

VACANCIES



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

Project Implementation & Management Unit (PIMU)/ Punjab Rural Municipal Services Company- Head Office (PRMSC-HO)

Chief Operating Officer (Operations) (01 Post)

QUALIFICATIONS & EXPERIENCE

- Master's degree in Business Administration/Public Administration/Public Policy / BSc. Engineering having Master's in Business Administration
- In general, 10 years of relevant work experience in public administration, project management, public sector governance, infrastructure development and on engineering related projects etc.
- 5 years of experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions.

Chief (Infrastructure Development) (01 Post)

QUALIFICATIONS & EXPERIENCE

- BSc Public Health Engineering / civil engineering
- In general, 15 years of relevant work experience in matters related to civil engineering, infrastructure development, project management etc.
- 8 years of experience of working in similar projects/assignments, in similar capacity and in organizations with comparable conditions.
- Knowledge of wastewater treatment plants / best practices, laws and policies related with local government / municipal services is essential for this position.

Infrastructure Engineer (North, Centre and South Zone) (03 Posts; One for each zone)

- 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.

Chief Financial Officer (01 Post)

QUALIFICATIONS & EXPERIENCE

Candidate should be a member of a recognized body of professional accountants with at least five years relevant experience.

Chief Internal Auditor (01 Post)

QUALIFICATIONS & EXPERIENCE

The candidate should have 5 years of relevant audit experience and is a;
member of a recognized body of professional accountant or certified internal auditor or certified fraud examiner or a certified internal control auditor or holding a master degree in Finance from the university recognized by the Higher Education Commission.

Company Secretary (01 Post)

QUALIFICATIONS & EXPERIENCE

- Candidate should be a member of a recognized body of professional accountants/member of a recognized body of corporate or chartered secretaries

OR

Master degree in business administration or commerce or being a law graduate from a university recognized by the Higher Education Commission with at least five years relevant experience.

Senior Manager (Procurement & Contracts) (01 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.

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.

Finance Officer**(02 Posts)****QUALIFICATIONS & EXPERIENCE**

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

Accounts Officer**(01 Post)**

- Master degree in Finance / commerce /Accounting.
- 03 years of relevant work experience in matters related to accounts, budgeting and cash handling etc.

Associate (Finance)**(02 Posts)**

- 16 years education in Finance/ commerce /Accounting Expertise in the handling of accounts, budgeting, cash etc.

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.

Assistant Manager (Media Management)**(01 Post)****QUALIFICATIONS & EXPERIENCE**

- Master /BS degree in Mass Communications / Communication Studies / public relations
- 5 years of relevant work experience in electronic media. Capability of making, editing videos and documentaries including the use of drone , video, and still cameras.
- Command over the handling of social media platforms for the projection of official activities

Associate (Admin/HR)**(02 Posts)****QUALIFICATIONS & EXPERIENCE**

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

Computer Operator**(02 Post)****QUALIFICATIONS & EXPERIENCE**

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

Office Assistant**(12 Posts)****QUALIFICATION**

Literate

Daak Runner**(02 Posts)****QUALIFICATION**

Matriculation

Driver**(06 Posts)****QUALIFICATIONS & EXPERIENCE**

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

Security Guard**(03 Posts)****QUALIFICATIONS & EXPERIENCE**

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

Janitors**(03 Posts)****QUALIFICATIONS & EXPERIENCE**

- Preferably 2 years of relevant work experience.

Caretaker**(01 Post)****QUALIFICATIONS & EXPERIENCE**

- Intermediate or equivalent
- 3 years of relevant work experience

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

Interested Candidates can avail the prescribed form from the official website of Local Government and Community Development Department (<https://lgcd.punjab.gov.pk/jobs>) or from office address mentioned below.

Completely filled application form supported with required documents should reach the office of the company latest by 06-05-2022 before 04:00PM. Applications received after closing date & time will not be accepted and no excuse of Courier/Postal delay will be entertained. Government Employees are required to submit their applications through proper channel. Incomplete applications will not be considered.

Punjab Rural Municipal Services Company / PRSWSSP

LG & CD Department

Local Government Complex, Ground Floor, Office No.14 Atif Chowk (Near PSO Petrol Pump)

Sandha Road Lahore Contact No.042-99214787