

Government of Pakistan
Prime Minister's Secretariat (Public)
Earthquake Reconstruction & Rehabilitation Authority

JOB OPPORTUNITIES

Earthquake Reconstruction & Rehabilitation Authority (ERRA) needs the services of following staff: -

S.#	Name & No. of posts	Eligibility Criteria	Maximum Age limit
MEDIA CELL			
1.	Production Incharge/Media Chief = 01	- Masters Degree in Mass Communication. - Atleast three (03) years working experience in a reputable media related organization. - Exposure with pre and post production techniques of electronic media. - Experience in article & feature writing would be an added advantage.	45 years
2.	Media Analyst = 01	- Masters Degree in Social Sciences/Political Science/International Relations/ Defense & Diplomatic Strategies. - Atleast three (03) years related work experience. - Excellent written & verbal command of English & Urdu Languages with expertise in MS Office, communication, analytical & research skills.	45 years
FINANCIAL MANAGEMENT SYSTEM			
3.	Financial Management Specialist = 01	ACMA with 3 years post-qualification experience OR ACA / ACCA with one year post-qualification experience	50 years.
4.	Financial Management Officer =03	ACMA or M.Com or MBA (Finance) with 2 years post-qualification experience.	35 years
DISASTER RISK MANAGEMENT PROGRAMME			
5.	Hydrologist = 01	- Advanced University Degree (Masters Degree or equivalent) in Civil Engineering, Hydrology, and Water Management or any related discipline. - Atleast five (05) years experience at middle to senior levels working with research/scientific institution, applied department. - Must have expertise in hydrology and hydraulic modeling and simulation in mountainous settings using HEC-RAS or any related software.	55 years
6.	Master Trainer/ Community Mobilizer = 03	- University Degree (Bachelor's Degree or equivalent) in any subject. - Specialized international/national training in	45 years

		Community Based Disaster Risk Management will be an added advantage. - Atleast three (03) years experience in planning, managing and conducting training preferably in Disaster Management related training and community mobilization.	
7.	Junior Geologist = 01	- Post Graduate Degree in relevant field. - Atleast two (02) years experience in similar position.	45 years
8.	GIS Technician = 01	- Post Graduate Degree in GIS or remote sensing, disaster management or related fields. - Atleast two (02) years experience in GIS and remote sensing application preferably in disaster management. Experience in primary and secondary data acquisition and data verification for disaster related studies.	45 years
9.	Project Assistant = 01	- University Degree (Bachelor's Degree). - Atleast three (03) years working experience in similar position. Good English writing and speaking abilities with advance knowledge of MS Office, Internet, Email software with proficient typing speed and knowledge of filling.	40 years
10.	Office Boy = 01	Middle/Preferably Matric.	40 years
11.	Watchman = 01	Middle/Preferably Matric.	40 years
12.	Sanitary Worker = 02	Literate	40 years
MONITORING & EVALUATION WING			
13.	Material Engineer = 01	Degree in Civil Engineering with adequate experience in material testing construction field	45 years
14.	Engineer (Civil) = 05	Degree in Civil Engineering preferably Masters in relevant discipline, adequate experience in the construction projects with reputed organization.	45 years
15.	Sub – Engineer (Civil) = 01	Diploma of Associate Engineering (Civil) with adequate field experience in construction projects with reputable organization.	45 years
16.	Driver = 05	Middle/Preferably Matric with LTV/HTV license having at least 8 years driving experience preferable in mountainous areas.	40 years
17.	Office Attendant = 01	Middle/Preferably Matric.	40 years
18.	Chowkidar = 01	Middle/Preferably Matric.	40 years

The Candidates who fulfill the requirements may send their applications with detailed CVs in sealed envelope clearly indicating the title of the post, addressed to the undersigned by **19th September 2009.**

TERMS & CONDITIONS

1. Appointments will be on contract basis with no right to claim for permanent employment.
2. Salaries will commensurate with the qualification & experience of the candidate(s).
3. Degrees/Diplomas & certificates of H.E.C recognized universities/institutions shall be accepted.
4. Upper age limit can be relaxed on account of experience and qualification.
5. Only short listed candidates will be called for interview.
6. Competent Authority has the right to increase or decrease number of vacancies at any stage.
7. The selected candidates can be posted anywhere in the Earthquake Affected Districts.

DIRECTOR (PROCUREMENT)
Earthquake Reconstruction & Rehabilitation Authority (ERRA)
Headquarter Office Building Complex, Murree Road,
P.O. 2688, Islamabad.