



**Program Support Unit
Sindh Devolved Social Services Program
Finance Department, Government of Sindh, Karachi**



Expression of Interest

The Sindh Devolved Social Services Program (SDSSP) is financed by a US\$ 210 million loan from the Asian Development Bank (ADB) that aims to improve Education, Health services, and access to Water and Sanitation, thereby helping to reduce poverty and gender imbalances; in addition to creating fiscal space for increasing and sustaining investments in social sectors.

Government of Sindh has also received US \$ 10 million Technical Assistance in order to provide interalia technical/institutional support to the Provincial Line Departments (PLDs) and Local Governments (DGs and TMAs). In this connection, services of individuals for the following position are required to work at District-based Local Support Units and City District Government Karachi:

Position	Job Overview	Qualification	Experience and Age
<p>Health Specialists (Based at LSU)</p> <p>Tando M.Khan (1)</p> <p>Shikarpur (1)</p> <p>Ghotki (1)</p> <p>Umerkot (1)</p> <p>Jacobabad (1)</p> <p>Sukkur (1)</p> <p>Naushero feroz (1)</p> <p>Jamshoro (1)</p> <p>Mirpurkhas (1)</p> <p>Tando Allahyar (1)</p> <p>Badin(1)</p> <p>Nawabshah (1)</p> <p>Khairpur (1)</p> <p>Thatta (1)</p> <p>Kambar (1)</p> <p>Kashmore(1)</p> <p>Dadu (1)</p> <p>Tharparkar(1)</p> <p>Karachi (1)</p>	<ul style="list-style-type: none"> The Health Specialist will be responsible for assisting District Governments in the development of quality Annual Sector Plans. The Annual Sector Plans will be developed in line with the provisions of Sindh Local Government Ordinance (SLGO) and Budget Rules 2002 and be based on sector wide priorities, participatory and evidence-led approaches. 	<ul style="list-style-type: none"> The Ideal applicant should have MBBS, however postgraduate qualification in Health Management/Public Health would be given due weightage. Must be able to work on MS Office packages. Knowledge and experience of working with Databases, such as HMIS, would be desirable. Demonstrated ability to prepare quality reports. Ability to communicate in Sindhi will be given weightage. Individual should not be over 45 years of age. 	<ul style="list-style-type: none"> Minimum 5 years of relevant work experience in health, preferably in planning, monitoring and capacity building areas with at least two years experience of working at the local government level. Candidates should mention their domiciles as preference will be given to candidates belonging to respective districts
<p>Manager MIS (Male / Female) (Based at PSU)</p>	<ul style="list-style-type: none"> To Establish & maintain local area network, devise an on line system of communication within PSU and between PSU and LSUs. To oversees & coordinate the activities of MIS development, software development planned to be carried out by PSU/PLDs/LGs. Provide technical input in the Procurement of IT hardware for PSU& LSUs. 	<ul style="list-style-type: none"> Masters in Computer Science/MIS with 3 years of professional experience or Bachelor/ Graduate in Computer Science/ MIS/IT with five years of professional experience from HEC Category A & B Institutes or International University of repute 	<ul style="list-style-type: none"> Two (2) years on development of software with an MNC/reputed bank/funded project would be preferred. Possess sound knowledge of database especially of RDBMS with competency of Front-End software such VB. Should have good knowledge of Networking (LAN / WAN) Age not more than 40 years
<p>Program Assistant Procurement (Based at PSU)</p> <p>PSU SDSSP (1)</p>	<ul style="list-style-type: none"> The responsibilities of Program Assistant are interalia related to Procurement of goods and services. 	<ul style="list-style-type: none"> Graduation in any discipline Prior knowledge of procurement in public sector Good interpersonal and communication skills. Proficiency in MS office is mandatory 	<ul style="list-style-type: none"> At least 3 years of office management experience, at least 2 of which should be with Public Sector Procurement.

<p>Program Assistant (Based at <i>LSU</i>)</p> <p>Kashmore (1)</p> <p>Nawabshah (1)</p>	<ul style="list-style-type: none"> The responsibilities of Program Assistant are interalia related to Finance, Office Management, Administration and Coordination activities of Program. 	<ul style="list-style-type: none"> Bachelors in social sciences Diploma of project management would be an added advantage Good interpersonal and communication skills. Proficiency in MS office is mandatory 	<ul style="list-style-type: none"> At least 3 years of office management experience, at least one of which should be with Public Sector.
<p>Computer Operators</p> <p>District Government Jamshoro (2)</p>	<ul style="list-style-type: none"> To assist concerned official to compile data. Collection of data from the desired resources. Proper and accurate handling of Data provided by the concerned person. Correct transfer of data towards its desired sources Make sure about the accuracy of data. 	<ul style="list-style-type: none"> Inter and diploma in computers/IT Proficiency in MS Office; Basic Knowledge of hardware and Troubleshooting. Typing speed 45 words a minute. 	<ul style="list-style-type: none"> Preferably 3 Years of experience. Should not be over 35 years of age.
<p>Project Supervisor</p> <p>(Based at office of City District Government) (1)</p>	<ul style="list-style-type: none"> The responsibilities are to Supervise Administer, Coordinate and facilitate all project activities and make sure in timely completion of the tasks assigned. Train and Motivate Employees during project as per requirement. 	<ul style="list-style-type: none"> Masters in any discipline Proficiency in MS office is mandatory Diploma / Specialization course in project management will be preferred. Preparation of Training modules Good interpersonal and communication skills. 	<ul style="list-style-type: none"> At least 5 years of Managing Projects, Event Management experience, at least 3 years of which should be with Local Government.
<p>Librarian</p> <p>(Based at office of City District Government) Karachi (1)</p>	<ul style="list-style-type: none"> To manage the books, journals and research based documents (Reports / Manuals and Papers). Maintain good rapport with suppliers and dealers of books and journals. Independently manage and track books, journals, research papers/ reports) records. To provide monitoring & support in issuance and reservations of books and research material. Independent and efficient handling of books bank. 	<ul style="list-style-type: none"> Masters Degree in Library Sciences Possess sound knowledge of Managing, Organizing and planning of books, journals, research papers/ reports and micro fiche and audio visual data (CDs and tapes). Knowledge of keeping and maintaining book bank. Having know how of library management and information system Must be able to work on MS Office packages. Demonstrated ability to prepare quality reports. 	<ul style="list-style-type: none"> Minimum 3 years of relevant work experience, preference should be given to the candidates having an experience in the public sector.
<p>Computer Operators</p> <p>(Based at office of City District Government) Karachi (2)</p>	<ul style="list-style-type: none"> To assist concern officers to compile data. Collection of data from the desired resources. Proper and accurate handling of Data provided by the concerned person. Correct transfer of data towards its desired sources Make sure about the accuracy of data. 	<ul style="list-style-type: none"> Intermediate and diploma in computers/IT Proficiency in MS Office; Basic Knowledge of hardware and Troubleshooting. Typing speed 45 words a minute. 	<ul style="list-style-type: none"> Preferably 3 Years of experience. Should not be over 35 years of age.

The Program Support Unit (PSU), SDSSP, Finance Department Government of Sindh, invites eligible individuals to indicate their interest in providing the services. Interested 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 experience.

Applicants for the Specialists position should be professionals with strong leadership and interpersonal skills and an extensive understanding of national and international social sector environment of the public sector. The appointment will be made on contract basis, renewable on performance appraisals of set targets.

Civil servants may also apply for these positions with NOC from their employer. Their induction would however be subject to prevalent government instructions and the Asian Development Bank's Guidelines.

For further details visit our website. Expressions of Interest either mailed via post or email with a recent photograph to the addresses mentioned below by no later than 15th February, 2008. Please mention the **place of domicile** in your enclosed CV and clearly mark envelope, email with the **position applied for**.

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