



PUNJAB DAANISH SCHOOLS AND CENTERS OF EXCELLENCE AUTHORITY

(GOVERNMENT OF THE PUNJAB)

VACANCIES OPENING

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Punjab Daanish Schools and Centers of Excellence Authority (PDS&CEA) is an autonomous organization established under the auspices of Government of the Punjab. PDS&CEA seek services of highly dynamic and committed professionals on contract basis for the following posts at its Head Office in Lahore:-

Ser. # 1:	<u>MANAGER ESTATE/LAND</u>	<u>No. of Post: 01</u>
Qualification:	<ul style="list-style-type: none">Minimum Bachelor's Degree in any discipline from an HEC recognized university.	
Preferred experience / credentials:	<ul style="list-style-type: none">Retired Board of Revenue (BoR) employees who joined BoR at any level and retired as ADC / DC /Commissioner or Deputy Secretary / Additional Secretary in BPS-18/19 in Punjab.Should have served in field (in various districts) and at Board of Revenue, Lahore. Should have unblemished service record. Have thorough grasp of Land Revenue Act 1967 and Land Revenue Rules 1968 and their implementation.Command over Land Revenue/Land Administration/Settlement and Consolidation Manuals.Understanding of Colonization Act 1912, Tenancy Act 1887 and Land Acquisition Act 1894.Expertise in litigation relating to ownership and possession of lands, and land records.Understanding of Surveys, Demarcation and Partition of Lands. Working knowledge of agriculture, cultivation and irrigation of especially barren, sandy dunes, saline and water logged lands.Understanding of Illegal Dispossession Act 2005 and removal of encroachments from state/institution' land.Retired government officials/officers having long relevant experience may be preferred over basic eligibility criteria.	
Age Limit:	Up to 55 years.	
Pay Scale:	Daanish Pay Scale OG-III. Gross salary up to Rs 140,000/- per month (all inclusive).	
Ser. # 2:	<u>MANAGER PROCUREMENT</u>	<u>No. of Post: 01</u>
Qualification:	<ul style="list-style-type: none">Master's degree or equivalent from an HEC recognized university.(In addition to the basic qualification, persons having engineering (BSc) and/or law (LL.B) background are also encouraged to apply).	
Preferred experience / credentials:	<ul style="list-style-type: none">Minimum 5 years' of post-qualification experience in the field of Procurement and Contracts Management in a known organization.Comprehensive understanding and knowledge of PPRA Rules and Regulations.Hands-on experience of developing and designing of bidding documents, bid evaluation & criteria and procurement contracts.Working experience of procurement in public sector organizations under fast-paced environment.Well-versed in procurement planning, forecasting of demand, sampling of products, designing of specifications, market analysis, material management, inspections, logistics / delivery mechanism and warehousing.Expertise in pre-qualifications, EoIs, RFPs, quality assurance, controls & checks, inventory control and supply chain management. Must have computer skills.	
Age Limit:	Up to 55 years.	
Pay Scale:	Daanish Pay Scale OG-III. Gross salary up to Rs 140,000/- per month (all inclusive).	
Ser. # 3:	<u>DEPUTY MANAGER (IT/MIS)</u>	<u>No. of Post: 01</u>
Qualification:	<ul style="list-style-type: none">MCS / MIT / BS Computer Sciences or 16 years education in relevant subject from an HEC recognized University.	
Preferred experience / credentials:	<ul style="list-style-type: none">At least 05 years relevant experience.Can identify and evaluate new technology development and gauge its applicability to the PDS&CEA processes by providing the solution architecture.Maintain a contemporary working knowledge of IT based best practices and innovative solutions.Oversee and coordinate with all IT initiative and projects in Daanish Authority Head Office and schools.	
Age Limit:	Up to 55 years.	
Pay Scale:	Daanish Pay Scale OG-II. Gross salary up to Rs 105,000/- per month (all inclusive).	
Ser. # 4:	<u>ASSISTANT MANAGER (AUDITS)</u>	<u>No. of Post: 01</u>
Qualification:	<ul style="list-style-type: none">CA (Final) / ACMA / CIA (would be an added advantage).	
Preferred experience / credentials:	<ul style="list-style-type: none">At least 3 years of experience of carrying out / executing internal audits.Preference would be given to candidate having experience in Internal Audit.Good communication and Computer skills.	
Age Limit:	Up to 55 years.	
Pay Scale:	Daanish Pay Scale OG-I. Gross salary up to Rs 70,000/- per month (all inclusive).	

- Applicants shall attach with their applications a detailed resume, certified copies of qualifications, experience certificates, CNIC and 2x passport-size photographs.
- Please clearly mark on the envelope the post for which applying. Applications found incomplete or received after due date shall not be entertained. Only shortlisted candidates will be called for interview. Retired government officials having relevant experience can apply up to the age of 63 years. The competent authority may accept/reject all/any application(s). Applicants are required to send their credentials at the under-mentioned address before **13 August 2018**.

MANAGER (ADMIN/HR & COORDINATION)

Punjab Daanish Schools and Centers of Excellence Authority, Govt. of the Punjab. Japanese Cell Building, Research Station, Near Punjab University, Canal Bank, Lahore. Ph: 042-99231737-40, 042-99230633 (**PDS&CEA believes in Equal Employment Opportunities**)