

02 –Conservator of Forests

Duties & responsibilities

The Conservator of Forests (CF) will work under the direct supervision of Project Director and will perform the following tasks:

1. Prepare draft work plan and cash plan under the immediate guidance of Project Director and ensure timely submission.
2. Execute physical and financial interventions as prescribed in the project and ensure the achievement of the physical and financial targets set / approved.
3. Supervise and monitor the day to day works of the subordinate project staff, guide for short comings and report for any irregularity beyond the scope of the approved work and cash plans of the project; he will also verify the project activities before payments.
4. Prepare and submit physical and financial reports under the immediate guidance of the PD and ensure timely submission.
5. Responsible for signing of project activity related contracts / agreements with the stakeholders (farmers, community, organizations, etc.).
6. Maintain cordial relations with the stakeholders to ensure smooth execution of the interventions of the project.
7. Maintain financial discipline in the area of his responsibility.
8. Show physical presence in the field and provide technical guidance to the office and field subordinate staff.
9. Initiate filing system of the official correspondence and maintain official project record.
10. To submit monthly project visit reports and annual self assessment reports to the PD.
11. Work on the exit strategy of the project to be finally handed over to the project to the stakeholders two years before the closure of the project to ensure safety and sustainability of the assets created and intervention testified.
12. Attend to any other duty in relation to the project as and when assigned by the PD.

Qualification & experience

1. Masters Degree in Forestry with 5-10 years experience, of which at least 5 years must have been served in BPS-18 or above; higher qualification will be preferred. **Or**; B.Sc. Degree in Forestry with 10-15 years experience, of which at least 5 years must have been served in BPS-18 or above.

2. Essential experience of implementing Public Sector / Donor Assisted Projects of Forestry in some administrative capacity.
3. Working experience of financial rules, procedures of accounts and budgets and administration.
4. Should have good writing skills, data analysis, presentation and report writing.

Location / duty station

One position based in Provincial Project Headquarter, Quetta and the other in Dera Murad Jamali with extensive field travelling.

Salary package

In case of Recruitment Basis

- Rs. 75,000/- to Rs. 90,000/- per month (5% annual increment up to maximum) as contained in Government of Pakistan Finance Division (Regulation Wing) letter No. F.4(9)R-3/2008-499 dated 12th August 2008; **Or**
- Rs. 70,000/month with 5% annual increase (inclusive of all allowances & benefits) (PC-I Provision).

In case of Deputation Basis

- Rs. 40,000 /month in addition to their own pay scales and allowances plus deputation allowance @ 20% of the basic pay subject to a maximum of Rs. 6,000/- per month. As contained in Annex **ANNEXURE-XV** in "Guidelines for Project Management) issued August 2008 by the Projects Wing, Planning Commission, Government of Pakistan.

Time period

Probation for a period of six (06) months with extension of annual contract / posting subject to performance evaluation.

03 – Deputy Conservator of Forests

Duties & responsibilities

The Deputy Conservator of Forests (DCF) will work under the direct supervision of Project Director (PD) and will perform the following tasks:

1. Responsible for the administrative affairs and financial record keeping in the project.
2. Assist in the preparation of draft work plan and cash plan under the immediate guidance of Project Director and ensure timely submission.
3. Check the physical and financial reports as submitted by the CFs / CDS and compile them under the immediate guidance of the PD and ensure timely submission.
4. Work as staff officer for the PD and provide technical guidance to the office and field staff as directed by the PD.
5. Responsible for procurement of project consultants, machinery and equipment under the guidance of the PD; he will also maintain central stock register of the project procurements.
6. Coordinate in the matters of capacity building.
7. Control issues related to Project Management Information System (PMIS), Project Website, Project Presentations, etc.
8. Initiate filing system of the official correspondence and maintain official project record.
9. Check project visit reports as submitted by the CFs/CDS etc. and submit his own annual self assessment reports to the PD.
10. Attend to any other duty in relation to the project as and when assigned by the PD.

Qualification & experience

1. M.Sc. / B.Sc in Forestry with 5 years service experience, of which at least 3 years must have been in BPS-17 or above.

Location / duty station

Position based in provincial headquarter at Quetta with field travelling as & when required.

Salary package

In case of Recruitment Basis

- Rs. 50,000/- to Rs. 75,000/- per month (5% annual increment up to maximum) as contained

in Government of Pakistan Finance Division (Regulation Wing) letter No. F.4(9)R-3/2008-499 dated 12th August 2008; **Or**

- Rs. 60,000/month with 5% annual increase (inclusive of all allowances & benefits) (PC-I Provision).

In case of Deputation Basis

- Rs. 30,000/month in addition to their own pay scales and allowances plus deputation allowance @ 20% of the basic pay subject to a maximum of Rs. 6,000/- per month. As contained in Annex **ANNEXURE-XV** in “Guidelines for Project Management) issued August 2008 by the Projects Wing, Planning Commission, Government of Pakistan.

Time period

Probation for a period of six (06) months with extension of annual contract / posting subject to performance evaluation.

04 - Divisional Forest Officer

Duties & responsibilities

The Divisional Forest Officer (DFO) will work under the over all supervision of the Project Director (PD) and immediate supervision of the respective Conservator of Forests (CF), the responsibility of the DFO shall be as under:

1. The DFO will be responsible to execute the physical and financial activities of the project under taken in the area of his jurisdiction.
2. He shall maintain high standard of technical works, commensurate with the financial expenditures made and submit monthly and quarterly progress reports and accounts of the project at the end of every month.
3. Assist the CF to prepare work plan and cash plan and the physical and financial reports to ensure timely submission to meet the dead lines.
4. Ensure timely payments to labor, farmers, community, contractors, etc. after verification of physical works / activities executed; and control proper account of the project components in his charge and the assets created in his area of jurisdiction.
5. Ensure full transparency in physical and financial terms of the work executed and the stocks purchased and kept in his control.
6. Maintain cordial relationship with his superiors and subordinates in the field and office and the community, where the work is being executed.
7. Guide and supervise day to day office and field works of his immediate subordinate staff.
8. Initiate filing system of the official correspondence and maintain official project record.
9. To submit monthly project visit reports to concerned CF and annual self assessment reports to the PD.
10. Show full presence and timely availability at the project site(s) and ensure full commitment to the physical and financial tasks assigned from time to time by the Project Director or the CF as the case may be.

Qualification & experience

1. B.Sc Degree in Forestry with 3 years service experience; **or**; Diploma / Certificate in Forestry with 10 years service experience; in both cases the officer must have prior experience of working in B-17.

Location / duty station

Field based Position.

Salary package

In case of Recruitment Basis

- Rs. 45,000/- to Rs. 50,000/- per month (5% annual increment up to maximum) as contained in Government of Pakistan Finance Division (Regulation Wing) letter No. F.4(9)R-3/2008-499 dated 12th August 2008; **Or**
- Rs. 40,000/month with 5% annual increase (inclusive of all allowances & benefits) (PC-I Provision).

In case of Deputation Basis

- Rs. 30,000/month in addition to their own pay scales and allowances plus deputation allowance @ 20% of the basic pay subject to a maximum of Rs. 6,000/- per month. As contained in Annex **ANNEXURE-XV** in "Guidelines for Project Management) issued August 2008 by the Projects Wing, Planning Commission, Government of Pakistan.

Time period

Probation for a period of six (06) months with extension of annual contract / posting subject to performance evaluation.

05 - Community Development Specialist

Duties & responsibilities

The Community Development Specialist (CDS) will work under the direct supervision of Project Director and will perform the following tasks:

1. The CDS will be overall in-charge of the social mobilization.
2. Responsible for comprehensive community organization and mobilization in line with the project prescriptions.
3. Responsible for capacity building of farmers, village organizations, communities, etc.
4. Responsible for preparing workable and comprehensive Community Development Plans in consultation with the PD and the concerned community stakeholders in line with the physical and financial interventions outlined in the project.
5. Responsible to collect and process social data from time to time and submit regular reports of his component to the PD.
6. The CDS will keep liaison and provide support to Project Consultants, the Technical Staff of the Project and field teams for effectively implementation of the Community / Rural Development component of the Project.
7. Initiate filing system of the official correspondence and maintain official project record.
8. Show full presence and timely availability in the project area and ensure full commitment to the physical and financial tasks assigned by the Project Director.
9. To submit monthly project visit reports and annual self assessment reports to the PD.
10. Any other project related task that he may be assigned by the PD.

Qualification & experience

1. Hold at least a Master's Degree, preferably in MPA / Social Sciences /Anthropology/Sociology or Social work / Development Studies or Rural Development.
2. He/she should have good writing skills and be well conversant with the use of computers.
3. At least 5-10 years of practical experience in community development through participatory process.
4. Well conversant with participatory survey techniques, data analysis and report writing and qualified to train other in participatory community development.
5. Cross-cultural sensitivity, inter-personal skills, art of giving effective presentations, personal knowledge of local languages and prior experience of working with communities in

Balochistan will be an added qualification.

Location / duty station

Position based in provincial headquarter at Quetta with extensive field travelling.

Salary package

Recruitment Basis

Rs. 50,000 /month with 5% annual increase (inclusive of all allowances & benefits).

Time period

Probation for a period of six (06) months with extension of annual contract / posting subject to performance evaluation.

06 – Administration & Finance Officer

Duties & responsibilities

The Admin & Finance Officer (AFO) will work under top supervision of the Project Director (PD) and the direct supervision of Deputy Conservator of Forests (DCF) and will perform the following tasks:

1. Assist in processing of requests for Project Budget to the Ministry, Budget Revisions, in accordance with government guidelines and financial procedures.
2. Prepare and process project related payments and salaries of project staff and consultants and coordinate with the AGPR / Bank for timely releases of such payments to the parties concerned.
3. Prepare and process tender documents for project procurements.
4. Initiate filing system of the official correspondence and maintain official project record.
5. Prepare, reconcile and maintain project accounts, financial disbursement ledgers, records, etc. (as per standard procedure) for monitoring and controlling of expenditures in line with the financial management procedures.
6. Responsible for inventory management of both expendable and non-expendable project items.
7. Handle project staff related issues (like leave, posting, etc.).
8. Facilitate auditors during annual/quarterly project audit.
9. Any other task that he may be assigned by the PD or DCF.

Qualification & experience

1. MBA (Finance / Administration) **or** Bachelors in Commerce or BBA (Finance); **or** already working in Balochistan Forest & Wildlife Department, AGPR, AG, Audit Services in B-16 or above.
2. He/she should have good writing skills, survey techniques, data analysis presentation and report writing.
3. At least 5-10 years of practical experience.

Location / duty station

Position based in project headquarter at Quetta.

Salary package

In case of Recruitment Basis

- Rs. 40,000/month with 5% annual increase (inclusive of all allowances & benefits) (PC-I Provision).

In case of Deputation Basis

- Rs. 30,000/month in addition to their own pay scales and allowances plus deputation allowance @ 20% of the basic pay subject to a maximum of Rs. 6,000/- per month. As contained in Annex **ANNEXURE-XV** in “Guidelines for Project Management) issued August 2008 by the Projects Wing, Planning Commission, Government of Pakistan.

Time period

Probation for a period of six (06) months with extension of annual contract / posting subject to performance evaluation.

07 – MIS Specialist

Duties & responsibilities

The Management Information System Specialist (MIS Specialist) will work under top supervision of the Project Director (PD) and the direct supervision of Deputy Conservator of Forests (DCF) and will perform the following tasks:

1. The MIS Specialist will be responsible for ensuring high quality advisory and implementation support to achieve the objectives and outputs of the project relevant to the development, utilization and functioning of GIS based PROJECT MANAGEMENT INFORMATION SYSTEM (PMIS) for use in planning, implementation and monitoring of project activities.
2. The MIS Specialist will develop information collection tools to collect primary (baseline) and secondary information for PMIS from field or other organizations and incorporate the same in PMIS.
3. The MIS Specialist will develop GIS based maps of project sites and activities, project website and E-Communication system for the project.
4. The MIS Specialist will prepare project presentations and will also help in matters of workshops, project meetings, conferences and seminars.
5. Initiate filing system of the official correspondence and maintain official project record.
6. To submit monthly project visit reports and annual self assessment reports to the PD.
7. Any other task that he may be assigned by the PD / DCF.

Qualification & experience

1. Hold at least a Bachelor or Master Degree preferably in Computer Sciences / GIS / MIS.
2. At least 3-5 years of practical experience of GIS tools and database development.
3. He/she should have good writing skills, survey techniques skills, data analysis, presentation and report writing.
4. Knowledgeable and qualified to train other in GIS / MIS.

Location / duty station

Position based in project headquarter at Quetta, with requisite field travelling.

Salary package

Recruitment Basis

Rs. 40,000/month with 5% annual increase (inclusive of all allowances & benefits).

Time period

Probation for a period of six (06) months with extension of annual contract / posting subject to performance evaluation.

08 – Accounts Officer

Duties & responsibilities

The Accounts Officer (AO) will work under the overall guidance of the Project Director, direct supervision of The Conservator of Forests (CF) / Community Development Specialist (CDS) / deputy Conservator of Forest (DCF) and in close coordination with other project staff, will perform the following tasks:

1. Assist in development and processing of requests / distribution for Project Budget in accordance with government guidelines and financial procedures.
2. Prepare, reconcile and maintain project accounts, financial disbursement ledgers, records, etc. (as per standard procedure) by observing clarity & transparency for monitoring and controlling of expenditures in line with the financial management procedures.
3. Facilitate auditors during annual/quarterly project audit and clarify all account related queries, etc.
4. Prepare and process project related payments and salaries of project staff, contractors and consultants bills and coordinate with the bank/treasury for timely releases of such payments to the parties concerned.
5. Prepare and process tender documents, prepare bids tabulation, etc.
6. Maintain system of the official correspondence and is custodian of official project account record.
7. Responsible for inventory management of both expendable and non-expendable project items.
8. Conduct local market surveys and prepare procurement requests in accordance with prevailing procurement procedures by providing accurate information on prices, specifications, freight and source of local manufacturers/authorized dealers/ suppliers etc.
9. Any other work that he may be assigned by the Project Director / Conservator of Forests (CF) / Community Development Specialist (CDS) / Admin & Finance Officer.

Qualification & experience

1. BBA or B. Com; **or**
2. Experience of working of Forest Accounts for not less than 5-10 years in a position of Cashier / Regional Accountant.

Location / duty station

Position based in project office/field headquarters.

Salary package

In case of Recruitment Basis

- Rs. 30,000/- to Rs. 35,000/- per month (5% annual increment up to maximum) as contained in Government of Pakistan Finance Division (Regulation Wing) letter No. F.4(9)R-3/2008-499 dated 12th August 2008; **Or**
- Rs. 15,000/month with 5% annual increase (inclusive of all allowances & benefits) (PC-I Provision).

In case of Deputation Basis

- Rs. 15,000/month in addition to their own pay scales and allowances plus deputation allowance @ 20% of the basic pay subject to a maximum of Rs. 6,000/- per month. As contained in Annex **ANNEXURE-XV** in "Guidelines for Project Management) issued August 2008 by the Projects Wing, Planning Commission, Government of Pakistan.

Time period

Probation for a period of six (06) months with extension of annual contract / posting subject to performance evaluation.

09 – Range Forest Officer

Duties & responsibilities

The Range Forest Officer (RFO) will work under the direct supervision of Divisional Forest Officer (DFO) and in close coordination with other project staff, will perform the following tasks:

1. The RFO will be responsible for field implementation of project activities assigned to him.
2. To be responsible for all cash disbursements and expenditure within his area of jurisdiction / assignment. All payments of pay and labour must, as far as possible, be made personally by him and he is personally responsible that labour is not employed for longer than necessary and that disbursements are made without delay.
3. To communicate all orders and instructions to his subordinates, and to see that they understand them and carry them out.
4. To check and control all physical works within his area of jurisdiction / assignment, and to ensure that Government funds are used in the most economical and efficient way.
5. To protect Government interests by insisting upon good work from all subordinates and labour.
6. To prepare and consolidate all official record and registers, to prepare the monthly accounts and to carry out all office work promptly and correctly.
7. To submit monthly diaries covering his visits and performance.
8. Maintain vehicle, machinery, equipment and dead stock, etc. kept in his control.
9. Maintain cordial relationship with the community, where the work is being executed.
10. Submit monthly cash accounts and maintain all financial records tidy and updated.
11. Show full presence and timely availability at the project sites and ensure full commitment to the tasks assigned from time to time by the Project Director, CF, DCF or the DFO as the case may be.

Qualification & experience

1. B.Sc Degree in Forestry with 2 years service experience. **Or**; Diploma / Certificate in Forestry with 5 years service experience.

Location / duty station

Field based position in project areas.

Salary package

In case of Recruitment Basis

- Rs. 30,000/- to Rs. 35,000/- per month (5% annual increment up to maximum) as contained in Government of Pakistan Finance Division (Regulation Wing) letter No. F.4(9)R-3/2008-499 dated 12th August 2008; **Or**
- Rs. 20,000/month with 5% annual increase (inclusive of all allowances & benefits) (PC-I Provision).

In case of Deputation Basis

- Rs. 15,000/month in addition to their own pay scales and allowances plus deputation allowance @ 20% of the basic pay subject to a maximum of Rs. 6,000/- per month. As contained in Annex **ANNEXURE-XV** in "Guidelines for Project Management) issued August 2008 by the Projects Wing, Planning Commission, Government of Pakistan.

Time period

Probation for a period of six (06) months with extension of annual contract / posting subject to performance evaluation.

10 – Social Mobilizer

Duties & responsibilities

The Social Mobilizer (SM) will work under the overall guidance of the Project Director, direct supervision of The Community Development Specialist and in close coordination with other project staff, will perform the following tasks:

1. The SM will be responsible for community awareness and mobilization in the project area to enlist support of communities for implementation of project activities.
2. To ensure the establishment and sustenance of sustainable village organizations (VOs) /CBOs and ensuring that mechanisms are established to promote stakeholder participation, cooperation and transparency in the implementation of the project.
3. The SM will identify capacity building of communities /VOs/CBOs/etc. in the Project area.
4. The SM will be the responsible for the collection and validation of reliable data for GIS/MIS and Provide background data on the other development agencies and activities in the area.
5. The SM will provide support to the Community Development Specialist, Project Consultants, the Technical Staff of the Project and field teams for effectively implementation of the Community / Rural Development component of the Project.
6. The SM will prepare and submit regular monitoring/progress reports to the Community Development Specialist related to his/her sphere of duties and to propose a well defined monitoring system for the project activities.
7. The SM will be responsible for to coordinate in matters of the workshops, project meetings, conferences and seminars.
8. To submit monthly activity reports covering his visits and performance.
9. Any other task that he may be assigned by the PD and CDS.

Qualification & experience

1. Graduate in Social work/Sociology.
2. Demonstrated ability to work independently and proven aptitude for community awareness and mobilization in the field for extended periods of time often under difficult conditions.
3. He/she should have good writing skills and be well conversant with the use of computers.
4. At least 2-5 years of practical experience in community development with reference to natural resource management and community development through a participatory process.

5. Cross-cultural sensitivity, inter-personal skills, art of giving effective presentations, command of local languages is must and prior experience of working with communities in Balochistan will be an added qualification.

Location / duty station

Field based position in project area with extensive community work.

Salary package

Recruitment Basis

Rs. 15,000 /month with 5% annual increase (inclusive of all allowances & benefits).

Time period

Probation for a period of six (06) months with extension of annual contract / posting subject to performance evaluation.

11 – Deputy Ranger

Duties & responsibilities

The Deputy Ranger (DR) will work under the direct supervision of the concerned Range Forest Officer (RFO) and will perform the following tasks:

1. To supervise quality and quantity of all field works on the site and to ensure that the various field activities are carried out according to the approved designs, plans, estimates, etc.
2. To supervise labour / petty contract works.
3. To maintain log books of vehicle and machinery.
4. To maintain cordial relationship with the community, where the work is being executed.
5. To show full presence and timely availability at the project sites and ensure full commitment to the assigned duties.
6. To submit monthly diaries covering his visits and performance.
7. Any other task that he may be assigned by the PD/ CF/DCF/DFO/RFO.

Qualification & experience

1. Diploma / Certificate in Forestry **or** have worked as Forester for at least two (02) years.
2. Should have good field skills and report writing.

Location / duty station

Field based position in project areas.

Salary package

In case of Recruitment Basis

- Rs. 10,000/- to Rs. 15,000/- per month (5% annual increment up to maximum) as contained in Government of Pakistan Finance Division (Regulation Wing) letter No. F.4(9)R-3/2008-499 dated 12th August 2008; **Or**
- Rs. 15,000/month with 5% annual increase (inclusive of all allowances & benefits) (PC-I Provision).

In case of Deputation Basis

- Rs. 4,000/month in addition to their own pay scales and allowances plus deputation allowance @ 20% of the basic pay subject to a maximum of Rs. 6,000/- per month. As

contained in Annex **ANNEXURE-XV** in “Guidelines for Project Management) issued August 2008 by the Projects Wing, Planning Commission, Government of Pakistan.

Time period

Probation for a period of six (06) months with extension of annual contract / posting subject to performance evaluation.

12 – Office / Computer Assistant

Duties & responsibilities

The Office / Computer Assistant will work under the direct supervision of concerned officer in-charge and in close coordination with other project staff, will perform the following tasks:

1. Assist in disposal of official correspondence, preparation of accounts and financial disbursement ledgers, inventory management of project assets.
2. Maintain filing system of the official correspondence and custodianship of official project record.
3. Responsible to help in organizing workshops, meetings, conferences and seminars.
4. Extend help in local market surveys and prepare procurement requests in accordance with prevailing procurement procedures by providing accurate information on prices, specifications, freight and source of local manufacturers/authorized dealers/ suppliers etc.
5. To do office errands as and when required as for instance delivering mail to various offices and visiting bank along with staff to collect cash or cheques, etc.
6. Facilitate in the conduct of project audit.
7. Any other task that he may be assigned by the PD/Officer In-charge.

Qualification & experience

1. Holder of Bachelors Degree with excellent computer skills; **or** already serving in Balochistan Forest & Wildlife Department as Junior Clerk/Senior Clerk/Assistant.
2. He should have good command in computer skills (typing & use of MS Office), compilation & preparation of accounts and report writing.
3. At least 2-5 years of practical experience.

Location / duty station

Office Based.

Salary package

In case of Recruitment Basis

- Rs. 10,000/month with 5% annual increase (inclusive of all allowances & benefits) (PC-I Provision).

In case of Deputation Basis

- Rs. 8,000/month in addition to their own pay scales and allowances plus deputation allowance @ 20% of the basic pay subject to a maximum of Rs. 6,000/- per month. As contained in Annex **ANNEXURE-XV** in “Guidelines for Project Management) issued August 2008 by the Projects Wing, Planning Commission, Government of Pakistan.

Time period

Probation for a period of six (06) months with extension of annual contract / posting subject to performance evaluation.

13 – Driver

Duties & responsibilities

Under the general supervision of Project Director (PD) and direct supervision of the Administration & Finance Officer (AFO) / Officer Incharge, the incumbent shall carry out the following duties:

1. To perform driving duty for field operations of the Project wherever assigned.
2. Pick and Drop of staff members between office and their residences (incase of vehicle driver).
3. To do office errands as and when required as for instance delivering mail to various offices and visiting bank along with staff to collect cash or cheques, to visit market for procurement of supplies as and when directed by the project staff, etc.
4. Taking care of the operation and maintenance of the vehicle / tractor and in spare time checking and cleaning the vehicle / tractor.
5. Replacing the oil, fuel filter and adjustment of brakes and other minor work on the vehicle / tractor.
6. Keep proper record of vehicle / tractor handing and taking over charge.
7. Maintain up to date record of log books, repair registers and get it verified by the concerned staff members / officer incharge.
8. Help staff members in establishment of offices, including shifting of furniture and other office items from one place to another in an orderly fashion.
9. Report immediately to the AFO in case of an accident of the vehicle / tractor or any problem / damage.
10. To work beyond normal duty hours, as and when required, within given pay package.
11. Carry out any other task which may be assigned by the PD/AFO/Officer Incharge.

Qualification & experience

1. Must be literate (can read and write Urdu, calculate expenditure, maintain vehicle / tractor log books).
2. In possession of valid Driving License.
3. Experience of driving of 4x4 vehicles (for vehicle driver), experience of land leveling, earth work, etc. (for tractor driver).
4. Knowledge of local languages.
5. Preference will be given to resident of project area, higher literacy & experience.

Location / duty station

To perform driving duty for field & office operations of the Project wherever assigned in the project area or in project headquarter.

Salary package

In case of Recruitment Basis

- Rs. 8,000/month with 5% annual increase (inclusive of all allowances & benefits) (PC-I Provision).

In case of Deputation Basis

- Rs. 2,000/month in addition to their own pay scales and allowances plus deputation allowance @ 20% of the basic pay subject to a maximum of Rs. 6,000/- per month. As contained in Annex **ANNEXURE-XV** in “Guidelines for Project Management) issued August 2008 by the Projects Wing, Planning Commission, Government of Pakistan.

Time period

Probation for a period of six (06) months with extension of annual contract / posting subject to performance evaluation.

14 – Naib Qasid

Duties & responsibilities

Under the general supervision of Project Director (PD) and direct supervision of the Administration & Finance Officer (AFO) / Officer In-charge, the incumbent shall carry out the following duties:

1. To perform duty for office operations of the Project wherever assigned.
2. Taking care of the office assets (watch & ward during office hours, cleaning, etc.)
3. Opening and closing of office rooms (before and after office hours) and giving charge to chowkidar after office hours.
4. To do office errands as and when required as delivering mail to various offices and to visit market for procurement of supplies as and when directed by the project staff, etc.
5. Help in establishment of offices, including shifting of furniture and other office items from one place to another in an orderly fashion.
6. Report immediately to the AFO / Officer In-charge in case of an accident / damage.
7. Carry out any other function which may be assigned by the PD, AFO, or Officer In-charge.

Qualification & experience

1. Must be literate (can read and write Urdu, calculate expenditure, etc.).
2. Age between 18-30 years and in best physical & mental health.
3. Knowledge of local languages.
4. Preference will be given to higher literacy & experience.
5. Gender – only Male.

Location / duty station

Position based in project offices.

Salary package

Recruitment Basis

Contract; with lump sum Rs. 5,000 /month with 5% annual increase (inclusive of all allowances & benefits).

Time period

Probation for a period of six (06) months with extension of annual contract / posting subject to performance evaluation.

15 – Chowkidar

Duties & responsibilities

Under the general supervision of Project Director (PD) and direct supervision of the Administration & Finance Officer (AFO) / Officer In-charge, the incumbent shall carry out the following duties:

1. To perform duty for office operations of the Project wherever assigned.
2. Taking care of the project assets within office compound.
3. Watch & ward during & after office hours.
4. Opening and closing of office in coordination with Naib Qasid(s).
5. Help in establishment of offices, including shifting of furniture and other office items from one place to another in an orderly fashion.
6. Report immediately to the AFO / Officer In-charge in case of an accident / damage.
7. Carry out any other function which may be assigned by the PD, AFO, or Officer In-charge.

Qualification & experience

1. Must be literate (can read and write Urdu, calculate expenditure, etc.).
2. Age between 18-30 years and in best physical & mental health.
3. Knowledge of local languages.
4. Preference will be given to Ex – Police/ Levies/Armed Services Personnel.
5. Gender – only Male.

Location / duty station

Position based in project offices.

Salary package

Recruitment Basis

Contract; with lump sum Rs. 5,000 /month with 5% annual increase (inclusive of all allowances & benefits).

Time period

Probation for a period of six (06) months with extension of annual contract / posting subject to performance evaluation.