

VACANCIES ANNOUNCEMENT

Water and Sanitation Services Peshawar (WSSP) is looking for experienced and qualified human resource on contractual basis initially for three years (Extendable on good performance) to fill following positions:

S. No	Position	Qualification/Experience	Posts
1.	General Manager HR, Admin & Procurement	<p>1. Qualification: MS/MBA/BBA (Hons-4year) in Human Resource Management (minimum 16 years of education) from HEC recognized university/Institute. Relevant certifications in HR, Procurement & Administration will be given preference.</p> <p>2. Experience: Minimum of 12 years post-qualification relevant experience with at least 3 year experience in similar like/equivalent/senior management position/HoD and experience in public utility /infrastructure development establishment/commercial services providing organizations, international/national level organization/setup will be given preference Well versed with Government rules, regulations, policies, corporate practices including public sector corporate governess & requirements of donor's agencies/ financing providers.</p> <p>3. Age: Up to 60 years</p>	01
2.	Chief Internal Audit	<p>1. Qualification: CA, ICMA, CPA, ACCA, CIA, Qualified from a recognized professional body of accounting institutes of Pakistan / Equivalent qualification from foreign institutes or Master degree holder in Finance (minimum 16 years of education) from HEC recognized university/institute.</p> <p>2. Experience: Minimum of 12 years post-qualification relevant experience with at least 3 year experience in similar like/equivalent or senior management position. Experience of internal audit/financial management/compliance in an equivalent position in any international/national, public & private organization will be preferred. Well versed with Government rules, regulations, policies, corporate practices including public sector corporate governess & requirements of donor's agencies/ financing providers.</p> <p>3. Age: Up to 60 years</p>	01
3.	Company Secretary	<p>1. Qualification: Master's degree in Business Administration or Commerce or a Law graduate from HEC recognized University/Institute or being a member of a recognized body of professional accountants /institutes. (minimum 16 years of education)</p> <p>2. Experience: Minimum of 12 years of post-qualification relevant experience as an officer/equivalent with experience in operating at Board Level with exceptional communication skills with minimum experience in an equivalent/similar like position as per corporate governess rules in any international/national, public & private organization. Experience in & familiarity with Public Sector Companies & well versed with Government rules, regulations, policies, corporate practices including public sector corporate governess & requirements of donor's agencies/ financing providers</p> <p>3. Age: Up to 60 years</p>	01

Terms & Conditions

1. Pay package will be market based attractive negotiable depending upon experiences & exposure of the candidate along with company maintained car & fuel as per WSSP policy
2. Interested Candidates may apply by downloading Application Form from http://wssp.gkp.pk/en_US/careers/ & can submit application form along with resume/cv, attested copies of educational documents (from graduation and onwards)DMCs, Transcripts, experience certificates, training certificates CNIC, domicile & bank draft. **Application form, along with document to be submitted to the office of under signed via courier only.**
3. **2.5 & above CGPA out of 4 CGPA** will be considered as first division in case of semester system. Below 2.5 CGPA will be considered as 2nd division.
4. **Experience mentioned in the application form must be supported with documents i-e experience certificates & service certificates (in case of latest job), failing so will lead to non-consideration of experience for that particular position. No documents will be accepted/changed after closing date. Incomplete applications will not be entertained.**
5. All experiences will be counted after the requisite academic degrees/certificates have been received.
6. Equivalency certificate from HEC Pakistan to be provided by applicants in case of foreign qualifications/ experiences till closing date. In progress certificates/degrees/programs will not be considered.
7. Relaxation in age will not be admissible.
8. No TA/DA will be admissible for test/interview.
9. WSSP reserves the right to increase/decrease the number of positions advertised OR can stop/cancel the recruitment process without providing any reason.
10. No forms will be accepted after closing date of application.
11. **Rs. 1000 /- (non-refundable)** be submitted as bank draft/pay order in the name of **Water & Sanitation Services Peshawar, deposited in Bank of Khyber Phase 3 Chowk Peshawar** as application processing fee.
12. Last date for receipt of applications in WSSP for position is **17-02-2020**.
13. If at any stage of the recruitment / selection process, the documents are found un-authentic / forged / fake etc his/her candidature will be cancelled.

General Manager HR & Admin,
Water and Sanitation Services Peshawar (WSSP),
Plot No 33, Street No 13, Sector E-8, Phase-VII, Hayatabad, 091-9219074 (Ext-106, 112 &118)