



Provincial Coordination Unit  
**Benazir Bhutto Shaheed**  
 Youth Development Program  
 Government of Sindh



**Expression of Interest**

The Government of Sindh has launched a major initiative, titled “**Benazir Bhutto Shaheed Youth Development Program**”, for addressing the issues of poverty and un-employment through Human resource development in the province.

The Program aims to provide opportunities for short-term employment and skill development to approximately 100,000 semi-literate and educated unemployed youth in Sindh for a period varying between 3 months to one year. The unemployed youth will be offered various skill development opportunities and job oriented certification courses to adapt to local and international job markets. This will help contain poverty and improve the socio-economic conditions of common citizens. In addition, the public and private sector business efficiency will increase through a well-placed, developed and skilled workforce.

In this connection, Provincial Coordination Unit (PCU), BBSYDP, P&D Department, Government of Sindh, requires services of motivated, young & energetic individuals having familiarity with current dynamics of technology and outstanding professional skills:

Position	Job Overview	Qualification	Experience and Age
<p><b>Manager MIS-</b></p> <p>[1 Position]</p> <p>Pay Scale–</p> <p>Max 50,000/pm-</p>	<p>Create, maintain, enhance and supervise the required database(s) and related applications.</p> <p>Supervise/Develop reporting portal for regular fixed and variable, analytical and graphical reports for general information, regulatory documents and administration purposes</p> <p>Supervise and manage system OS/software/applications, hardware and network and provide technical input in procurement of IT hardware.</p> <p>Responsible for backups, security, reliability and authenticity of information as per the classifications given and approved, in the policy documentations.</p> <p>Introduce email/groupware communication culture and Establish and maintain strong e-communications with the program users at all levels</p> <p>Conduct presentations and provide IT training to officials in PMUs and PCU and execute any other assignments given by PCU.</p>	<p>Masters in Computer Science/MIS /IT from HEC Category A &amp; B Institutes or International University of repute.</p> <p>Bachelor/ Graduate in Computer Science/ MIS/IT from HEC Category A &amp; B Institutes or International University of repute.</p> <p>CISCO Certification will be preferable.</p> <p>Understanding of word processors spread sheets and database applications.</p>	<p>Masters with at least three (3) years of experience and some experience on development of software with an MNC/reputed bank/funded project would be preferred.</p> <p>Graduate with at least five (5) years of experience and some experience on development of software with an MNC/reputed bank/funded project would be preferred.</p> <p>Must be strong in database query and report writing. Should be good at web development. Well versed in business communication and general writing skills.</p> <p>Hands on experience of server OS, email server, database server, application server, networking system.</p> <p>Age not more than 38 years</p>
<p><b>Network Administrator</b></p> <p>[1 Position]</p> <p>PayScale–</p> <p>Max 30,000/pm-</p>	<p>To Establish &amp; maintain local area network, devise an on line system of communication with different departments.</p> <p>Provide help desk support to computer and network users including hardware, application software, networking and internet problems.</p> <p>Network trouble shooting and fixation.</p> <p>Assist Manager MIS</p>	<p>Masters in Computer Science/MIS /IT will be given additional weightage</p> <p>Bachelor/ Graduate in Computer Science/ MIS/IT from HEC Category A &amp; B Institutes or International University of repute</p> <p>CISCO Certification will be added advantage.</p>	<p>Graduate with at least five (5) years of experience and some experience of software development with reputed MNC and experience in foreign funded project would be preferred.</p> <p>Experience with servers and administration, domain environment, Windows 2000/XP server, active directory, Mail Server, Group Policy TCP/IP, Internet and wireless technology.</p> <p>Experience with LAN establishment, maintenance, trouble shooting and network security.</p> <p>Age not more than 35</p>



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<b>Program Assistant</b> [4 Position] PayScale- Max 15,000/pm-	To provide assistance to Program Officer in all work activities  The responsibilities of Program Assistant will interalia are related to Administration, Finance and Co-ordination activities.  Assist the Program Officer PCU.  Maintaining office Record and proper filling.	He / She should have Bachelors in social sciences.  Diploma of Project management would be added advantage  Proficiency in MS Office is mandatory	At least 3 years of Office Management experience, at least one of which should be with Public Sector  Relevant experience in public sector/donor aided project will be given preference
<b>Accounts Assistant</b> [1 Position] Pay Scale-Max 15,000/pm	Involved in all accounting activities from initiating to finalization of payments  Verification of payments, processing of payroll and other disbursements  Processing of payroll of staff Maintaining records related to salaries  Maintaining and filing of relevant records & vouchers & Data base Management of all Accounting activities	He / She should have a B.Com or equivalent degree in accounting and auditing.  Well conversant with Customized Accounting Software and MS office	1-3 years of relevant experience in reputable multinationals or major multi-donor or multi-sectoral public sector project  Relevant experience in public sector/donor aided project will be given preference  Should have in knowledge of standard accounting documents, such as, generals, ledgers, accounting registers, and other bank statements  Age not more than 30 years
<b>Administration Assistant</b> [1 Position] Pay Scale-Max 15,000/pm	Manage all administration issues involved in PCUs.  Prepares and maintain stocks register for consumables.  Undertaking work for office maintenance and renovations	Graduate in any field. Or Candidates with BBA will be given additional weightage.	Atleast of 5 years of relevant Experience.  Additional weightage will be given to candidates having public sector experience.  Age not more than 35 years.
<b>Data Processing Assistant</b> [5 Position] Pay Scale-Max 10,000/pm	To compile data received from PMUs.  Typing over Inpage 2000 in Sindhi/Urdu.  Proper and accurate handling of Data provided by the concerned quarters  Correct transfer of data towards its desired sources  Make sure the accuracy of data	Inter and diploma in IT Proficiency in MS Office; Basic knowledge of hardware and trouble shooting.  Typing speed 45 words a minute	Preferably 3 years of experience.  Individual should not be over 35 years of age.

Interested eligible individuals must provide detailed Curriculum Vitae containing all the evidence of stipulated skills, experience and qualification. An attractive remuneration package will be negotiated on the basis of qualification and professional experience. The appointments will be made on contract basis, renewable on performance appraisals of set targets.

For further details visit our website. Applications/Expressions of Interest must reach this office on the address given below but not later than Seven Days (07) from the date of publication of this advertisement (EOI). Please clearly mention the **post applied for** on your enclosed CVs.

**Provincial Coordination Unit**  
Benazir Bhutto Shaheed Youth Program  
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