

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

JOB OPPORTUNITIES

ERRA intends to hire the services of professionals/staff against following vacant positions. 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 **15th January, 2010.**

S.#	Name & No. of posts	Eligibility criteria	Maximum Age limit
Rain Water Harvesting Project (WATSAN SECTOR)			
1.	Finance Officer =1	MBA Finance with minimum 3 years experience in the relevant field or B.com with 10-15 years experience in the public/private sector. Preference will be given to the incumbents having experience of working in Foreign aided projects.	35 years
2.	Communication Officer=1	Master degree in Social Sciences preferably in Mass Communications. Minimum 5 years relevant work experience in reputable organization. Excellent written and verbal command of English and Urdu languages. Expertise in MS Office. Good Communication and analytical skills. Good public relation skills.	35-40 years
3.	Data Manager=1	M.Sc. Computer Sciences from HEC recognized University / Institution. Relevant Certificate/ Diploma in computer applications. Five Years relevant experience in any reputable organization. Good typing skills in English and Urdu languages.	35-40 years
4.	Office Assistant =1	Bachelor's degree from a UGC recognized University / Institution. Atleast three years relevant experience. Well versed with MS office.	35 years
5.	Peon=1	Should be literate. Physically/medically fit.	30 years
PMU for Saudi/IDB Funded Projects (SPC)			
6.	Deputy Director (Tech)/ Project Engineer=3	Bsc. Engineering with minimum 10 years experience of dealing with major construction projects including dealing with the consultant and construction contract management. Government servants with relevant experience are eligible to apply. Should have basic computer skills.	40 years
7.	Assistant Director (Tech)/Asst. Project Engineer=1	Bsc. Engineering with minimum 05 years experience in dealing with major construction projects including dealing with the consultant and construction contract management. Government servants with relevant experience are eligible to apply. Should have basic computer skills.	40 years
8.	Admin Officer=1	Masters in any discipline with minimum of five years experience particularly office administration for field projects. Government servants with relevant experience are eligible to apply. Should have basic computer skills.	40 years
9.	Accounts Officer =1	B.com/ Bachelor degree in any discipline with minimum five years of experience. Working experience with any government organization will be preferred. Should have basic computer	40 years

		skills.	
10.	Accountant=2	B.com/ Bachelor degree in any discipline with minimum three years of experience. Working experience with any government organization will be preferred. Should have basic computer skills.	35 years
11.	Cashier/Accounts Assistant=1	B.com/ Bachelor degree in any discipline with minimum three years of experience. Working experience with any government organization will be preferred. Should have basic computer skills.	35 years
12.	Draftsman=1	Bachelor degree in any discipline with minimum five years of experience. Working experience with any government organization will be preferred.	35 years
13.	Network Administrator=1	B.Sc. Degree in the relevant field with minimum five years of experience. Working experience with any government organization will be preferred.	40 years
14.	Office Assistants=3	Bachelor Degree in any discipline with minimum three years of experience. Working experience with any government organization will be preferred. Should have basic computer skills.	35 years
15.	Driver=6	Must have a valid LTV license and a minimum of five years of experience.	35 years
16.	Dispatcher=1	-do-	35 years
17.	Naib Qasid=5	Middle Pass.	30 years
18.	Chowkidar=1	-do-	30 years
19.	Kahakroob=1	-	30 years
M&E Wing			
20.	Engineer (Civil)=24	Degree of Civil Engineering preferably Masters in relevant discipline, adequate experience in the construction projects with reputed organization.	45 years
21.	Network Specialist=1	M.Sc Computer Science/MCS/MIT/BCS (4 years) with 2 years of Practical experience in Database Development/Administration. Experience in Oracle Platform & OCP in addition to basic Qualification will be preferred. Adequate experience in networking and troubleshooting of computer infrastructure/network.	45 years
22.	Assistant Social Surveyor/ Office Assistant=5	Graduate with excellent computer knowledge. Proficiency in MS Office. Typing Speed 30 words per minute.	40 years
23.	Sub Engineer (Civil)=7	Diploma of Associate Engineering (Civil) with adequate field experience in construction projects with reputable organization.	45 years
24.	Office Attendant=1	Middle/Preferably Matric	40 years
25.	Chowkidar=2	-do-	40 years
26.	Sweeper=6	Preferably Primary	45 years
MIS Cell			
27.	Assistant System Administrator=1	Master in Computer Sciences. M.C.S.E, M.C.S.D. Minimum two years of experience in same capacity in well reputed Government/Semi Government Organization. Exchange 2003 server maintenance (Intermediate skill set required); AD maintenance (Intermediate skill set required); Windows (2K, XP, Win 2K3 Server specially) support; Basic to intermediate network troubleshooting skills with understanding of TCP/IP, VPN & other misc. network maintenance related tasks; Application updates (able to follow instructions and update the systems); Able to multi-task and attend to internal	40 years

		IT users needs (account creation for multiple systems, implementing policy/procedures, etc.	
28.	Junior Software Developer=1	Bachelor degree in Computer Science/Information Technology/Application. Should have sound Knowledge and skill of ASP/ASP. Net, HTML/DHTML, XML, SQL (MS), Visual Basic, BC Script, Visual Studio, MS Front Page, Crystal Repots, Dream Weaver MX, Adobe Photoshop, Fire Works, Flash and Visio, He should have 1-2 years relevant professional experience in software development.	40 years
29.	Lineman=1	PTCL/NTC/Army retired lineman.	40 years
KMC Cell			
30.	Contents Developer for Web=1	Minimum BCS from HEC recognized institution. Communication and documentation skills. Experience in back-end development in SQL Server 2000. Proficiency in HTML, ASP, NET, CSS, Adobe Photoshop.	44 years
DRR			
31.	GIS Officer/Technician=01	Post Graduate Degree in GIS or remote sensing, disaster management, or related fields. Experience of minimum two years 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.
32.	Junior Geologist=01	Post Graduate Degree in relevant field with minimum two years of experience in similar position.	

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.