



**PROJECT IMPLEMENTATION UNIT
SINDH FORENSIC SCIENCE LABORATORY KARACHI
HOME DEPARTMENT
GOVERNMENT OF SINDH**



PROJECT BASED CONTRACTUAL JOB OPPORTUNITIES

Fresh applications are invited from qualified individual(s) having Sindh Domicile for appointment on purely contract basis initially for the period till June 2025 for the following posts. Only those individuals may apply who possess required qualifications, experience as well as mandatory credentials. The contract term may extend further but not beyond the currency of the project and further extension also depends on satisfactory performance, need & project extension approval.

Post Name: Procurement & Contract Management Officer	Number of Position: 01
<p><u>Qualification Required:</u> At least Master Degree in Economics or Bachelor in Engineering (Civil or Electrical or Mechanical) with minimum 2nd Division from HEC recognized university / Institute. Valid professional certified course(s) in contract / procurement management subject is also mandatory.</p> <p><u>Experience Required:</u> At least fifteen (15) years relevant experience in public sector / private organization / combined. It is mandatory that candidate possess skills of preparing PC I proforma, government tenders bidding documents, well versed working exposure with SPPRA rules including different procurement step wise procedures, excellent in English vocabulary with letter drafting skills and proficiency in MS Office especially MS Excel and MS Word.</p> <p><u>Required Age:</u> Not exceeding 50 years</p>	
Post Name: Financial Management Officer	Number of Position: 01
<p><u>Qualification Required:</u> At least MBA Finance or Bachelor in Commerce with Minimum 2nd Division from HEC recognized University/Institute.</p> <p><u>Experience Required:</u> At least fifteen (15) years' relevant experience in the public sector / private organization /combined. It is mandatory that candidate possess skills of preparing government financial and accounts documents, financial statements, financial reporting systems and complete step wise working process at Finance Department, AG Sindh, Treasury and Audit works with proficiency in MS Office especially MS Excel.</p> <p><u>Required Age:</u> Not exceeding 50 years</p>	
Post Name: Electrical Engineer	Number of Position: 01
<p><u>Qualification Required:</u> At least Bachelor in Engineering (Electrical) from HEC recognized university with minimum 2nd Division and must registered as Professional Engineer from Pakistan Engineering Council.</p> <p><u>Experience Required:</u> At least Seven (07) years relevant working experience in Electrical works of building construction projects, electrical works in infrastructures, HVAC works, recording of construction activities, measurements readings from project site, terminologies, report writing skills and proficiency in MS Office. Candidate place of working will be at project site (Link Raod Eastern Bye Pass, Bin Qasim Town, Karachi) on full time daily basis.</p> <p><u>Required Age:</u> Not exceeding 45 years</p>	

Post Name: Quantity Surveyor	Number of Position: 01
<p><u>Qualification Required:</u> At least Bachelor in Engineering (Civil) or Diploma (Civil) from HEC / registered board/institute duly recognized university/Institute with minimum 2nd division.</p> <p><u>Experience Required:</u> Candidate having BE (Civil) must have at least seven (07) years relevant working experience and candidate having Diploma (Civil) must have at least ten (10) years relevant working experience. It is mandatory that candidate's working experience includes executing building infrastructure projects works, handled the costs on a construction project, quantities calculation, billing of government projects, terminologies, report writing skills, recording of construction activities / measurements readings from site and MS Office. Experience of road construction quantity calculation, Electrical & HVAC Items quantity calculation will be an added advantage. Candidate place of working will be at project site (Link Raod Eastern Bye Pass, Bin Qasim Town, Karachi) on full time daily basis.</p> <p><u>Age Required:</u> Not exceeding 45 years</p>	
Post Name: Office Assistant	Number of Position: 01
<p><u>Qualification Required:</u> At least bachelor degree with minimum 2nd division from HEC recognized University/Board with IT Diploma / certificate from Sindh technical board recognized institute.</p> <p><u>Experience Required:</u> At least Five (05) years relevant working experience in public sector /private organization/combine) with expertise in MS Excel. Motor bike (self-maintained) with valid driving license will be an added advantage.</p> <p><u>Age Required:</u> Not exceeding 35 years</p>	

Post Name: Rider	Number of Position: 01
<p><u>Qualification Required:</u> At least matric pass from recognized matric board.</p> <p><u>Experience Required:</u> At least 05 years' working experience either in public sector/private office/combine. It is mandatory that candidate have maintained running motor bike with valid driving license, knowledge of Karachi city routes including locations of government offices and read and write simple English/Urdu sentences.</p> <p><u>Required Age:</u> Not exceeding 35 years</p>	
Post Name: Office Boy	Number of Position: 01
<p><u>Qualification Required:</u> At least matric pass from recognized matric board.</p> <p><u>Experience Required:</u> At least 05 years' working experience either in public sector /private office/combine. Must read simple english/ urdu sentences and fully aware with office cleanness and servings in a disciplined manners.</p> <p><u>Required Age:</u> Not exceeding 35 years</p>	

How to Apply:

1. The individual(s) fulfilling the requisite criteria may apply and submit CV along-with copies of testimonials, experience certificates, CNIC, Sindh domicile, PRC and latest (03) passport size colour photograph through surface mail at below office address. **Last date for submission of application is 19th Feb, 2024 (Monday).** Application received through email will be not be entertained. Only the eligible short-listed candidates will be called for the interviews. Please indicate "the title of position applied for" at the top right of the envelope. No TA/DA is admissible.

PROJECT IMPLEMENTATION UNIT

SINDH FORENSIC SCIENCE LABORATORY KARACHI

Address: Office No. 406, 4th floor, Ibrahim Trade Tower Main Shahrah-e-Faisal Karachi.

Cell Number: (Focal Person Mr. Ibrar 0307-3849942)

2. Job description of listed posts is available at www.sfsl.gos.pk

3. Applicant(s) currently working in Public Sector should apply through proper channel / NOC. In case if any such candidate is selected then mandatory submission of requisite necessary "permission / NOC" in original within 15 days of the issued offer letter. Non-compliance of this condition will automatically cancel such "Offer Letter" and no claim whatsoever will be attended.

4. Applications received after due date will not be accepted / entertained.

5. Incomplete application including incomplete enclosures / documents will not be accepted / entertained

6. The PIU, SFSL reserves the right to alter or withdraw any of the indicated post at any time during the recruitment process.



**PROJECT DIRECTOR
PROJECT IMPLEMENTATION UNIT
SINDH FORENSIC SCIENCE LABORATORY KARACHI**

**SINDH FORENSIC SCIENCE LABORATORY AT KARACHI
PROJECT IMPLEMENTATION UNIT**

Job Description of Advertised Posts (Dated 26-01-2024)

<u>S.No</u>	<u>Designation</u>	<u>Job Description</u>
1	Contract Management & Procurement Officer	Responsible to prepare government tenders bidding documents, PC I, II, IV proformas, conduct stepwise procurement procedures as per SPPRA rules. Responsible to perform functions at PPMS. Responsible to design and establish the functions of procurement and contract management system. Responsible to function and monitor the procurement activities in cognition with approved PC-I. Prepare and review contracts agreements, specifications, and solicitation documents as per project activities requirement. Conduct regular monitoring of procurement mechanism and contract clauses. Prepare and maintain overall procurement and inventory management record system. Review and supervise contracts agreements. Draft and negotiate necessary contractual instruments. Responsible for updating annual procurement plans & prepare responses for audit queries. Any other task assigned by the Project Director, SFSL.
2	Financial Management Officer	Responsible to prepare, reconcile and submit monthly financial and accounts documents, financial statements, financial reporting systems as per government designed formats at treasury, national bank, Finance department, AG Sindh and similar relevant departments to process and get the documents endorsed by conducting respective office visits as per work load requirement. Responsible to perform functions as per designed step wise working flow at Finance Department, AG Sindh, Treasury, national Bank and Audit activities relating to finance, fund releases, audit and accounts. Responsible to maintain Financial Management system while timely preparation and submission of reports at Finance, banks, treasury and AG Sindh offices like bank reconciliation, monthly accounts reconciliation, releases/expenditure tracking on SAP System. Preparation of monthly financial progress report of the project on the government designed format. Coordinate, visit and liaison with all the respective Administrative Departments / offices for the release of funds and keeping all financial management activities and record updated. Timely submissions of monthly reconciliation reports with treasury and AG Sindh Office. Liaison with auditors for annual audits and preparation of replies of audit observations, arrange DAC/PAC meetings working papers arrangements. Preparation of annual work plan and funds requests annually / quarterly basis on prescribed proforma. Design and maintain budget records, preparation and processing of revised budget documents. preparation of re-appropriation requests on prescribed format. Function timely activities related to book keeping, accounting procedures, cash book and inventory record. Any other task assigned by the Project Director, SFSL.
3	Electrical Engineer	Responsible to supervise and report about all the relevant building electrical works of construction projects, electrical works in infrastructures, HVAC works including recording of construction activities, measurements readings from project site. Responsible for timely submission of site visit report writing activity wise. Supervise and report about project site related to Electrical Works of the project in consultation with the Project Consultant to ensure compliance with Specifications & Drawings. Must keep daily presence at project Site to monitor the project progress closely. Responsible to provide input in planning, preparation and implementation of the project. Responsible to review and evaluate engineering design reports and maps submitted by the consultants. Responsible to maintain site supervision to access quality of work on site by the contractor and review and providing endorsement of MB records. extensive Coordination with consultants and engineering team. Any other task assigned by the Project Director.
4	Quantity Surveyor	Responsible to perform project cost and quantities calculations, billing activities, recording of construction activities / measurements readings from site and preparing reports in MS Word / Excel. Able to use terminologies in report writing documents and complete understanding and supervision of MB. Responsible to check road construction quantity calculation, Electrical & HVAC Items quantity calculation Must show working strength on Autocad Software to generate different nature of works as and when required basis. Perform scrutinization and sign the submitted bills of vendors/ contractors/ invoices of all nature. Able to Inform overrun cost/quantities & suggest suitable measures. Any other task assigned by the Project Engineers and Project Director.

5	Office Assistant	Responsible to perform daily drafting, record keeping asset tagging and office correspondences related to project activities . Responsible for preparing files and note sheets for the project works. To support project sections like admin, audit, engineers and accounts and others sections in thier functions. Perform on daily basis the scanning of the documents including data backup activity. Responsible to stay late hours for completing office assignments as on need basis. Conduct visits to respective project site as and when guided. Any other task assigned by the Project Director.
6	Rider	Responsible to move in the city of Karachi to collect or deliver documents /Couriers on daily basis including visiting project site. Must exercise to follow road safety regulations and timely reaching to governemnt buildings location. Able to work under pressure & deliver packages/Couriers even after office time and off days. Responsible to perform duty on road worthy motor bike with valid licence. Any other task assigned by the senior staff and project director.
7	Office Boy	Responsible to perform office cleanness on daily duty basis and take care of office equipment and supplies within the office and serving in a proper manner. responsible for Opening and locking of office on daily basis and available to perform duty on weekends / off days as well due to extensive work load requirement. Greetings guests with manners respectfully. Collecting and distribution of couriers / parcels as and when required. Cooperating with office staff and maintain office decorum. Responsible to keep the entire office premesis including kitchen clean at all time and responsible for kitchen maintenance. Responsible to perform duties as per direction of senior staff.