

Ministry of Defence Production
SITUATION VACANT

Applications are invited from Pakistani nationals for the following posts on contract basis for initial period of 2 x years extendable for 1 x year on performance basis in the Government approved development project titled "Establishment of Project Management Cell (PMC) for Creation of Shipyard at Gwadar" being sponsored by Ministry of Defence Production. PMC will have offices at Rawalpindi and Gwadar respectively.

S.No.	Post	No. of Posts	Duty Station	Qualification & Experience
1.	Project Director (PPS-10) Age (50-59)	01	Rawalpindi	Master's/bachelor degree in Engineering (preferably Project Management related qualification) At least 16 years' experience of working in marine related fields. Experience working with Project management methodology including budget development, project planning control and assurance, project management software, finance & accounting concepts and practices.
2.	Project Manager (PPS-09) Age (40-55)	02	1x Rawalpindi 1x Gwadar	Master in any subject / Bachelor degree in Engineering (Preferably PMP/Diploma in PM). At least 12 years' experience of working for project coordination, management and administration with technical / admin projects related fields.
3.	Dy. Project Manager (PPS-08) Age (40-55)	02	1x Rawalpindi 1x Gwadar	Master in any subject / Bachelor in Engineering / Business Administration (preferably PMP/ Diploma in PM). At least 8 years job related experience. Administration & technical skills, highly proficient with computer applications like Word, Excel, Outlook, MS Project, and Primavera
4.	Asst. Project Manager (PPS-07) Age (30-50)	02	1x Rawalpindi 1x Gwadar	Bachelor in Engineering /Business Administration / Science (preferably PMP/Diploma in PM). At least 06 years job profile and relevant experience. Administration & technical skills, highly proficient with computer applications like Word Excel, Outlook, MS Project, and Primavera
5.	CFO / Accounts Officer (PPS-07) Age (40-55)	01	Rawalpindi	Master degree in Finance/Accounting/Business (preferably CA / CMA). At least 10 years of experience with a major company or division of a large corporation. Good knowledge of financial analysis techniques and accounting principles & procedures. Advanced proficiency with Microsoft Office and proficient knowledge of ERP
6.	Private Secretary (PPS-07) Age (upto 55 years)	01	Rawalpindi	Bachelor degree with minimum speed of 100 WPM in shorthand and 50 WPM in typing. At least 8 years' experience as working in a PA category with senior management Excellent interpersonal and customer service skills and good at English grammar. Must be tactful in dealing with people, good judgment ability, adaptable and versatile individual.
7.	Assistant Private Secretary (PPS-06) Age (upto 55 years)	03	2x Rawalpindi 1x Gwadar	Bachelor degree with minimum speed of 100 WPM in shorthand and 50 WPM in typing. At least 2 years' experience as working in Steno typist category with supervisory officers. Having perfect knowledge about computer and need to be well versed with MS Office
8.	Assistant (PPS-05) Age (upto 55 years)	07	4x Rawalpindi 3x Gwadar	B.A/B.Sc with IT diploma & Typing speed of at least 35 WPM. Minimum 01 year job profile relevant experience.
9.	Driver (PPS-01) Age (upto 50 years)	09	6x Rawalpindi 3x Gwadar	Primary pass with valid driving license and well versed in the traffic rules. Minimum 02 years driving experience
10.	Dispatch Rider (PPS-01) Age (upto 50 years)	02	1x Rawalpindi 1x Gwadar	Primary pass with valid driving license and well versed in the traffic rules. Minimum 02 years driving experience
11.	Naib Qasid (PPS-01)	10	6x Rawalpindi 4x Gwadar	Matric Pass with minimum 2 years relevant experience and capable to read and write in urdu.
12.	Sweeper (PPS-01)	04	2x Rawalpindi 2x Gwadar	Primary Pass. Well versed with the quality products for cleaning / sweeping / hygiene
13.	Chowkidar (PPS-01)	04	2x Rawalpindi 2x Gwadar	Primary Pass. At least one year working experience as guard / chowkidar

Terms & Conditions:

1. Eligibility of the candidates will be determined on the basis of HEC certified academic qualification and experience as mentioned against each post.
2. Appointment will be made on standard pay package of PSDP Project/ relevant Government Rules.
3. Applicants should indicate their preferred station of duty; however, Competent Authority reserves the right to transfer the personnel at any duty station.
4. Incomplete applications and those received after due date will not be entertained.
5. Only short listed candidates will be considered for test/ interview and no TAD/DA will be applicable.
6. Test and Interviews will be held at Rawalpindi, Karachi, Gwadar and Quetta.
7. Application may be forwarded to below given address within 15 days of its publication.
8. The interested candidates may apply online through National Job Portal (NJP).
9. The Competent Authority reserves the right to cancel or postpone the recruitment process at any stage.

Ineligibility:

1. Personnel dismissed or removed from Govt. service as a consequence of disciplinary proceedings.
2. Personnel convicted by the court of competent jurisdiction.

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Project Management Cell (GSY)
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