



Provincial Coordination Unit
Benazir Bhutto Shaheed
Youth Development Program,
Chief Minister's Secretariat, Sindh Karachi



JOB OPPORTUNITIES

The Government of Sindh has launched a major initiative, titled “**Benazir Bhutto Shaheed Youth Development Program**”, for addressing the issues of poverty and un-employment through human resource development in the province. The program is being implemented through, Provincial Coordination Unit (PCU), while at the district level, the District Coordination Committees (DCCs), headed by DCOs & assisted by the District Monitoring Coordinators (DMCs). The PCU requires services of motivated, experienced & energetic individuals having domicile of the province of Sindh, familiar with dynamics of relevant field, technology and outstanding professional, interpersonal & intrapersonal skills.

1. All the posts will be filled on **contract basis** while candidates already serving should apply through proper channel with NOC from their parent organization while departmental hiring / requisition of the Government officials from their parent departments shall be considered as per prescribed Government rules.
2. The decision of the selection / recruitment committee will be final and No TA / DA will be allowed for test / interview.
3. Shortlisted candidates will be called for test / interview.
4. For posts from serial No.1 to serial No. 10 interested candidates shall appear in written test preferably conducted by NTS. Posts from Serial No.11 to 13 shall be filled on the basis of interview from local persons of the same districts where posts exist.
5. The number of posts can be modified as per requirement, conditions laid down may be relaxed & salary package is negotiable with the approval of the competent forum on the basis of higher qualifications / related experience and suitability.

S.No.	Name of Position	Minimum Qualification & Experience	Age Limit
1.	Program Officer (M/F) (to be based at PCU-BBSYDP Karachi) [3 Positions]	Master Degree preferably in Social Sciences/MBA from any recognized University. Familiar with the applications of MS-Office. At least 5 years experience in social work/administration & handling of social sector projects, with the exposure & interaction with national & international organizations. The candidates having experience of public sector projects/assignments will be preferred. [Salary Package Rs. 35,000 to 50,000]	28-35 years
2.	Procurement & Admin Officer (M/F) (to be based at PCU-BBSYDP Karachi) [1 Position]	Master Degree or above with 2 nd division, ICT skilled and familiar with the applications of MS-Office. 10 years experience with any reputable organization(s) in the contextual area and adequate awareness about public procurement policies, FR and SPPR Rules-2010 [Salary Package Rs. 35,000 to 50,000]	28-35 years
3.	Accounts Officer (M/F) (to be based at PCU-BBSYDP Karachi) [1 Position]	M.Com/MBA (preferably in Finance) / ICMA with Commerce graduation with 2 nd division, ICT skilled and familiar with the applications of MS-Office. 05 years experience with any reputable organization(s) in the contextual area and adequate awareness about public procurement in accordance with Sindh Financial Rule and SPPR Rules-2010. [Salary Package Rs. 35,000 to 50,000]	28-35 years
4.	Internal Audit Officer (M/F) (to be based at PCU-BBSYDP Karachi) [1 Position]	MBA (Finance) / M.Com / ICMA (preferably CA finalist) must be familiar with the applications of MS-Office. 5 years experience with any reputable organization(s) in the contextual area and adequate awareness about public procurement in accordance with Sindh Financial Rules and SPPR-Rules-2010. [Salary Package Rs. 35,000 to 50,000]	28-35 years
5.	Deputy Manager MIS (M/F) (to be based at PCU-BBSYDP Karachi) [1 Position]	Master Degree in the related field / a four-year degree in an IT-related field of study focused on MIS related components. 5 years administrative & Coordination experience with any reputable organization(s) in the contextual area and adequate awareness about system establishment, handling, troubling shooting, maintaining and providing complete front & backhand support on MIS & FMIS to ensure a sustainable program database record in all possible means. [Salary Package Rs. 25,000 to 35,000]	28-35 years
6.	Network Administrator (M/F) (to be based at PCU-BBSYDP Karachi) [1 Position]	Master Degree in the related field / a four-year degree in an IT-related field of study focused on network related components & network based server handling. 5 years experience with any reputable organization(s) in the contextual area and adequate awareness about LAN/WAN. [Salary Package Rs. 25,000 to 35,000]	25-35 years
7.	Program Assistant (M/F) (to be based at PCU and various districts in Sindh) [26 Positions]	Minimum Qualification: Bachelor Degree (2 nd Division) 3 years with any reputable organization(s) in the contextual area and adequate awareness about office/secretarial work and office management skills. Must be familiar with applications of MS-Office [Salary Package Rs. 15,000 to 25,000]	22-35 years
8.	Accounts Assistant (M/F) (to be based at PCU-BBSYDP Karachi) [1 Position]	Minimum Qualification: B.Com (preferably MBA Finance) 3 years experience with any reputable organization(s) in the contextual area and adequate awareness about office/secretarial Accounts work and office management skills. Must be familiar with applications of MS-Office [Salary Package Rs. 15,000 to 25,000]	22-35 years
9.	Internal Auditor (M/F) (to be based at PCU-BBSYDP Karachi) [1 Position]	Bachelor degree (preferably Commerce, Finance, Accounts) 3years experience of audit in any reputable organization(s) in the contextual area and adequate awareness of Audit & Accounts record keeping & procedure. Must be familiar with applications of MS-Office. [Salary Package Rs. 15,000 to 25,000]	22-35 years
10.	Receptionist-cum-PA (Female) (to be based at PCU-BBSYDP Karachi) [1 Position]	Minimum Qualification: Intermediate (2 years experience of working in Foreign Funded Govt. run projects will be preferred) adequate awareness about office/secretarial work and office management skills. [Salary Package Rs. 10,000 to 15,000]	20-35 years

S.No.	Name of Position	Minimum Qualification & Experience	Age Limit
11.	Drivers (to be based at PCU-BBSYDP Karachi) [3 Positions]	Middle/preferably literate & having Computerized Driving License, Could read the text/address in Urdu/Sindhi Experience: 5 years with full awareness [Salary Package Rs. 7,000 to 10,000]	18-35 years
12.	Naib Qasid (to be based at PCU and various districts in Sindh) [16 Positions]	Middle/preferably literate, could read the text/address in Urdu/Sindhi 3years working in any organization(s) with the skill to handle kitchen work, cleaning, office maintaining and other related working with full awareness about leading address of Karachi [Salary Package Rs. 7,000 to 10,000]	18-25 years
13.	Helper / Farash (to be based at PCU-BBSYDP Karachi) [1 Position]	Middle/preferably literate, 5 years working with any organization(s) with essential skills to handle, cleaning, office maintaining and other related working. [Salary Package Rs. 7,000 to 10,000]	18-25 years

Interested & eligible individuals may apply with full confidence along with the convincing CV, at the below address **within 15 days of the publishing of this advertisement**. Please indicate, "*the post applied for*" at the top right of the envelop.

Provincial Coordination Unit
Benazir Bhutto Shaheed Youth Program
Chief Minister's Secretariat, Sindh Karachi
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Website: www.bbsydpsindh.gov.pk

"BBSYDP is an equal opportunity employer – Women are encouraged to apply"