



GOVERNMENT OF PAKISTAN
MINISTRY OF RAILWAYS
RAILWAY BOARD



POSITIONS VACANT

Applications are invited for filling the following positions in the project titled “Strengthening of Planning, Development, Monitoring & Evaluation Directorate (SPD&ME) in Ministry of Railways, Islamabad”.

Sr. #	Description of the Posts	No. of Posts	Qualification	Eligibility/Experience	Age Limit
01	Director (Business Development) PPS-10	01	1. MBA/MS (Marketing/ Finance/ Project. Management) or relevant discipline. 2. Minimum 16 years of education. 3. All degrees must be recognized by HEC.	1. Overall ten (10) years’ post-qualification experience of project management with minimum of three (03) years’ experience in Public Private Partnership (PPP) projects. 2. Comprehensive knowledge of Business Strategy Development & Implementation. 3. Preference will be given to an applicant from logistics sector. 4. Knowledge & experience of Business Portfolio Management, Business Development, and PPP projects will be an added advantage. 5. Knowledge of MS Office.	35-50 Years
02	Deputy Director (Infrastructure) PPS-09	01	1. BE (Civil Engineering) or related discipline. 2. Additional qualification in Project Management will be preferred. 3. Minimum 16 years of education. 4. All degrees must be recognized by PEC/HEC.	1. Overall seven (07) years’ post-qualification experience with minimum two (02) years’ experience of managing, monitoring and evaluation of development projects. 2. Experience of infrastructure development related projects will be given preference. 3. Use of advanced software related to monitoring & evaluation will be given weightage. 4. Knowledge of MS Project/ Prima Vera & MS Office.	30-45 years
03	Deputy Director (Financial Analyst) PPS-09	01	1. MS (Finance) or MSc (Economics) or ACCA/CA or related discipline. 2. Minimum 16 years of education. 3. All degrees must be recognized by PEC/HEC.	1. Overall seven (07) years’ post-qualification experience. 2. Experience of preparing and analyzing financial modeling of PPP projects will be given preference. 3. Use of advanced software related to business analysis & financial modeling will be a given preference. 4. Knowledge of MS Office.	30-45 years
04	Deputy Director (Legal) PPS-09	01	1. LLB. 2. LLM will be given preference. 3. Minimum 16 years of education. 4. All degrees must be recognized by HEC.	1. Minimum seven (07) years’ post-qualification experience in the field of international and corporate law. 2. Experience in PPP Projects will be an added advantage. 3. Expertise in drafting of agreements, negotiating PPP’s concession projects, contracts and other legal instruments. 4. Knowledge of & MS Office.	30-45 years
05	Deputy Director (Land) PPS-09	01	1. BE in Town/ Urban Planning or related discipline. 2. Minimum 16 years of education. 3. All degrees must be recognized by PEC/HEC.	1. Minimum Seven (07) years’ post-qualification experience of planning & execution of land development or real estate projects. OR Minimum Seven (07) years’ post-qualification experience of revenue department. 2. Use of advanced software related to land management & development will be given preference. 3. Knowledge of Public Private Partnership (PPP) will be given additional weightage. 4. Knowledge of MS Office.	30-45 years

Sr. #	Description of the Posts	No. of Posts	Qualification	Eligibility/Experience	Age Limit
06	Deputy Director (MIS) PPS-09	01	1. BE in software or MSc in computer science/ IT or related discipline. 2. Minimum 16 years of education. 3. All degrees must be recognized by PEC/HEC.	1. Overall seven (07) years' post-qualification experience with minimum of two (02) years' experience related to developing/managing databases/MIS. 2. Must be familiar with project monitoring and data analysis tools. 3. Knowledge of MS Office.	30-45 years
07	Admin Officer PPS-07	01	1. BE/ MBA/ MPA/ Master in Economics or related discipline. 2. Minimum 16 years of education. 3. All degrees must be recognized by PEC/HEC.	1. Overall three (03) years post-qualification experience. 2. Must be proficient in MS Office.	25-35 years
08	Junior Auditor PPS-04	01	1. F. Sc/F.A or equivalent. 2. Bachelor's degree will be given preference.	1. Minimum typing speed 40 words per minute and sufficient computer knowledge. 2. Knowledge of MS Office is must.	20-35 years
09	Data Entry Operator PPS-04	01	1. F. Sc/F.A or equivalent. 2. Bachelor's degree will be given preference.	1. Minimum typing speed 40 words per minute and sufficient computer knowledge. 2. Knowledge of MS Office is must.	20-35 years
10	Junior Clerks PPS-03	02	1. Matric or equivalent.	1. Minimum typing speed 40 words per minute and sufficient computer knowledge. 2. Knowledge of MS Office is must.	20-35 years

NOTE

- The posts are completely on contract basis for a period of two years which could be considered for extension on satisfactory performance during the initial period and maximum up to the completion of the project.
- Only those experience(s) will be considered which are obtained after the required qualification mentioned against each position.
- Age relaxation is already included in maximum age required against each position.
- Salary will be admissible as per standard pay package issued by Finance Division.
- Interested candidates strictly meet the criteria should apply within 15 days from the date of publication of advertisement to the address given below along with CV/Resume attested copies of all educational/experiences certificates, recent photograph, domicile and CNIC.
- The candidate serving in Government, Semi Government or Autonomous institutions should route their applications through proper channel.
- Foreign degree holder must attach the equivalency certificate obtained from HEC/PEC.
- Only shortlisted candidates will be called for test/interview.
- The Division reserves the right to select/reject or not to fill any position (s) without assigning any reason at any stage of recruitment process.
- Incomplete applications, by hand applications and applications received after due date will not be entertained.
- No TA/DA will be admissible for test/ interview.

Imran Mashal
Deputy Chief Planning
Room No. 104, D- Block, Pak. Secretariat, Islamabad, Ph.: 051-9214272