

**PUNJAB IRRIGATION AND DRAINAGE AUTHORITY**

Head Office at Irrigation Secretariat Old Anarkali Lahore  
Phone: 9212771, 9212772, 9212773, FAX: 9212774

**STAFF REQUIRED**

**PROJECT: LOWER BARI DOAB CANAL IMPROVEMENT PROJECT (LBDCIP) SAHIWAL**

Punjab Irrigation and Drainage Authority (PIDA), an equal opportunity organization, invites applications for its project namely "Lower Bari Doab Canal Improvement Project (LBDCIP)" from suitable candidates of either sex for the following positions. The project area mainly falls in the Districts of Okara, Sahiwal and Khanewal.

**1. Program Director (01-Post) (Monthly Initial Remuneration of Rs.75,000/-)**

B.Sc (Civil Engg.) from HEC recognized Universities. Higher qualification in irrigation or water resource disciplines shall be assigned due weightage. Should have 15 years post qualification experience of Irrigation Delivery System Management, specially O&M of Distributaries Systems and operation and regulation of Irrigation Canals.

OR

Masters Degree in Sociology or Rural Sociology or Social Work or Agri-Economics or Anthropology from HEC recognized Universities. The candidate having MBA from recognized universities by the HEC as additional qualification will be given due weightage. Should have 15 years post qualification experience in Social Mobilization, Community Development. The experience in irrigation management / water sector specifically with Foreign Funded Development Project. Must have experience of planning and execution of foreign funded development projects and their implementation.

The exposure of the Institutional Reform Process in irrigation sector and community managed irrigation system shall be a plus point. The potential for innovative and proactive approach in project implementation is necessarily required. Should have the ability to command and guide a team of staff members with good interpersonal and communication skills. Maximum age limit shall be 55 years.

**2. Assistant Program Director (01-Post) (Monthly Initial Remuneration of Rs.60,000/-)**

B.Sc (Civil Engg.) from HEC recognized Universities. Should have at least 10 years post qualification experience of Irrigation Delivery System Management specially O&M of Disty Systems, operation and regulation of Irrigation Canals. Must have experience of planning and execution of Foreign Funded Development projects and their implementation. The exposure of the Institutional Reform process in irrigation sector and community managed irrigation system shall be a plus point. The potential for innovative and proactive approach in project implementation is necessarily required should have the ability to command and guide a team of staff members with good Intec personal and communication skills. Maximum age limit shall be 50 years.

**3. Manager (M&E) (01-Post) (Monthly Initial Remuneration of Rs.30,000/-)**

Masters Degree in Sociology or Rural Sociology or Social Work or Agri-Economics or Anthropology from HEC recognized Universities. Should have at least 07 years post qualification experience in M&E of functioning of community based organizations with Public / Private Organizations with special reference to water sector.

OR

B.Sc (Civil Engg.) from HEC recognized Universities. Should have at least 07 years post qualification experience in irrigation system management, operation and maintenance or 7 years post qualification experience in irrigated agriculture related fields, specially in water management.

Must have experience of organizational development issues and knowledge of accounts matters, monitoring the performance of farmers based organizations and preparation of performance reports etc. Having excellent communication skills in English, Urdu and Punjabi languages. . Should be conversant with MS Office. Maximum age limit shall be 50 years.

**4. Managers (SM) (03-Post) (Monthly Initial Remuneration of Rs.30,000/-)**

Masters Degree in Sociology or Rural Sociology or Social Work or Agri-Economics or Anthropology from HEC recognized Universities. Should have at least 07 years post qualification

experience in the field of social mobilization and developing community based entities with Public / Private Organizations (with special reference to water sector). Must have experience of organizational development issues and knowledge of accounts matters, monitoring of the performance of community based organization and preparation of performance reports etc, excellent communication skills in English, Urdu and Punjabi languages. Should be conversant with MS Office. Maximum age limit shall be 50 years.

**5. Manager Training (01-Post) (Monthly Initial Remuneration of Rs.39,000/-)**

Masters Degree in Sociology or Rural Sociology or Social Work or Agri-Economics or Anthropology from HEC recognized Universities. Should have at least 10 years post qualification practical experience in planning, implementing and organizing the training modules / curriculum etc. Having experience of coordinate, organize and conduct training programmes with reputed organizations and to develop, conduct, and operate the community managed organizational trainings related to water sector and their evaluations. Excellent communication skills in English, Urdu and Punjabi languages. Should be conversant with MS Office. Maximum age limit shall be 50 years.

**6. Assistant Field Training Coordinators(03-Posts) (Monthly Initial Remuneration of Rs.22,500/-)**

Masters Degree in Sociology or Rural Sociology or Social Work or Agri-Economics or Anthropology from HEC recognized Universities. Practical experience in planning, implementing and organizing the training modules / curriculum etc. shall be given due weightage. Excellent communication skills in English, Urdu and Punjabi languages. Should be conversant with MS Office. Maximum age limit shall be 35 years.

**7. Office Manager (01-Posts) (Monthly Initial Remuneration of Rs.22,500/-)**

Masters Degree in Human Resource Management or MBA (HR) or MPA from HEC recognized Universities. Experience of secretarial work in large public/ private sector organizations shall be assigned due weightage. Strong capabilities for conduct of meetings, presentations, reporting and preparation of minutes of meeting etc. Excellent communication skills in English, Urdu and Punjabi languages. Should be conversant with MS Office. Maximum age limit shall be 35 years.

**8. Liaison Officer (01-Posts) (Monthly Initial Remuneration of Rs.22,500/-)**

Masters Degree in Mass Communication from HEC recognized Universities. Experience of coordination with all the Departments at the Head office to ascertain and assess their needs for technical data and resource material shall be assigned due weightage. Excellent communication skills in English, Urdu and Punjabi languages. Should be conversant with MS Office. Maximum age limit shall be 35 years.

**9. Assistant Manager (M&E) (01-Posts) (Monthly Initial Remuneration of Rs.22,500/-)**

B.Sc (Civil Engg.) from HEC recognized Universities. Excellent communication skills in English, Urdu and Punjabi languages. Should be conversant with MS Office. Maximum age limit shall be 35 years.

**10. Assistant Trainers (Tech) (06-Post) (Monthly Initial Remuneration of Rs.22,500/-)**

B.Sc (Civil Engg.) from HEC recognized Universities.

OR

DAE (Civil) with 10 years post qualification experience of O&M of Irrigation Delivery System or working experience related to water management resources etc from Public / Private Organizations.

Excellent communication skills in English, Urdu and Punjabi languages. Should be conversant with MS Office. Maximum age limit shall be 35 years.

**11. Social Organizers (Gender) (03-Post) (Monthly Initial Remuneration of Rs.22,500/-)**

Masters Degree in Sociology or Rural Sociology or Social Work or Agri-Economics or Anthropology from HEC recognized Universities. Experience of community mobilization, (especially farming community), with Public / Private Organizations will be assigned due weightage. Proficiency in Urdu / Punjabi / English and command over MS office is a must. Maximum age limit shall be 35 years.

**12. Accounts Officer (01-Posts) (Monthly Initial Remuneration of Rs.22,500/-)**

C.A. Inter or ACMA or ACCA or MBA (Finance) or M.Com from HEC recognized university / institute. The working knowledge of IFRS / IAS compliance, IT environment and MS office shall be assigned due weightage. Must be conversant with MS Office. Maximum age limit shall be 35 years.

- 13. Assistant Trainers(Accounts)(06-Posts) (Monthly Initial Remuneration of Rs.22,500/-)**  
C.A. Inter or ACMA or ACCA or MBA (Finance) or M.Com from HEC recognized university / institute. The working knowledge of IFRS / IAS compliance, IT environment and MS office shall be assigned due weightage. Must be conversant with MS Office. Maximum age limit shall be 35 years.
- 14. Field Officers (Mobilization) (27-Post) (Monthly Initial Remuneration of Rs.22,500/-)**  
Masters Degree in Sociology or Rural Sociology or Social Work or Agri-Economics or Anthropology from HEC recognized Universities. Experience of community mobilization, (especially farming community), with reputed Govt./Non-Govt. Organization will assign due weightage. Proficiency in Urdu / Punjabi / English and command over MS office is a must. Maximum age limit shall be 35 years.
- 15. M&E Field Officers (Social) (02-Posts) (Monthly Initial Remuneration of Rs.22,500/-)**  
Masters Degree in Sociology or Rural Sociology or Social Work or Agri-Economics or Anthropology from HEC recognized Universities. Maximum age limit shall be 35 years.
- 16. M&E Field Officer (Tech) (01-Posts) (Monthly Initial Remuneration of Rs.15,000/-)**  
Diploma in Associate Engineering (Civil) from an Institute / Board recognized by Government. Maximum age limit shall be 35 years.
- 17. Accounts Assistant (01-Posts) (Monthly Initial Remuneration of Rs.15,000/-)**  
B.Com from recognized institute by HEC and command over MS office is a must. Maximum age limit shall be 35 years.
- 18. Office Assistants (03-Posts) (Monthly Initial Remuneration of Rs.15,000/-)**  
BA / B.Sc from HEC recognized universities. At least 3 years post qualification experience in public / private organization. Proficiency in Urdu / Punjabi / English and command over MS office is must. Maximum age limit shall be 35 years.
- 19. Computer Operators (11-Post)(Monthly Initial Remuneration of Rs.15,000/-)**  
FA/FSc with 3 years working experience in public / private organization. Skill in MS Office, MS Project and Graphics application is a must. Maximum age limit shall be 35 years.
- 20. Drivers (15-Post) (Monthly Initial Remuneration of Rs.8,700/-)**  
Literate with 5 years experience, having LTV License. Maximum age limit shall be 50 years.
- 21. Peons (06-Post) (Monthly Initial Remuneration of Rs.7,250/-)**  
Minimum middle, with 5 years experience in Public / Private Organization. Maximum age limit shall be 40 years.
- 22. Chowkidars (04-Post) (Monthly Initial Remuneration of Rs.7,250/-)**  
Literate with 5 years experience in Public / Private Organizations or retired armed forces personnel. Maximum age limit shall be 45 years.
- 23. Sweeper (01-Post) (Monthly Initial Remuneration of Rs.7,250/-)**  
Literate, with experience in Public / Private Organization. Maximum age limit shall be 45 years.

All the positions are purely on contract basis initially for a period of 2 years. The indicated remuneration and other facilities and allowances etc, for a respective position are based on PIDA (Appointment & Conditions of Services) Regulations 2007 which shall be admissible to the selected candidates. The selected candidates will have to perform their duties in the project area. Applications addressed to the Managing Director PIDA, on duly filled **Application Form** given below with attested copies of academic certificates / degrees, experience certificates, C.N.I.C. etc. and one recent passport size photograph pasted on application form should be submitted upto 28<sup>th</sup> November 2007 during the office hours. The applications should be submitted in sealed envelop, clearly marked the position applied for and the **Project** as mentioned above. The Authority will not communicate with any candidate other than those who will be short listed for interview. **Incomplete application shall be rejected.** No TA/DA will be paid to candidates called for interview. All eligible employees of Irrigation and Power Department Punjab may apply for any of the above positions.

**Managing Director  
PIDA**

**PUNJAB IRRIGATION AND DRAINAGE AUTHORITY**

**Application Form**

**LOWER BARI DOAB CANAL IMPROVEMENT PROJECT**

**(LBDCIP)**

Photograph  
(paste here)

1. Application for the position \_\_\_\_\_
2. Advertisement Reference \_\_\_\_\_
3. Name (in Block letter) \_\_\_\_\_ S/O \_\_\_\_\_
4. C.N.I.C. No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_
5. Domicile \_\_\_\_\_ Religion \_\_\_\_\_
6. Postal address. \_\_\_\_\_  
\_\_\_\_\_
7. Contact Phone (with city code) / Mobile / Fax (if any) \_\_\_\_\_
8. Permanent Address \_\_\_\_\_  
\_\_\_\_\_

9. Academic Qualifications (Matric on words)

Sr. No.	Degree / Diploma / Certificate	Institution / College	University/ Board	Year of Passing	Marks obtained	Total marks	% age / grade	Major Subjects
1	Matric							
2	FA/ FSc.							
3	BA/ BS.c							
4	Post Graduation							
5	Computer courses							
6	others							

10. Related Experience (Post qualification)

Sr. No.	Institution / Employer	Position held	Nature of job	Job Period		Description of major assignments / tasks
				From	To	
1						
2						
3						

11. Trainings / Courses / Research Publications etc.(Please attach separate sheets if necessary.)

Sr. No.	Trainings/ courses attended / Research Publications etc.	Institution	Year	Duration /period	Major areas / subjects
1					
2					
3					

12. Additional expertise \_\_\_\_\_  
\_\_\_\_\_

Dated \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant