



**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.

Punjab Rural Municipal Services Company- Head Office (PRMSC-HO)

Sr. #	Positions	No. of Posts	Eligibility Criteria
1	Assistant Manager (Media Management)	(1 Post)	QUALIFICATIONS <ul style="list-style-type: none">Master/ BS degree in Mass Communications/ Communication Studies/ Public Relations EXPERIENCE <ul style="list-style-type: none">5 years of relevant work experience in electronic media. Capability of making, editing videos and documentaries including the use of drone, video, and still cameras.Command over the handling of social media platforms for the projection of official activities
2	Procurement Officer	(1 Post)	QUALIFICATIONS <ul style="list-style-type: none">Master's degree in Procurement & Contracts Management/ Business Administration/ Finance/ LLB/ BSC Engineering EXPERIENCE <ul style="list-style-type: none">3 years of relevant work experience in matters related to procurement.
3	Associate (HR)	(1 Post)	QUALIFICATIONS <ul style="list-style-type: none">16 years of education in Administration/ Social Sciences/ Commerce/ HR EXPERIENCE <ul style="list-style-type: none">Acquaintance with matters related to office Administration, HR Management, Financial Management etc.

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>) and from office address mentioned below.
- Completely filled application form supported with required documents should reach the office of the company latest by **16-09-2024** 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 institutions.
- 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.
- Please do write the post name for which you are applying, at the top right Corner of the envelope.

**Punjab Rural Municipal Services Company
5th Floor KD Plaza MM Alam Road, Lahore.
PH: No. (042) 99333609**

Nida Munir
27/08/2024

Nida Munir Associate HR
Punjab Rural Municipal Services
Company (PRMSC), Head Office, Lahore