



MULTAN WASTE MANAGEMENT COMPANY
Local Government & Community Development,
Government of Punjab.
CAREER OPPORTUNITIES



Multan Waste Management Company (MWMC) has been established under Section (42) of Companies Ordinance 1984, (now Companies Act 2017) with a vision to accomplish Integrated Waste Management in Multan city for provision of clean and healthy environment. MWMC provides a unique opportunity to its employees to work in a professional environment. The following positions are immediately available on Contract basis, likely to be extended for further terms subject to Performance Appraisals

Designation	Eligibility Criteria
1. Manager Communication One (01)	<ul style="list-style-type: none"> Masters in Mass Communication / Journalism / Media Studies from HEC recognized University. Preference will be given to candidates having M.Phil. or Ph.D. degrees in relevant field. Minimum Seven (07) years of experience in a similar role and having expertise in designing and execution of communication plans. Candidate must have working experience with a wide range of media (Print, Electronic, Social), developing media strategies, and relationship with Press for drafting & placement of news / publicity items. Max age: 45
2. Deputy Manager (HR & Admin) One (01)	<ul style="list-style-type: none"> Masters in Business Administration / Public Administration from HEC recognized institution. Preference will be given to such candidates having in-depth experience of managing large number of employees, labor unions, district or provincial departments and good command over multi-administrative matters. Excellent organizational skills, strong leadership and decision-making skills, excellent analytical and problem-solving skills. Candidate shall have minimum Four (04) years of human resource related experience with Public / Private / Government organizations and preference will be given to the candidate having working experience in Public Sector Companies. Max age: 45
3. Assistant Manager (Procurement & Contracts) One (01)	<ul style="list-style-type: none"> Masters in Business Administration / Supply Chain Management / Accounting & Finance from HEC recognized University. Minimum Three (03) years of experience in a similar role and having expertise in coordinating procurement activities, contract administration including solicitation, preparation and contract negotiations. Candidate should have understanding of the PPRA rules, PEC by-laws and contractual practices, FIDIC contractual practices and Contract Act 1872. The candidate must have ability to draft, negotiate and manage procurement processes. Max age: 35
4. Law Officer One (01)	<ul style="list-style-type: none"> L.L. B with additional qualification of Masters in Business Administration / Public Administration from HEC recognized institution. Candidate must be enrolled as an Advocate of High court, having not less than Three (03) years standing as an Advocate of lower Court before the closing date. Expertise in Civil and Criminal litigation, Labor Courts, Service Matters, good grasp of judicial and regulatory functions. Max Age: 40
5. Executives Eight (08)	<ul style="list-style-type: none"> 16 Years qualification in the field of in HRM / Finance / Marketing / Accounts / Commerce / IT / Mass Communication / from HEC recognized University. Candidate shall have minimum (04) years of experience in office management with public / Private / Government organizations. Max Age: 40
6. Officers Eight (08)	<ul style="list-style-type: none"> 14 years education BA / B.Sc. / B. Com / BS in English / BS in English Literature or Equivalent from HEC recognized institution. Candidate shall have Two (04) years' experience of office management and drafting with public / Private / Government organizations and preference will be given to the candidate having working experience in Public Sector Companies. Candidate shall have good knowledge of MS Office. Max Age: 40
7. Accounts Assistants Two (02)	<ul style="list-style-type: none"> B. Com or Graduation with Accounting / Economics from HEC recognized University. Preferably having experience of office management and drafting also shall have a sound knowledge of MS Office including MS Word and Excel. Max Age: 35

Note

- Employees already working in Government / Semi Government Department / Autonomous bodies have to apply through proper channel.
- Candidates applying on prescribed application form for the posts available on PTS website will only be considered for short listing.
- Candidates throughout Pakistan may apply.
- Applications forms are available at Pakistan Testing Service (www.pts.org.pk). Please send the filled-up Application form along with paid copy of the PTS Deposit Slip in original and all attested copies of necessary documents to PTS Headquarter, 3rd floor, Adeel Plaza, Fazi-e-Haq Road, Blue Area, Islamabad.
- In case of applying for more than one post, separate application & fee must proceed.
- Applications through email and by hand will not be acceptable.
- Deposited fee is non-refundable / non-transferable.
- Only shortlisted candidate will be called for test/interviews. No TA/DA will be admissible.
- MWMC is an equal opportunity employer and reserves the right to increase/decrease, accept or reject any or all applications/positions without assigning any reason.
- Last date for submission of applications is **05.11.2021**.
- For any information / query regarding application, test, Roll no. slip or result, candidates may contact to PTS (051-111-111-787)

IPL-10506

MANAGING DIRECTOR

Building No. 275/RB, Ward # XEX, Shamsabad Colony, Near Chungi No. 09, Multan, Pakistan.

For further information Call: 061-9330175