Admin
(1 Post)**

QUALIFICATIONS & EXPERIENCE

- 16 years of education in administration / social sciences / Commerce / HR
- Acquaintance with matters related to office administration, HR Management, Financial Management etc.

**6. Assistant Infrastructure Engineer
(03 Posts)**

QUALIFICATIONS & EXPERIENCE

- BSc in Civil Engineering/ Environmental Engineering / Mechanical Engineering / public Health Engineering
- 03 years of relevant work experience etc.

**7. Associate IT
(1 Post)**

QUALIFICATIONS & EXPERIENCE

- BS in Computer Science/Software Engineering/Information Technology
- 2 years of relevant work experience in matters related to IT and computer sciences.

**8. Caretaker
(1 Post)**

QUALIFICATIONS & EXPERIENCE

- Intermediate or equivalent
- 3 years of relevant work experience.

**13. Manager Admin
(1 Post)**

QUALIFICATIONS & EXPERIENCE

- Master's degree in Administration / Social Sciences / commerce
- In general, 5 years of relevant work experience in matters related to office administration, financial management, HR management etc.
- 3 years of experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions.

**14. Assistant Manager (IT)
(01 Post)**

QUALIFICATIONS & EXPERIENCE

- BS/BSc in Computer Science/IT/MIS
- 3 years of relevant work experience in matters related to IT handling (software and hardware), MIS, database administration etc.

**15. Assistant Manager (Implementation & Coordination)
(02 Posts)**

QUALIFICATIONS & EXPERIENCE

- Masters Degree in IT/Computer Science/ Master in Public Administration/ Master in Business Administration.
- Capability of Planning an event, corresponding with other officers and preparing presentation for the Project.
- Capability of devising weekly, monthly, annual plans for the Project.

**16. Driver
(2 Posts)**

QUALIFICATIONS & EXPERIENCE

- Having valid driving License
- 03 years of relevant work experience

**17. Janitor
(1 Post)**

QUALIFICATIONS & EXPERIENCE

- Preferably 2 years of relevant work experience.

Punjab Rural Municipal Services Company- Tehsil Office (PRMSC-TO)

Noorpur Thal (Khushab), Essa Khel (Mianwali), Kot Momin (Sargodha), Kallar Kahar (Chakwal), Darya Khan (Bhakkar), Pakpattan (Pakpattan), Bhawana (Chiniot), Ahmed Pur Sial (Jhang), Rojhan (Rajanpur), Liaquat Pur (Rahimyar Khan), Taunsa (DG Khan), Kahrur Pakka (Lodharan), Kherpur Tamewali (Bahawalpur), Ali pur (Muzaffar Garh), Bahawalnagar (Bahawalnagar), Shujabad (Multan).

**18. Tehsil Manager
(16 Posts; One for Each Tehsil)**

QUALIFICATIONS & EXPERIENCE

- Master degree in administration / development studies / BSc Engineering
 - 8 years of post-qualification relevant work experience in project management, infrastructure development
 - 4 years of experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions.
- OR
- Government Officer / Public Servant (BPS 18) on deputation/transfer basis by Government.

**23. Deputy Manager (Infrastructure & Services)
(16 Posts; One for Each Tehsil)**

QUALIFICATIONS & EXPERIENCE

- BSc in Civil / Environmental Engineering
- In general, 5 years of relevant work experience in matters related to civil engineering, infrastructure development etc.
- 3 years of experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions

**24. Assistant Manager (Water Supply & Sewerage)
(32 Posts; Two for Each Tehsil)**

19. Behavioral Change and Capacity Development Officer
(16 Posts; One for Each Tehsil)

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Sociology / Mass Communications / social sciences
- 03 years of relevant work experience in matters related to social safeguards, community mobilization, communications etc.

20. Associate Engineer (Water & Sewerage)
(32 Posts; Two for Each Tehsil)

QUALIFICATIONS & EXPERIENCE

- Diploma in Civil Engineering (DAE / B Tech)
- 03 years of relevant work experience in matters related to civil engineering etc. particularly in water supply sector.

21. Driver
(32 Posts; Two for Each Tehsil)

QUALIFICATIONS & EXPERIENCE

- Having valid driving License
- 03 years of relevant work experience

22. Security Guard
(32 Posts; Two for Each Tehsil)

QUALIFICATIONS & EXPERIENCE

- Middle
- 2 years of relevant work experience.
- Holder of valid license and weapon
- Retired army man will be preferred

QUALIFICATIONS & EXPERIENCE

- BSc in Civil / public health Engineering
- 3 years of relevant work experience in matters related to civil engineering, infrastructure development etc. particularly in water supply sector.

25. Admin & Account Officer
(16 Posts; One for Each Tehsil)

QUALIFICATIONS & EXPERIENCE

- Master degree in Finance/ commerce /Accounting
- 3 years of relevant work experience in matters related to financial management, accounting & budgeting etc.

26. Computer Operator
(32 Posts; Two for Each Tehsil)

QUALIFICATIONS & EXPERIENCE

- Intermediate with Diploma in Computer/IT
- 2 years of relevant work experience in matters related to data entry etc.

27. Office Assistant
(32 Posts; Two for Each Tehsil)

QUALIFICATION

- Literate

28. Janitor
(16 Posts; One for Each Tehsil)

QUALIFICATIONS & EXPERIENCE

- Preferably 2 years of relevant work experience.

Note: Salaries will be market based. Women and candidates from minorities are encouraged to apply.

1. Interested Candidates can avail the prescribed form from the official website of Local Government and Community Development Department (<https://lgcd.punjab.gov.pk/jobs>), (<http://www.prmisc.punjab.gov.pk/jobs>) or from office address mentioned below.
2. Completely filled application form supported with required documents should reach the office of the company latest by **22-7-2022** before **04:00** PM. Applications received after closing date & time will not be accepted and no excuse of Courier /Postal delay will be entertained.
3. Government Employees are required to submit their applications through proper channel. Incomplete applications will not be considered. The degree should be recognized from HEC institution.
4. All posts are contract basis. Initial contract period is 3 years which is further extendable on the basis of performance.
5. Selected candidate can be posted in any Tehsil office.

CEO PRMSC/Project Director PRSWSSP
Punjab Rural Municipal Services Company
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