

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: MBA/BBA (Hons-4year) in Business Administration, Public Administration, Management Science preferably in Human Resource Management (Minimum 16 years of education) from HEC recognized university/institute. Relevant certifications in HR, Administration & Procurement will be given preference.</p> <p>2. Experience: Minimum of 12 years post-qualification relevant experience with at least 3-years' experience in similar like/equivalent/senior Management position/HoD 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 governance.</p> <p>3. Age: Up to 55 years</p>	01
2.	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 10 years of post-qualification relevant experience of which at least 05 years relevant experience as an officer/equivalent with experience in operating at Board Level with exceptional written/spoken communication skills with minimum experience in an equivalent/similar like position as per corporate governers 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 governance & requirements of donor's agencies/ financing providers will be given preference.</p> <p>3. Age: Up to 55 years</p>	01
3.	Manager MIS	<p>1. Qualification: Master's Degree in Computer Science/IT (Minimum 16 years of education) from HEC recognized university/institute.</p> <p>2. Experience: Minimum of 08 years relevant post-qualification experience with at least 3-years' experience on similar like position. Experience in Networking, ERP & Software development etc in international/National level organizations or public utility companies. Professional certification will be given preference.</p> <p>3. Age: Up to 45 years</p>	01

Terms & Conditions

- 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 undersigned via courier only.** By hand submission will not be accepted.
- 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.
- Experience mentioned in the application form must be supported with relevant documents i-e experience certificates & service certificates (in case of latest job), failing so will lead to non-consideration of experience for that position. No documents will be accepted/changed after closing date. Incomplete applications will not be entertained.**
- All experiences will be counted after the requisite academic degrees/certificates have been received.
- 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.
- Relaxation in age will not be admissible.
- No TA/DA will be admissible for test/interview.
- WSSP reserves the right to increase/decrease the number of positions advertised OR can stop/cancel the recruitment process without providing any reason.
- No forms will be accepted after closing date of application.
- Rs. 2,500/- for the position on Sr. No 1 & 2 and Rs. 1500/- for the position on Sr. No 3 (non-refundable)** be submitted as Bank draft/pay order in the name of **Water & Sanitation Services Peshawar, deposited in A/C No. 3000823995 Bank of Khyber Phase 3 Chowk Peshawar** as application processing fee.
- Last date for receipt of applications in WSSP for positions is **13-12-2021.**
- 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 & Procurement.
Water and Sanitation Services Peshawar (WSSP),
Local Council Board (LCB) Building, Street No. 13, Sector E-8, Phase-VII, Hayatabad
Peshawar. 0919219074 (Ext: 107, 112)