

URBAN POLICY AND PLANNING UNIT FATA

VACANCIES / JOBS ADVERTISEMENT

Applications are invited from suitable candidates of FATA/KP domicile for the following contract/project positions, in the Urban Policy and Planning Unit FATA:

S #	Positions	No. of Post	Pay	Qualification	Experience
1	Executive Director (BPS 20/PPS 10)	01No	Rs. 250,000/ per month Fixed	Masters Degree in Regional and Urban Planning / City and Regional Planning / MS in Civil Engineer / MS in Urban Infrastructure Engineering / Urban Infrastructure Planning and Management or Equivalent	Preferably 15 year experience (after BS) in development administration, management, project planning & Implementation, preferably in Urban Sector
2	Project Manager Implementation (BPS-19/PPS-9)	01No	Rs. 175,000/ per month Fixed	Bachelors in Civil Engineering or Architecture with Masters degree in Project Management or Construction Management or Equivalent.	Preferably 10 years (after BS) experience in Project Implementation or Construction Management
3	Sr. Urban Planner (BPS-19/PPS-9)	01No	Rs. 175,000/ per month Fixed	Masters degree in Regional and Urban Planning / City and Regional Planning / Urban Infrastructure Engg/ Urban Infrastructure Planning and Management or Equivalent.	Preferably 10 years (after BS) experience in Urban Planning
4	Urban Planner (BPS 18/PPS 8)	01No	Rs. 125,000/ per month Fixed	Masters degree in Regional and Urban Planning / town planning / City and Regional Planning / Urban Infrastructure Engg / Urban Infrastructure Planning and Management or Equivalent.	Preferably 5 years relevant experience in Urban Planning
5	GIS Specialist (BPS 18/PPS-8)	01No	Rs. 125,000/ per month Fixed	Masters degree in GIS (Geographic Information System)	Preferably 5 years of relevant experience, knowledge and understanding on GIS applications for Urban Planning & Management
6	M&E / HR Specialist (BPS 18/PPS-8)	01No	Rs. 125,000/ per month Fixed	Bachelors in Engineering Or Masters degree in Management / Public Administration / Business Administration/Project Management or Equivalent	At least 5 years of experience of monitoring & Evaluation / Reporting of Programs / Projects in Public Sector / in International Organizations
7	WATSAN & SWM	01No	Rs. 125,000/	Bachelors in Civil Engineering and Masters	Preferably 5 years relevant experience.

	Specialist (BPS 18/PPS-8)		per month Fixed	degree in Environmental Engineering /Water Supply & Sanitation Engineering – Public Health Engineering/ Water Resources/ Urban Infrastructure Engg/ Urban Infrastructure Planning and Management .	
8	Transport Specialist (BPS 18/PPS-8)	01No	Rs. 125,000/ per month Fixed	Bachelors degree in Civil Engineering and Masters Degree in Transportation / Civil Engineering / Urban Infrastructure Engineering / Urban Infrastructure Planning and Management, with specific focus on Transportation..	Preferably 5 years relevant experience.
9	Urban Architect (BPS 18/PPS-8)	01No	Rs. 125,000/ per month Fixed	Bachelors in Architecture	At least 05 years relevant experience and Understanding of urban landscape planning, urban design, urban renewal etc.
10	Institutional Development Specialist (BPS 18/PPS-8)	01No	Rs. 125,000/ per month Fixed	M.Phil in Management /Organizational theory/ Public Administration Or LLM	Preferably 5 years relevant experience of working on urban laws and urban institutions.
11	Research Analyst (BPS-17/PPS-7)	07No	Rs. 90,000/ per month Fixed	1.MS / M.Phil in Regional and Urban Planning, or CRP or Urban Infrastructure Engineering or Urban Infrastructure Planning and Management (2 posts) 2 M.S in Transportation Engg (1 posts) 3 M.S in GIS (1 post) 4 B.S in Architecture (1 post) . 5 M.S in Construction Management (1 post) 6 M.Phil in Archaeology and Heritage (1 Post)	Relevant experience preferred.
12	Manager Finance (BPS-17/PPS-7)	01No	Rs. 90,000/ per month Fixed	ACCA / ACMA, / M.Com Or from Pakistan Audit and Accounts Group	At least 5 years of experience in Finance
13	Office Secretary / Admin Officer BPS 17/PPS 7	01 No.	Rs. 90,000/ per month Fixed	Masters Degree in Management/Business Administration/Public Administration/Marketing from recognized institute.	At least 5 years of experience in office administration having computer skills.

14	Assistant Accounts (BPS 16/PPS 6)	01 No.	Rs. 60,000 per month fixed	ACCA/ACMA/M.Com/Or relevant Degree from recognized Institute or from Pakistan Audit and Accounts group	At least 2 year relevant experience preferably in public sector
15	Receptionist / Librarian (BPS-16/PPS-6) (Ladies Only)	1 No.	Rs. 60,000/per month Fixed	M.Sc. in Library Sciences /MA English/MBA/Masters in Social Sciences	At least 02 years relevant experience Proficient in the use of Computers.
16	Office Assistant (BPS 14/PPS 5)	02 No.	Rs. 40,000 per month fixed	MBA/M.Com /MCS/MIT or equivalent from recognized university	Preferably 2 year experience in similar capacity
17	Photocopy Assistant/ Electronic Equipment Maintenance. (BPS-14/PPS-5)	1 No.	Rs. 40,000/per month Fixed	Diploma in Associate Engineering in Electronics / Electrical or equivalent.	At least 05 years relevant experience
18	Driver BPS 1-4/PPS-1	7 Nos.	Rs. 16000 per month fixed	Literate with valid driving license	At least 5 years experience
19	Naib Qasid / Office Boy BPS 1-4/PPS-1	7 Nos.	Rs. 16000 per month fixed	Literate and able bodied	
20	Sweeper	2 Nos.	Rs. 16000 per month fixed		
21	Chowkidar	3 Nos.	Rs. 16000 per month fixed		

1. Application along with CV, preferably attested Copies of all testimonials/ documents, Computerized NIC, Domicile certificate and two recent photographs must reach the office of **Secretary Planning and Development Department, FATA Secretariat, Warsak Road Peshawar**, till 15 February 2018.
2. Incomplete / late applications will not be entertained.
3. Only shortlisted candidates will be called for interview.
4. The selected candidates will be issued one year contract that can be extended on satisfactory performance.
5. Appointment will be made purely on contract with salary as per project policy.
6. The competent authority reserves the right to increase/decrease the number of vacancies, or cancel the recruitment process, without assigning any reason.
7. No TA/DA will be admissible for test/interview.