

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

JOB OPPORTUNITIES

ERRA intends to hire the services of professionals 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 **24th December, 2009.**

S.#	Name & No. of posts	Eligibility criteria	Maximum Age limit
D.R.R.			
1.	Disaster Risk Reduction Expert=01	Advanced university degree (Masters degree or equivalent) in Applied Geology or a discipline relevant to Disaster Reduction with recognized contributions to the theory and practice of disaster reduction. Specialized international trainings in DRR will be added advantage. Minimum experience of 5 years in planning and managing programmes in the vulnerability and risk assessments and capacity building in disaster risk reduction, emergency response and post disaster recovery.	45 years.
2.	GIS Expert=01	Advanced university degree (Masters Degree or equivalent) in computer science, GIS, remote sensing or any other discipline relevant to computer based mapping and topographic data extraction. Should have more than 5 years of relevant working experience in a reputed organization.	45 years.
WATSAN SECTOR			
3.	Procurement Specialist =1	Master Degree in Business Administration, Economics or any other related disciplines. At least 15 years of demonstrated experience in undertaking similar assignments. Demonstrated experience in technical / report writing ; Experience of working with world Bank, EFID, ADB and UN systems would be considered an asset and preferred.	55 years
M&E Wing			
4.	Evaluator=2	Master's degree with adequate experience of programme management in the field. Experience in managing / evaluating multi sectoral projects, training in data handling, analysis and report writing. Proficiency in MS office/ Access or similar database packages for project evaluation.	55 years
5.	Social Surveyor/ Office Manager=1	Graduate/Preferably Master with excellent computer knowledge. Adequate experience in office management Typing Speed 40 words per minute.	40 years
6.	Assistant Social Surveyor/ Office Assistant=1	Graduate with excellent computer knowledge. Proficiency in MS Office. Typing Speed 30 words per minute.	40 years
7.	Driver =10	Middle/Preferably Matric with LTV/HTV license having at least 8 years driving experience preferable in mountainous areas.	40 years
Special Project Cell			
8.	Director PMU	Professional engineer with minimum qualification as B.Sc (Civil) engineering from a recognized university Higher qualification will be an added plus, Minimum 10 years relevant field experience of dealing with large construction projects along with experience in contract	55 years

		management Fully conversant with relevant administrative and technical rules and regulations, Familiar with guidelines and procurement procedures of international donor agencies well conversant with latest project design and management techniques and software.	
Knowledge Management Cell			
9.	Advisor KMC	Masters degree in Social Sciences, preferably in English, with demonstrated experience in research and publications. Minimum 25 years relevant work experience in a reputable organization, preferably a government institution or establishment. Excellent written and oral English/Urdu language expression. Expertise in related computer, analytical and public relations skills. Foreign training/experience in related field will be added qualification.	55 years

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.