

## CAREER OPPORTUNITIES

### **Recruitment of Staff under Sindh Agricultural Growth Project (Livestock component) For the Office of District Project Implementation Unit (DPIU) Thatta**

The Project Government of Sindh applied for a credit from the International Development Association (IDA) and intends to apply part of the proceeds of this credit to payments under the contract for Sindh Agricultural Growth Project to perform the services of following project staff purely on contract basis.

<b>District Project Implementation Unit Thatta</b>					
1	District Field Manager Age limit from 35 to 45 years.	Contract – for a period of five years or till completion of the project on year to year basis	DVM	At least 5 years field experience in relevant field in Government / Semi Government /NGOs. Preference will be given to those having Project working experience in organization involved with farming communities or community based organizations. Involved in social mobilization, coordination, report writing and record keeping. Must have the Computer skills.	<ul style="list-style-type: none"> <li>➤ Responsible for site in charges regarding the execution of the project activities.</li> <li>➤ Responsible for maintaining coordination, monitoring and implementation of project interventions at various sites in the district.</li> <li>➤ Feeding into the preparation of Project Implementation Plans (PIPs) and annual budget projection and planning.</li> <li>➤ Ensuring timely implementation according to the PIP including budgets, procurement plans and agreed quality controls</li> <li>➤ Providing detailed information for preparation of the procurement packages to respective PMUs as well as supervising contract implementation at field level</li> <li>➤ Informing, supporting, coordinating and interacting with the farmers and producers at the district and sub-district levels</li> <li>➤ Preparing regular, monthly and quarterly progress reports that feed into the overall project</li> </ul>

					<p>implementation reporting on the results of all aspects of the project inputs, outputs and outcomes</p> <ul style="list-style-type: none"> <li>➤ Ensuring information availability to farmers and producers on project implementation and provide timely responses to requests for information from beneficiaries and other stakeholders</li> <li>➤ Implementing the grievance redressal mechanism</li> <li>➤ Maintain site office at district level.</li> </ul> <p>Any responsibility assigned by Project Director.</p>
2	Accountant Age limit from 25 to 35 years.	-do-	BA/BCom/ MA/MCom	5-7 years experience in relevant field	<ul style="list-style-type: none"> <li>➤ Establish and maintain DPIU record, oversee disbursement and related control system, work with internal and external auditors.</li> <li>➤ Prepare annual budgets and prepare expenditure records.</li> <li>➤ Communicate with project components for the collection of expenditure, reconciled statements.</li> <li>➤ Work with AG office for the matters related to project expenditure, reconciliation and other such matters.</li> <li>➤ Participate in routine appraisal and case meetings.</li> <li>➤ Assist in preparing and maintaining all financial records, scrutinizing the cost elements and computerizing the accounting system of the project.</li> </ul>

					➤ Any responsibility assigned by project authorities
3	Lady Livestock Supervisor) Age limit from 22 to 35 years.	-do-	DVM or equivalent	Experience in relevant field will be preferred	<ul style="list-style-type: none"> <li>➤ To provide the training and technical assistance to the farmers in project area</li> <li>➤ To provide the basic knowledge specially women of the villages, involved in dairy business, regarding livestock management, feeding, treatment, vaccination etc.</li> </ul>
4	Driver/ Messenger Age 18-30	-do-	Matric or middle / primary having valid LTV / HTV driving license. Must be able to maintain the log book	Experience in driving with any organization will be preferred.	<ul style="list-style-type: none"> <li>➤ Driving and Maintaining of project vehicles.</li> <li>➤ Any responsibility assigned by project authorities</li> </ul>
5	Junior Clerk Age 18-30	-do-	Matric	Must have experience to work on computer specially MS-Office	<ul style="list-style-type: none"> <li>➤ Typing / record maintain /Filing etc</li> <li>➤ Official related work assigned by Authority</li> </ul>
6	Office Boys Age 18-30	-do-	Literate	Experienced person will be preferred	<ul style="list-style-type: none"> <li>➤ To dust furniture, files and racks kept in the Department as well as in office rooms of the officers</li> <li>➤ To take files from the officer to office and vice versa</li> <li>➤ To attend to any other official duties as may be assigned to him from time to time by his official superiors.</li> </ul>
7	Sweeper Age 18 -25	-do-	Literate	Experience in relevant field will be preferred	<ul style="list-style-type: none"> <li>➤ To sweep and wash office premises and clean courtyards and other premises of the Project building.</li> <li>➤ To wash and clean lavatories, washing basins and urinals and</li> </ul>

					<p>spray disinfectant supplied for the purpose.</p> <ul style="list-style-type: none"> <li>➤ To remove cobwebs from walls and ceilings of the offices, lavatories, urinals etc.</li> <li>➤ Any other official work as may be assigned to him from time to time.</li> </ul>
8	Security Guard / Chowkidar 18-30	-do-	Literate	Experienced person will be preferred	<ul style="list-style-type: none"> <li>➤ To keep a watch over the office premises</li> <li>➤ To open and close different rooms and halls used as offices before and after working hours, respectively</li> <li>➤ Related duties assigned by authority</li> </ul>

1. The Livestock & Fisheries Department, Government of Sindh, now invites interested candidates (BPS- 1 to BPS-17) to submit the application along with their CVs to the address below by no later than 4<sup>th</sup> December , 2015, between 9.00 a.m. to 5.00 p.m, The interview of short listed candidates will be conducted on 17<sup>th</sup> December 2015 time 9.00 a.m. to 5.00 p.m.
2. The project staff will be appointed purely on contract basis and will be stationed at Project Management Unit (PMU) Office Hyderabad and selected districts of Sindh Province.
3. The candidate must possess the Sindh domicile.
4. The Head Quarter of DPIU is Thatta city.
5. The Candidate interested in BPS-1 to 5 shall be selected from District Thatta only.
6. All the shortlisted candidates will be called upon for walk in interview through letter/ SMS.

**Project Director**  
 Sindh Agricultural Growth Project-L  
 Project Management Unit Hyderabad  
**House No. A-7 Khalid Society (Muslim Housing Society), Qasimabad, Hyderabad**