



PROJECT DIRECTOR, SINDH FORENSIC SCIENCE LABORATORY AT KARACHI

PROJECT BASED CONTRACTUAL POSITIONS **JOB DESCRIPTIONS, QUALIFICATION AND EXPERIENCE**

Post Name: Technical Consultant

Job Descriptions:

- Reporting to Project Director SFSL and Co signatory.
- Complete supervision and responsible for technical overview of Design, Bidding Documents, construction activities, coordination with the contractors and consultant.
- Ensuring that project assignment is completed in all respect within the targeted time, cost, quality and transparency.
- Responsible to design and prepare quarterly progress report briefing and attend project meetings at all relevant forums within Province and outside Province
- Active participation in the Procurement Committee meetings being a member.
- Evaluation of BoQ, bidding documents, estimates and issuing Technical Sanctions approvals.
- Extensive presence on Site on daily basis and overall supervise the construction, engineering activities.
- Suggest and prepare project recommendations reports on regular basis for bringing improvement in the project timelines, cost efficiency and improving quality levels
- Review of project Timelines in consultation with PD & Project Consultant to ensure project completion in timely manner.
- Close coordination with all stake holders and government departments during the entire duration of the project
- Any other task assigned by the Project Director, SFSL

Qualification:

Must be a Bachelor in Engineering having graduation in Civil Engineering from HEC recognized university with the certified license of professional engineer from Pakistan Engineering Council. Following required skills will also be evaluated during the interview:

- Strong Administration, Managerial and Construction skills
- Should be well versed with government construction projects working systems, terminologies and have both physical and mental capacity to lead the supervision of construction activities at site full time on regular daily basis
- Strong team leader from construction activities perspective and have can do positive attitude.

Experience:

The candidate must have at least 25 years' working experience of executing building infrastructure projects works of Government Departments or other organization. Those candidates who have executed and successfully completed mega building construction projects (over Rs 4000 million) will be preferred. Details of such mega projects are also required to be provided in the CV.

Age:

Not exceeding 62 years

Post Name: Contract Management & Procurement Officer

Job Descriptions:

- Responsible to Design, establish and supervise the procurement management system.
- Responsible to supervise and monitor the procurement processes in cognition with approved PC-I.
- Provide input on procurement management planning to the Project Director.
- Prepare and review contracts, specifications, and solicitation documents as per requirements
- Will bring efficiency in complete procurement cycle including advertising process for procurement, procurement correspondence, bids receipt, bids opening, contract negotiations, contract signings etc. in strict accordance with SPPRA Guidelines
- Implement fair contracting and purchasing practices and ensure continuous monitoring of procurement mechanism and progress of procurement activities by regularly updating activities in procurement sheets in MS Excel
- Will prepare and maintain overall procurement and inventory management record and filing system
- Will lead in the preparation / review of contracts agreements and supervise the contracts.
- Draft and negotiate necessary contractual instruments and prepare, organize and maintain contract records, documentation, contract performance and compliance reports along with their responses;
- Responsible for updating annual procurement plans & respond timely to audit queries
- Any other task assigned by the Project Director, SFSL

Qualification:

Minimum of sixteen years of education in Procurement/Contract Management or Supply Chain Management or Commerce (Minimum 3.5 GPA or 2nd Division) from HEC recognized university / Institute. Candidate having relevant professional courses in contract / procurement management will be preferred.

Experience:

The Candidate should have at least 10 years' verifiable and relevant experience in the public sector projects / private organization in the field of procurement and contract management assignment. Must possess skills of drafting government documents. Preference will be given to that candidate who has practical / well versed working exposure to SPPRA rules and possesses practical expertise to function MS Excel and MS Word.

Age:

Not exceeding 52 years

Post Name: Financial Management Officer

Job Descriptions:

- Responsible for FM & reports preparation & releases/expenditure tracking on SAP System.
- Coordinate, visit and make liaison with all the respective Administrative Departments / offices for the release of budget and keeping all financial management activities and record updated
- Timely submissions of monthly reconciliation reports with treasury and AG Sindh Office
- Liaison with auditors for annual audits. Reply to audit observations, arrange DAC/PAC meetings.
- Review payment files ensure that payments are justified and is according to scope of work.
- Well versed with monthly financial and physical progress report format and responsible to prepare monthly financial and physical progress of the project and its submissions at concerned quarters
- Submissions of annual work plan and funds requests annually / quarterly basis.
- Design and maintain budget records, preparation and processing of revised budget documents preparation of budget re-appropriation requests.
- Develop support system for developing MIS system for recording transactions
- Supervise book keeping, accounting procedures, cash book and inventory record.
- Responsible for timely submissions of bank reconciliation and its related documentation
- Any other task assigned by the Project Director, SFSL

Qualification:

MBA Finance or MS Finance or M COM or Professional Accountant (CA/ACCA/CFA/ICMA) with Minimum 3.5 GPA or 2nd Division from HEC recognized University/Institute. Candidate having relevant professional courses in financial management will be preferred.

Experience:

The Candidate should have at least 10 years' verifiable and relevant experience in the public sector projects / private organization in the field of financial management assignment. Must possess skills of drafting government documents of relevant field and has command on financial reporting systems, analysis, financial statements & financial correspondences. Preference will be given to that candidate who has practical / well versed working exposure to government finance and audit systems, accountant general and treasury offices including audit procedures, SPPRA rules and possesses practical expertise to function MS Excel and MS Word.

Age:

Not exceeding 52 years

Post Name: Admin, Coordination and Management Supervisor

Job Descriptions:

- Responsible to manage and supervise the Admin, HR and coordination affairs of the project. Moreover, complete and comprehensive work deliveries are to be ensured for office, events and vendor management assignments as per rules, guidance and directives of Project Director.
- Ensure effective results under office management relating to admin, logistics, coordinating with the human resources, record maintenance, day-to-day office activities, record keeping, maintenance of office equipment and office vehicles, preparation of office services contracts, site health safety measurements and maintaining safe and secure work environment
- Prepare & Maintain HR record, file management, asset register, office files and record
- Ensure office cleanliness & decorum, as per established norms
- Support Project Director to maintain office administration
- Responsible to maintain administrative and logistics activities efficiently
- Any other task assigned by the Project Director, SFSL

Qualification:

MBA in HR with Minimum 3.2 GPA from HEC recognized University/Institute.

Experience:

The Candidate should have at least 10 years' verifiable and relevant experience in the public sector projects / private organization in the field of admin, coordination and management assignments. Must possess skills of managing office and field administration and practical expertise to function MS Excel and MS Word. Preference will be given to that candidate who has practical / well versed working exposure in relevant fields and have strong knowledge of vendor management.

Age:

Not exceeding 52 years

Post Name: Internal Auditor

Job Descriptions:

- Internal Auditor (IA) will work under the guidance of Project Director.
- Responsible for carry out internal audit functions of the project on regular basis.
- Well versed with AGP Audit functions, activities and procedures of workings of DAC/PAC
- Familiar with official drafts of audit replies submitted at AGP office
- Well versed in effective drafting skills for preparing audit replies and correspondences with AGP
- Responsible to carry out the exercise conducted by AGP Audit and external audit firm
- Develop TOR, bid document and contract agreement for the external audit firm activity of the project

- Responsible to develop systems required to improve the efficiency of audit and accounts of the project and will prepare financial reporting, control and accounting
- Review and suggest improvement in Inventory management and in procurement management processes
- Verification of project assets & audit planning
- Any other task assigned by the Project Director, SFSL

Qualification:

CA finalist or Affiliate, ACCA / CIMA / CIA or Masters in Business Administration (Finance / Risk management) with Minimum 3.2 GPA from HEC recognized University/Institute.

Experience:

The Candidate should have at least 03 years' verifiable and relevant experience in the public sector projects / private organization in the field of internal auditing, accounting, finance or compliance function. Preference will be given to that candidate who possesses knowledge of audit program policies, procedures, regulations and laws. Should have familiarity with the common indicators of fraud and has skills in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions. Must possess skills of practical expertise to function MS Excel and MS Word.

Age:

Not exceeding 45 years

Post Name: Civil Engineer

Job Descriptions:

- Carry out supervision of civil works of the Project in consultation with the Project Director and Technical Consultant to ensure compliance with Specifications & Drawings.
- Extensive long durations with daily presence at site location to monitor the site working progress.
- Responsible to stay overnight(s) at site as on need basis, even in case of minimum available logistics
- Preparation of daily field visit report/progress log report with items quality, quantity and measurements
- Submission of daily field report along with snaps and video evidences
- Site supervision to assess quality of work on site by the contractor.
- Coordination with consultants and engineering team
- Contribute in planning, preparation, and implementation of infrastructure projects.
- Review/ evaluate engineering design reports and maps submitted by the consultants and provide input.
- Any other task assigned by the Project Director, SFSL and technical consultant

Qualification:

Must be a B.E (Civil) from HEC recognized university with minimum 2nd Division. Registered as professional Engineer Pakistan Engineering Council.

Following required Skills will also be evaluated during the interview:

- Strong knowledge of practical construction knowledge
- Should be well versed with government construction projects working systems, terminologies and able to remain available at site full time on regular daily basis

Experience:

The candidate must have at least five (05) year working experience in building construction projects. Additional experience of road construction will be added advantage. Working experience of executing building infrastructure projects works of Government Departments or other organization will be preferred. Must possess skills for report writing, MS Office and recording of construction activities / measurements readings from site.

Age:

Not exceeding 45 years

Post Name: Account Assistant

Job Descriptions:

- Responsible for preparing and maintenance of accounts of the project
- Prepare releases/expenditure reports.
- Regular visits to respective Administrative Departments, AG office, treasury, banks and others for office accounts and budgets matters in consultation with PD SFSL and Financial Management Officer
- Prepare monthly reconciliation reports with treasury and AG Sindh Office
- Prepare records for auditors for annual audits including preparing replies o audit observations and coordinate for DAC/PAC meetings.
- Prepare payment files and ensures that payment is justified and is according to scope of work.
- Prepare funds requests annually / quarterly basis.
- Prepare budget records, revised budget documents and re-appropriation requests.
- Prepare book keeping, accounting record, cash book, inventory record and accounts related all workings.
- Conduct bank reconciliation and documentation exercise.
- Any other task assigned by the Project Director, SFSL and Financial Management Officer

Qualification:

B.Com (minimum 2nd division) / 16 Year Degree in Business Administration with Minimum 3 GPA from HEC recognized University/Institute.

Experience:

The Candidate should have at least 05 years' verifiable and relevant experience in the public sector projects / private organization in the field of accounts assignment. Must possess skills of drafting government documents of relevant field and command on book keeping, preparation of vouchers, accounting principles and able to maintain financial reports and financial correspondences. Preference will be given to that candidate who has practical / well versed working exposure to government finance, taxes, accounts and audit systems and possesses practical expertise to function MS Excel and MS Word.

Age:

Not exceeding 45 years

Post Name: Office Assistant

Job Descriptions:

- Responsible for carry out daily drafting and office correspondences for the project
- Responsible for preparing files and note sheets for the project works
- Support project office different sections for maintaining records like admin, audit, accounts and others
- Responsible to stay late hours for completing office assignments as on need basis.
- Conduct visits to respective offices as and when guided
- Any other task assigned by the Project Director

Qualification:

At least B.Com or B.A. or B. Sc. with minimum 2nd division from HEC recognized University/Board. Candidate should also possess either IT Diploma or have IT skills certificate from Sindh technical board recognized institute.

Experience:

The Candidate should have at least 02 years' experience working in organization (either public sector or private). Preference will be given to that candidate who has practical expertise to function MS Excel and MS Word. Must have motor bike (self-maintained) with valid driving license.

Age:

Not exceeding 35 years