



# SERVICES OF STAFF



Punjab Housing & Town Planning Agency intends to hire the services of following staff for Strategic Planning And Implementation Unit (SPIU), Naya Pakistan Housing Program on **contract basis for one year**, extendable on satisfactory performance:-

Sr. #	Field	Positions	Salary	Qualification
1.	Manager Engineering/ Planning	1 (Male Female) or	250,000/P.M	<ul style="list-style-type: none"> <li>Master's Degree in urban planning, civil engineering, real estate development or a related field HEC recognized University &amp; PEC Registered. Minimum 15 years of experience in housing policy or housing development. Experience in affordable housing development preferable.</li> <li>Age 40-55</li> </ul>
2.	Manager Legal/ Procurement	1 (Male Female) or	300,000/P.M	<ul style="list-style-type: none"> <li>Master's Degree in Business, Finance, Law or a related field HEC recognized University &amp; PEC Registered. Minimum 15 years of experience in procurement and contract management. Knowledgeable on Punjab government regulations on procurement and PPPs. Experience in construction project finance or PPPs for housing or infrastructure is highly desirable.</li> <li>Age 40-55</li> </ul>
3.	Manager IT	1 (Male Female) or	250,000/P.M	<ul style="list-style-type: none"> <li>Master's Degree in business, economics, computer science, IT or a related field HEC recognized University &amp; PEC Registered. Minimum 15 years of experience in M&amp;E or portfolio management. Experience in GIS or other spatial analysis software is required.</li> <li>Age 40-55</li> </ul>
4.	Manager Marketing	1 (Male Female) or	250,000/P.M	<ul style="list-style-type: none"> <li>Master's Degree in social development, public affairs, communications, MBA (Marketing) or a related field HEC recognized University &amp; PEC Registered. Minimum 10 years of experience in communications field. Experience in the development sector preferable.</li> <li>Age 40-55</li> </ul>
5.	Assistant Manager Engineering	2 (Male Female) or	150,000/P.M	<ul style="list-style-type: none"> <li>Master's Degree in civil engineering or related field with minimum 3 years' experience OR Bachelor's Degree with minimum 5 years' experience with HEC recognized University &amp; PEC Registered.</li> <li>Age 25-45</li> </ul>
6.	Assistant Manager Planning	1 (Male Female) or	150,000/P.M	<ul style="list-style-type: none"> <li>Master's Degree in urban planning, Project management or a related field with minimum 3 years' experience OR Bachelor's Degree with minimum 5 years' experience with HEC recognized University &amp; PEC Registered</li> <li>AGE 25-45</li> </ul>
7.	Assistant Manager M&E	1 (Male Female) or	150,000/P.M	<ul style="list-style-type: none"> <li>Master's Degree in project management, economics or a related field with minimum 3 years' experience OR Bachelor's Degree with minimum 5 years' experience with HEC recognized University &amp; PEC Registered. Experience in housing or real estate sector initiatives highly desired</li> <li>AGE 25-45</li> </ul>
8.	Assistant Manager Procurement	1 (Male Female) or	150,000/P.M	<ul style="list-style-type: none"> <li>Master's Degree in business, finance, project management or a related field with minimum 3 years' experience OR Bachelor's Degree with minimum 5 years' experience with HEC recognized University &amp; PEC Registered. Knowledgeable on Punjab government regulations on procurement and PPPs. Experience in PPPs and construction project finance required.</li> <li>AGE 25-45</li> </ul>
9.	Assistant Manager Contracts/Legal	1 (Male Female) or	150,000/P.M	<ul style="list-style-type: none"> <li>LL.M with minimum 3 years' experience OR LL.B with minimum 5 years' experience with HEC recognized University. Knowledgeable on Punjab government regulations on procurement and PPPs. Experience in PPPs is required. Experience in construction contract management or construction law is highly desirable.</li> <li>AGE 25-45</li> </ul>
10.	Assistant Manager Communication	1 (Male Female) or	150,000/P.M	<ul style="list-style-type: none"> <li>Master's Degree in social sciences, development studies, anthropology or a related field with minimum 3 years' experience OR Bachelor's Degree with minimum 5 years' experience with HEC recognized University. Experience in the development sector preferable.</li> <li>AGE 25-45</li> </ul>
11.	Assistant Manager Marketing	1 (Male Female) or	150,000/P.M	<ul style="list-style-type: none"> <li>Master's Degree in marketing, communications, public affairs or a related field with minimum 3 years' experience OR Bachelor's Degree with minimum 5 years' experience with HEC recognized University. Experience in the development sector preferable.</li> <li>AGE 25-45</li> </ul>
12.	Assistant Manager IT	1 (Male Female) or	150,000/P.M	<ul style="list-style-type: none"> <li>Master's Degree in computer science, computer engineering, information technology or a related field with minimum 3 years' experience OR Bachelor's Degree with minimum 5 years' experience with HEC recognized University. Experience in GIS or other spatial analysis software is required.</li> <li>AGE 25-45</li> </ul>
13.	Assistant Manager GIS	1 (Male Female) or	150,000/P.M	<ul style="list-style-type: none"> <li>Master's Degree in geography, cartography, urban studies or a related field with minimum 3 years' experience OR Bachelor's Degree with minimum 5 years' experience with HEC recognized University. Experience in housing or real estate sector initiatives highly desired.</li> <li>AGE 25-45</li> </ul>
14.	Office Assistant	3 (Male Female) or	60,000/P.M	<ul style="list-style-type: none"> <li>Bachelor's Degree with minimum 3 years' experience with HEC recognized University.</li> <li>AGE 25-45</li> </ul>
15.	Dak runner	1 (Male)	35,000/P.M	<ul style="list-style-type: none"> <li>Matriculation</li> <li>Should have work experience of different office environment</li> <li>AGE 25-45</li> </ul>
16.	Office Boy	5 (Male)	35,000/P.M	<ul style="list-style-type: none"> <li>Matriculation</li> <li>Should have work experience of different office environment</li> <li>AGE 25-45</li> </ul>

Note:

- I. Employees of Government/Semi-Government Bodies/Corporations should forward their application through proper channel.
- II. No TA/DA shall be admissible.
- III. Interested candidates who fulfill above eligibility criteria should apply upto **21<sup>st</sup> October, 2020** through online application at Punjab job portal URL: <https://www.jobs.punjab.gov.pk/>
- IV. Qualification include degree in relevant field/discipline from institution/ university recognized by HEC.
- V. The candidates for the posts at serial No.15 and 16 should send their applications (degree, domicile, I.D Card, experience certificate) through post/courier services at the office of Director General, Punjab Housing & Town Planning Agency, 145-146 Rewaz Garden, Lahore in sealed envelope mentioning the post on the front of envelope.

Director General  
Punjab Housing and Town Planning Agency  
145-146 Rewaz Garden Lahore. 54000  
Email: pa.dgphata@gmail.com  
Phone: 92-42-99213418  
Fax: 92-42-99213427