



Provincial Coordination Unit
Benazir Bhutto Shaheed
 Youth Development Program,
 Planning & Development Department
 Government of Sindh



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.

In this connection, Provincial Coordination Unit (PCU), BBSYDP, P&D Department, Government of Sindh, requires services of motivated, young & energetic individuals having familiarity with current dynamics of technology and outstanding professional skills.

Position	Job Overview	Qualification	Experience/Skills and Age
Deputy Manager MIS (Male/Female)	<ul style="list-style-type: none"> To assist the Manager MIS in all IT related matters To maintain Local Area Network and Hardware / software trouble shooting and installation To update the website, Content Management System. To manage Management Information System (MIS) and Financial Management Information System (FMIS). To supervise data entry of training application forms To Coordinate the Program Management Units for MIS and FMIS data updates and data processing 	<ul style="list-style-type: none"> He/She should have a Masters / Bachelors (4 years) degree in Computer Science from the University recognized by Higher Education Commission Professional Certification in programming, database development/administration or Networking will be preferred. 	<ul style="list-style-type: none"> Two (2) years working experience in Public/ corporate/multinational organization. Possess sound knowledge of RDBMS with competency of Front End software having good knowledge of Networking Age limit: 25-38 years
Program Assistant (Male/Female)	<ul style="list-style-type: none"> To provide assistance to Program Officer in all official assignments. To maintain office record, filing, preparation of list of trainees for payment of stipend and writing of cheques. The responsibilities of Program Assistant will inter-alia are related to Administration, Finance and Co-ordination activities 	<ul style="list-style-type: none"> He/She should have a Bachelors degree in any field, Diploma in Project Management would be an added advantage. Proficiency in MS. Office is mandatory. 	<ul style="list-style-type: none"> At least 3 years office experience having similar job involvement. Relevant experience in public sector/donor aided project will be given preference. Age limit: 25-38 years
Auditor (Male/Female)	<ul style="list-style-type: none"> To review data on regular basis from in house Accounting operations and financial records submitted by partner/Line departments To make recommendations regarding improving operations of the program. To inspect items in books of original entry to determine if accepted accounting procedure was followed in recording transactions. To verify journal and ledger entries of cash and check payments, purchases, expenses, and trial balances. To assist Accounts Officer in preparation of Financial Statements and External Audit. 	<ul style="list-style-type: none"> He/She should have a B.Com/BBA or equivalent degree in accounting and auditing from a recognized university. Well conversant with audit techniques and customized accounting software and MS. Office, especially in MS. Excel Knowledge of Public Sector financial procedure is preferable 	<ul style="list-style-type: none"> 3 years of similar work in reputable organization. The experience of working in a public sector project will be preferred. Age limit: 25-38 years
Personal Assistant/ Telephone Operator (Female)	<ul style="list-style-type: none"> To manage meeting schedules, arrange for communications, and official engagements of Provincial Coordinator. Checking mails. Drafting of letters. To assist Deputy Provincial Coordinators in their official assignments. 	<ul style="list-style-type: none"> He/She should have a Graduation from a recognized university. Typing speed of 45 words a minute with accuracy. Proficiency in spoken English. Diploma in Computer Science will be an extra qualification.. 	<ul style="list-style-type: none"> 2- 3 years of experience in well reputed organization preferably in public sector project. Age limit: 22-30 years.

Position	Job Overview	Qualification	Experience/Skills and Age
Accounts Assistant (Male/Female)	<ul style="list-style-type: none"> To maintain Cash Book, Voucher Register & Ledgers. Preparation of Pay Roll, Petty Cash Statement, and Bank Advices and. To deal with Distt: Offices, banks, training institutes and other stake holders in connection with financial matters. To prepare Bank Payment Voucher, Trial Balance, Bank Reconciliation Statement, Financial Statement and writing of cheques. To enter financial data in FMIS and submit reports. To maintain accounts record and assist the Accounts Officer in his/her official assignment. 	<ul style="list-style-type: none"> He/She should have a B.com. or equivalent degree in accounting and auditing from a recognized university. Well conversant with customized accounting software and MS. Office, especially in MS. Excel Knowledge of Public Sector financial procedure is preferable 	<ul style="list-style-type: none"> 1-3 years of similar work in reputable organization. The experience of doing accounts work in a public sector project will be preferred. Age limit: 25-38 years
Record Keeper (Male/Female)	<ul style="list-style-type: none"> Manage all incoming and outgoing mails of PCU 	<ul style="list-style-type: none"> He/She should have a Matriculation from recognized board. Must be fully conversant with record management system. Proficiency in MS. Office in mandatory 	<ul style="list-style-type: none"> 3-5 years experience in relevant filed Additional weightage will be given to candidates having public sector experience. Age limit: 18-38 years
Dispatch Rider (Male)	<ul style="list-style-type: none"> To deliver office mail to various offices located in Karachi. 	<ul style="list-style-type: none"> He/She should have a Matriculation from recognized board. Must have valid Motorcycle Driving Licence. Well versed about areas and location of important Govt. offices. 	<ul style="list-style-type: none"> 3-5 working years experience of working in an organization in similar capacity Age limit: 18-38 years
Driver (Male)	<ul style="list-style-type: none"> Maintenance and driving of Vehicle To maintain logbook etc. 	<ul style="list-style-type: none"> Middle 	<ul style="list-style-type: none"> Preferably 3 years of experience. Must possess a valid driving license. Age limit: 21-38 years
Naib Qasid (Male)	<ul style="list-style-type: none"> To maintain the office premise and perform routine duties of Naib Qasid 	<ul style="list-style-type: none"> Middle 	<ul style="list-style-type: none"> Preferably 3 years of experience. Age limit: 18-38 years

Interested eligible individuals must provide detailed Curriculum Vitae containing all the evidences of stipulated skills, experience and qualification. The appointment will be made on contract basis, renewable on performance appraisal of set targets. Civil servants may also apply for these positions with NOC from their employer. The number of posts can be modified as per requirement. Please clearly mention the **post applied for** on your enclosed CVs.

Applications must reach this office on the address given below latest by **3rd October 2009**

Provincial Coordination Unit
Benazir Bhutto Shaheed Youth Program
Planning & Development Department, Government of Sindh
3rd floor State Life Building No. 3, Dr. Ziauddin Ahmad Road, **Karachi**
Website: www.bbsydpsindh.gov.pk

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