



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



JOB OPPORTUNITIES

Punjab Rural Municipal Services Company (PRMSC) is a government-owned not-for-profit company, incorporated with the Securities and Exchange Commission of Pakistan, under Section 42 of the Companies Act, 2017. The Company is executing a World Bank funded project titled "Punjab Rural Sustainable Water Supply and Sanitation Project (PRSWSSP)" in 16 Selected Tehsils of the Punjab Province.

Sr. #	Position	No. of Posts	Eligibility Criteria
1	Sr. Manager Procurement & Contracts	01	QUALIFICATIONS <ul style="list-style-type: none">Master's degree in Procurement & Contracts Management/ Business Administration/ Finance/ LLB or BSc Engineering. EXPERIENCE <ul style="list-style-type: none">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. OR <ul style="list-style-type: none">Government Officer/ Public Servant (BPS 18) on deputation/ transfer basis by Government.
2	GIS Specialist	01	QUALIFICATIONS <ul style="list-style-type: none">Master's degree in GIS. EXPERIENCE <ul style="list-style-type: none">In general, 08 years of relevant work experience in matters related to GIS mapping, MIS, database administration etc.04 years of experience of working in similar projects/ assignments, in similar capacity and in organizations with comparable conditions.
3	Manager Contracts	01	QUALIFICATION <ul style="list-style-type: none">Bachelor's degree in Procurement & Contracts Management/ Business Administration/ Finance/ BSc Engineering/ LLB. EXPERIENCE <ul style="list-style-type: none">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.
4	Assistant Manager (Programming)	01	QUALIFICATIONS <ul style="list-style-type: none">BS / BSC Computer Science/IT/MIS EXPERIENCE <ul style="list-style-type: none">In general, 03 years of relevant work experience in matters related to computer programming, ICT etc.
5	Assistant Manager (Implementation & Coordination)	01	QUALIFICATIONS <ul style="list-style-type: none">Master's Degree in IT/ Computer Science/ Master in Public Administration/ Master in Business Administration.Capability of Planning an event, corresponding with other officers and preparing presentation for the Project.Capability of devising weekly, monthly, annual plans for the Project.
6	Research Analyst - Environment	03	QUALIFICATIONS <ul style="list-style-type: none">BS/ BSc/ MPhil in Environmental Sciences. EXPERIENCE <ul style="list-style-type: none">02 years of relevant work experience in matters related to environment safeguards etc.
7	Research Analyst- Gender	03	QUALIFICATIONS <ul style="list-style-type: none">BS/ BSc in Sociology/ Anthropology/ Gender Studies/ social sciences. EXPERIENCE <ul style="list-style-type: none">03 years of relevant work experience in matters related to gender mainstreaming etc.

8	Procurement Officer	01	<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> Master degree in Procurement & Contracts Management/ Business Administration/ Finance/ LLB/ BSC Engineering. <p>EXPERIENCE</p> <ul style="list-style-type: none"> 03 years of relevant work experience in matters related to procurement.
9	Contract Officer	01	<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> Master degree in Procurement & Contracts Management/ Business Administration/ Finance/ LLB. <p>EXPERIENCE</p> <ul style="list-style-type: none"> 03 years of relevant work experience in matters related to contracts management.
10	Associate IT	01	<p>QUALIFICATION</p> <ul style="list-style-type: none"> BS in Computer Science/Software Engineering/Information Technology <p>EXPERIENCE</p> <ul style="list-style-type: none"> 2 years of relevant work experience in matters related to IT and computer sciences.
11	Driver	06	<p>QUALIFICATION</p> <ul style="list-style-type: none"> Having valid driving License. <p>EXPERIENCE</p> <ul style="list-style-type: none"> 03 years of relevant work
12	Daak Runner	02	<p>QUALIFICATION</p> <ul style="list-style-type: none"> Matriculation
13	Office Assistant	01	<p>QUALIFICATION</p> <ul style="list-style-type: none"> Literate
14	Security Guard	02	<p>QUALIFICATION</p> <ul style="list-style-type: none"> Middle <p>EXPERIENCE</p> <ul style="list-style-type: none"> 2 years of relevant work experience. Holder of valid license and weapon Retired army man will be preferred
15	Janitor (Female)	01	<p>EXPERIENCE</p> <ul style="list-style-type: none"> Preferably 2 years of relevant work experience.

Note: Salaries will be market based. Female candidates 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>), (<http://www.prmisc.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 **06-03-2023** before **04:00 PM**. 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. The degree should be recognized from HEC institution.
- All posts will be on contract basis. Initial contract period is 03 years which is further extendable on the basis of satisfactory performance.
- No TA/DA will be admissible to candidates.
- In case of large number of Candidates, PRMSC reserve the right to decide upon any threshold marks / ratio of candidates vis-à-vis to be further considered in the recruitment process / Interview.
- PRMSC has the right to accept / reject or cancel any application or recruitment process without assigning any reason.
- No. of vacancies can be increased or decreased at any time without any notice.
- For the post Sr. #5 the candidate having experience will be preferred.**
- For the post Sr. # 8 and 9 government working experience will be preferred.**
- Please do write the post name for which you are applying, at the top right Corner of the envelop.

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