



No. F.1-17/2022-Plan (WM)
Government of Pakistan
Ministry of National Food Security & Research
(Federal Water Management Cell)

SITUATION VACANT

Applications are invited from the suitable candidates for appointment to the following posts based at Islamabad under the project titled "Prime Minister's National Program for Solarization of Agriculture Tubewells" purely on contract basis in the Project Management Unit (PMU) at Federal Water Management Cell (FWMC), Ministry of National Food Security & Research, initially for the period of one year extendable further on yearly basis after performance evaluation till the completion of the project. The positions will be filled strictly on merit basis in a transparent manner and in accordance with the guidelines provided in the Ministry of Finance O.M.No.F.4 (9)R-14/2008 dated 18th April, 2022.

S #	Name of post & pay package	No. of Post	Qualification/Experience	Age Limit
1	Project Director (PPS-10)	01	Post Graduate Degree in Agri.Engg./Water Resources Engg./Electrical Engg./Mechanical Engg. or relevant field from HEC recognized institutes and registered with PEC 16 years' work experience preferably in public sector including 05 years management experience of related large-scale public-sector development projects preferably dealing with water/agriculture/renewable energy sector.	40-63 Years
2	Dy. Project Director (PPS-9)	02	Post Graduate Degree preferably Agri.Engg. /Water Resources Engg. /Electrical Engg./Mechanical Engg from HEC recognized institutes and registered with PEC. Or Master's Degree in Economics, Statistics, Social Sciences, MBA, Project Management or equivalent from HEC recognized Institute. 12 years' experience of working in the Public/Private sector preferably in water/agriculture/food security/renewable energy sector including 03 years' experience in planning & implementation of renewable energy/solar based irrigation system projects.	35-50 Years
3	Dy. Director Admin & Finance (PPS-8)	01	Master in Accounts & Finance /MBA (Finance)/ Economics, Statistics, Social Sciences, MBA, Project Management from HEC recognized institutes /ACA/ACMA/ACCA. Preference will be given to candidates having PIPFA Certification. 10 years' experience of Admin and Finance matters of public sector.	35-50 Years
4	Water Management Engineer (PPS-8)	01	BSc Agri. Engg./Water Resources Engg. or relevant field from HEC recognized institutes and Registered with PEC, preference will be given to Master's Degree 10 years' experience of working in the Public/Private sector dealing with water/groundwater and agriculture sector preferably 02 years in design, estimation and implementation of renewable energy/solar based irrigation system	35-50 Years
5	Dy. Director M & E (PPS-8)	01	Master's Degree in Economics, Statistics, Social Sciences, MBA, Project Management or equivalent from HEC recognized Institute. Overall, 10 years' M&E experience with 5 years in M&E and reporting preferably in water/agriculture/food security/ Groundwater/Renewable Energy sector and M&E of infrastructure related activities in public/private sector.	35-50 Years
6	Assistant Director IT (PPS-7)	01	Bachelor in Computer Science/Information Technology or relevant degree, with relevant Professional Certification. Minimum 05 years of relevant experience.	30-45 Years

7	Database Administrator (PPS-7)	01	Bachelor in Computer Science, Database Management or Equivalent. Preference will be given to candidate having certification in Database Administration. 05 years' experience in large-scale database management.	30-45 Years
8	Accountant (PPS-6)	01	B.Com/BS in Accounting and Finance, from HEC recognized institutes /ACCA (first 9 papers with articles)/CMA (managerial level)/CA (AFC & CAF with articles) or equivalent. Preference shall be given to candidates with PIPFA certification At least 05 years of working experience in public sector.	30-45 Years
9	Computer Operator / Assistant (PPS-5)	02	Bachelor in Computer Science/IT or Equivalent. Minimum 03 year of experience in working with public/private organization. Having sound knowledge of computer hardwares & softwares handling, record keeping and office assistance.	25-40 Years
10	Accounts Assistant / Cashier(PPS-5)	02	Bachelor in Commerce/Accounting & Finance or Equivalent 03 years' experience in accounts and AGPR related matters.	25-40 Years
11	Dispatch Rider (PPS-1)	01	Matric with valid driving license. 01 year experience of working as dispatch rider in government /semi-government or private organization.	20-35 Years
12	Naib Qasid (PPS-1)	07	Matric, with 01 year experience of working in government /semi-government or private organization	20-35 Years
13	Driver (PPS-1)	06	Matric with valid driving license. 02 years' experience of working in government/semi-government or private organization.	20-35 Years
14	Chowkidar (PPS-1)	02	Matric, with 01 year experience of working in government /semi-government or private organization.	20-35 Years
15	Sweeper (PPS-1)	02	Primary with 01 year experience of working in government /semi-government or private organization.	20-35 Years

Note:

1. In all cases the general instruction/recruitment policy of Establishment Division will be followed.
2. The Recruitment to the above posts would be on contract basis and subject to the following conditions:
 - i) Women are equally encouraged to apply.
 - ii) Government Employees should apply through proper channel.
 - iii) Only eligible shortlisted candidate will be called for test/interview.
 - iv) No TA/DA would be admissible for appearing in test/interview.
 - v) The competent authority reserves the right not to fill the posts or withhold the appointment of any or all posts without assigning any reason.
 - vi) The competent authority reserves the right to increase or decrease number of positions subject to approved PC-I.
 - vii) Detail Terms of Reference (TORs)/JOB description can be download from the website www.mnfsr.gov.pk .
 - viii) Interested individual may submit their applications through National Job Portal <https://www.njp.gov.pk> within fifteen (15) days of the publication of the advertisement.
 - ix) Incomplete application or application received after due date will not be entertained.
 - x) Original Documents/educational degrees, diplomas/experience certificates, CNIC, application & CVs will be checked at the time of test/interview.

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Prime Minister's National Programme for Solarization of Agriculture Tubewells
Tentative Recruitment Rules and Terms of References of Key Project Staff
(Project Management Unit (PMU) with in FWMC)(Actual)

Position/Post	Qualification	Experience	Job Description
Project Director (PPS-10)	Post Graduate Degree in Agri.Engg. /Water Resources Engg. /Electrical Engg. /Mechanical Engg. or relevant field from HEC recognized institutes and registered with PEC	16 years' work experience preferably in public sector including 05 years management experience of related large-scale public-sector development projects preferably dealing with water/agriculture/renewable energy sector. Pay Package: PPS-10 Age: 40-63 Years Duration of Contract: Initially for a period of one year extendable further on yearly basis till the completion of the project.	Job description includes the following: <ul style="list-style-type: none"> • Act as the Project Director, Project Management Units (PMU) with in FWMC for the Project titled "Prime Minister's National Programme for Solarization of Agriculture Tubewells" (PNPSAT). • Provide leadership to the PMU and liaise with Provincial PMUs and other stakeholders • Coordinate, facilitate and monitor physical & financial progress of the projects in collaboration with Provincial PMUs and other agencies. • Oversee performance and facilitate Project Supervision and Monitoring Consultant(s). • Disputes Resolution in the operational and management of projects. • Supervise annual physical targets and financial requirements of each project • Periodical review of physical achievements and financial utilization under different activities of the projects. • Field visits on selective basis to review the implementation of project activities. • Act as Member of Federal Steering Committee • Any other assignment vested by the Federal Steering Committee and/or Secretary, National Food Security & Research Division.

Deputy Project Director (PPS-9)	Post Graduate Degree preferably Agri.Engg. /Water Resources Engg. /Electrical Engg./Mechanical Engg. from HEC recognized institutes and registered with PEC. Or Master's Degree in Economics, Statistics, Social Sciences, MBA, Project Management or equivalent from HEC recognized Institute.	12 years' experience of working in the Public/Private sector preferably in water/agriculture/ food security /renewable energy sector including 03 years' experience in planning & implementation of renewable energy/solar based irrigation system projects. Pay Package: PPS-09 Age: 35-50 Years Duration of Contract: Initially for a period of one year extendable further on yearly basis till the completion of the project.	Job description includes the following: <ul style="list-style-type: none"> • Act as the Dy. Project Director, Project Management Units (PMU) with in FWMC for the Project titled "Prime Minister's National Programme for Solarization of Agriculture Tubewells" (PNPSAT). • Provide assistance to PD in leadership to the PMU and liaise with Provincial PMUs and other stakeholders • Coordinate, facilitate and monitor physical & financial progress of the project in collaboration with Provincial PMUs and other agencies. • Oversee performance and facilitate Project Supervision and Monitoring Consultant(s). • Disputes Resolution in the operational and management of projects. • Supervise annual physical targets and financial requirements of each project • Periodical review of physical achievements and financial utilization under different activities of the projects. • Field visits on selective basis to review the implementation of project activities. • Act as Member of Federal Coordination Committee • Any other assignment vested by the Project Director.
Deputy Director Admin & Finance (PPS-8)	Master in Accounts & Finance /MBA (Finance)/ Economics, Statistics, Social Sciences, MBA, Project Management from HEC recognized institutes /ACA/ACMA/ACCA. Preference will be given to candidates having PIPFA Certification.	10 years' experience of Admin and Finance matters of public sector. Pay Package: PPS-8 Age: 35-50 Years Duration of Contract: Initially for a period of one year extendable further on yearly basis till the completion of the project.	Job description includes the following: <ul style="list-style-type: none"> • Act as the Dy. Director Finance, Project Management Units (PMU) with in FWMC for the Project titled "Prime Minister's National Programme for Solarization of Agriculture Tubewells" (PNPSAT). • Provide assistance to PD in preparation of accounting system of the project • Coordinate, facilitate and monitor physical & financial progress of the project • Oversee performance and facilitate Project Supervision and Monitoring Consultant(s).

			<ul style="list-style-type: none"> • Supervise and manage annual financial Cash Plan requirements of each project. • Periodical review of financial utilization under different activities of the project. • Any other assignment vested by the Project Director.
Water Management Engineer (PPS-8)	M.Sc. Agri. Engg. /Water Resources Engg. or relevant field from HEC recognized institutes and Registered with PEC, preference will be given to Master's Degree	<p>10 years' experience of working in the Public/Private sector dealing with water/groundwater and agriculture sector preferably 02 years in design, estimation and implementation of renewable energy/solar based irrigation system</p> <p>Pay Package: PPS-8 Age: 35-50 Years Duration of Contract: Initially for a period of one year extendable further on yearly basis till the completion of the project.</p>	<p>Job description includes the following:</p> <ul style="list-style-type: none"> • Act as the Water Management Engineer for Project Management Units (PMU) with in FWMC for the Project titled "Prime Minister's National Programme for Solarization of Agriculture Tubewells" (PMNPSAT). • Assist PD in disposal of administrative and financial matters related to PMU and in implementation of FSC decisions • Assist PD in timely transfer of matching Federal grants to the participating agencies • Work closely with Provincial PMUs for effective implementation of the project. • Assist PD in compilation of periodic project monitoring reports, progress report, working paper for FSC and FCC • Work under overall supervision of Project Director (PD) • Assist PD in preparation of solar tube wells design calculation • Assist PD in preparation of ToRs for project Consultant(s) and SSC etc. • Assist PD for different preparation Contract Agreements for Project Consultant(s), SSCs etc. • Assist PD for furnishing of PC-I , PC-III & PC-IV • Any other assignment vested by the PD and MNFS&R.

Deputy Director M&E (PPS-8)	Master's Degree in Economics, Statistics, Social Sciences, MBA, Project Management or equivalent from HEC recognized Institute.	Minimum 10 Years M&E Experience with 5 years M&E in water/agriculture/food security /Groundwater/Renewable Energy sector and M&E of infrastructure related activities in public/private Sector. Pay Package: PPS-8 Age: 35-50 Years Duration of Contract: Initially for a period of one year extendable further on yearly basis till the completion of the project.	<ul style="list-style-type: none"> • Act as M & E specialist for the project "PMNPSAT". • Assist Water Management Engineer & PD in infrastructure quality supervision, coordination, field follow ups and quality progress analysis. • Random checking of SSCs & consultant designs and validations. • Any other Assignments assigned by water management Engineer & PD.
Assistant Director IT (PPS-7)	Bachelor in Computer Science/Information Technology or relevant degree, with relevant Professional Certification.	Minimum 05 years of relevant experience in managing large scale database, development of computer-based office management tools. Maintenance /management of hardware and other IT equipment's. Knowledge of GPS development and management. Computerization /management of monitoring data, field reports and other documents. Experience of working with government organization will be preferred. Pay Package: PPS-7 Age: 30-45 Years Duration of Contract: Initially for a period of one year extendable further on yearly basis till the completion of the project.	<ul style="list-style-type: none"> • Act as IT Specialist for PMU of the project "PMNPSAT". • Development/management of database relating to project activities. • Management of monitoring data from the field and its compilation to facilitate report writing. • Maintenance of hardware/software of the office. • Training of staff and officers in use of database. • Assessment and development of reports to facilitate management of the project. • Maintain project related reports, baseline, mid-line and end-line database. • GPS development and management. • Liaison with projects wing of Planning Commission to provide all the project related information/data. • Act as a focal person for project management and evaluation software (PMES). • Develop database of all the staff/officers and its updating periodically. Any other assignment by the PD & WRE.

Database Administrator (PPS-7)	Bachelor in Computer Science, Database Management or Equivalent. Preference will be given to candidate having certification in Database Administration.	05 years' experience in large-scale database management. Pay Package: PPS-7 Age: 30-45 Years Duration of Contract: Initially for a period of one year extendable further on yearly basis till the completion of the project.	<ul style="list-style-type: none"> • Development/management of database relating to project activities. • Management of monitoring data from the field and its compilation to facilitate report writing. • Maintenance of hardware/software of the office. • Training of staff and officers in use of database. • Assessment and development of reports to facilitate management of the project. • Maintain project related reports, baseline, mid-line and end-line database. • Develop database of all the staff/officers and its updating periodically. • Any other assignment by the Assistant Director IT.
Accountant (PPS-6)	B. Com/BS in Accounting and Finance, from HEC recognized institutes /ACCA (first 9 papers with articles)/CMA (managerial level)/CA (AFC & CAF with articles) or equivalent. Preference shall be given to candidates with PIPFA certification.	05 years' experience in accounts, procurement and AGPR related matters Pay Package: PPS-6 Age: 30-45 Years Duration of Contract: Initially for a period of one year extendable further on yearly basis till the completion of the project.	<ul style="list-style-type: none"> • To assist PD in connection with the timely release of funds. • To assist PD in connection with the timely utilization of funds, release of fund to Provinces, surrender of funds and re-appropriation of funds. • Supervise the maintenance of Cashbook and budget registered. • Preparation of Audit replies, Appropriation of Accounts for DAC & PAC. • Maintenance of files/record. • To put up routine matters. • Any other duty assigned by the PD.
Computer Operator / Assistant (PPS-5)	Bachelor in Computer Science/IT or Equivalent from HEC Recognized institute.	Minimum 03 year of experience in working with public/private organization. Having sound knowledge of computer hardware's & software's handling, record keeping and office assistance. Pay Package: PPS-5 Age: 25-40 Years	<ul style="list-style-type: none"> • Data Entry / Typing Work • Assist PD/ IT specialist • Any other assigned responsibility • Maintenance of files/record. • Personnel and administrative matters of employees under the project. • Causal typing • Any other responsibility assigned.

		<p>Duration of Contract: Initially for a period of one year extendable further on yearly basis till the completion of the project.</p>	
<p>Accounts Assistant / Cashier (PPS-5)</p>	<p>Bachelor in Commerce/Accounting & Finance or Equivalent from HEC Recognized institute.</p>	<p>03 years' experience in accounts and AGPR related matters. Pay Package: PPS-05 Age: 25-40 Years Duration of Contract: Initially for a period of one year extendable further on yearly basis till the completion of the project.</p>	<ul style="list-style-type: none"> • Assistant Office In charge in connection with the preparation of budget. • To prepare monthly expenditure statement. • To reconcile the monthly expenditure with AGPR. • To maintain expenditure register of budget and cashbook • To assist the Office Incharge in connection to prepare Audit replies, Appropriation of Accounts for DAC & PAC. • To put up routine matters.
<p>Dispatch Rider (PPS-1)</p>	<p>Matric with valid driving license.</p>	<p>01 year experience of working as dispatch rider in government /semi-government or private organization. Pay Package: PPS-01 Age: 20-35 Years Duration of Contract: Initially for a period of one year extendable further on yearly basis till the completion of the project.</p>	
<p>Naib Qasid (PPS-1)</p>	<p>Matric</p>	<p>01 year experience of working in government /semi-government or private organization Pay Package:PPS-01 Age: 20-35 Years Duration of Contract: Initially for a period of one year extendable further on yearly basis till the completion of the project.</p>	

Driver (PPS-1)	Matric with valid driving license.	02 years' experience of working in government/semi- government or private organization. Pay Package:PPS-01 Age: 20-35 Years Duration of Contract: Initially for a period of one year extendable further on yearly basis till the completion of the project.	
Chowkidar (PPS-1)	Matric	01 year experience of working in government /semi-government or private organization. Pay Package:PPS-01 Age: 20-35 Years Duration of Contract: Initially for a period of one year extendable further on yearly basis till the completion of the project.	
Sweeper (PPS-1)	Primary	01 year experience of working in government /semi-government or private organization. Pay Package:PPS-01 Age: 20-35 Years Duration of Contract: Initially for a period of one year extendable further on yearly basis till the completion of the project.	