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| **Balochistan LIVELIHOODS AND ENTREPRENEURSHIP Project (BLEP)****Job Opportunities** |
| The Government of Balochistan (GoB) has received financing from the International Bank for Reconstruction and Development (IBRD) / International Development Association (IDA) collectively known as the “World Bank” and Multi Donors Trust Fund for implementation of the Balochistan Livelihoods and Entrepreneurship Project (BLEP) – (P159292), to create employment opportunities for rural communities and achieve sustainability of enterprises in Selected Districts of Balochistan. It intends to apply part of the proceeds of this loan & grant to payments for following **“Positions”** to be engaged under this project.**Balochistan Livelihoods and Entrepreneurship Project (BLEP)** now invites eligible applicants to indicate their interest in providing the services. Interested candidates must provide detailed CVs indicating that they are qualified to perform the services. Eligible applicants shall have the following qualification, experience and skills as mentioned against each position:

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| **Sr. #** | **Position** | **Required Qualification & Experience** |
|  | ***Senior Admin & Logistic Officer******(1 Position)*** | **Qualification:** * Master degree in Social Sciences, from HEC recognized university or professional qualification.

**Experience:*** At least 4 years of experience in the field of Administration & Logistics preference will be given to candidates having working experience in Donor Funded Projects.
* IT, Computer and report writing skills are also desired and prior world experience with World Bank or other donors is an added advantage
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|  | ***Monitoring & Evaluation Officer*** ***(2 Positions)*** | **Qualification:*** Master degree in Social Sciences, from HEC recognized university or any other relevant professional qualification

**Experience:*** At least 3 years of relevant work experience.
* Sound knowledge and experience on writing reports.
* Experience of quantitative and qualitative data collection and analysis.
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|  | ***Junior MIS Developer*** | **Qualification:*** A Bachelor/Master’s degree (16 years of education) in Computer Sciences / MIS/It and related field.

 **Experience:*** At least 5 years’ experience in developing and customizing MIS software with the International Organizations / Donor projects.
* Expert knowledge and understanding of SQL Server database technology
* Experience of developing
* Experience of developing applications using ASP.NET Core MVC framework and VB.NET
* Web development experience using HTML, JavaScript and CSS
* Report writing using SSRS or Report Builder Competencies
* Excellent technical and conceptual knowledge about MIS.
* Experience with test driven development.
* Experience of developing web and client-based applications against relational databases
* Experience of developing tablet/android based applications.
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|  | ***Program Officer (Coordination & Report Writing)******(1 Position)*** | **Qualification:*** Master degree in Social Sciences or any other relevant professional qualification

**Experience:*** Demonstrate polite and courteous behavior at all time and demonstrate positive attitudes.
* At least 3 years of relevant work experience.
* Sound knowledge and experience on writing reports, Good interpersonal, communications, and facilitation skills.
* IT, Computer and report writing skills are also desired and prior experience with World Bank or other donors is an added advantage
* Written and oral fluency in English
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|  | ***Office Assistant******(4 Positions)*** | **Qualification:*** A bachelor /master’s degree (16 years of education) or any other relevant professional qualification

**Experience:*** At least 8 years’ experience in the following fields:
* Sorting and sending mail, Maintenance of all filing system such as staff personal information.
* Keeping an inventory of office supplies and Maintaining files
* To keep all office equipment, furniture, vehicles, computers, generator in running condition etc.
* Keep record of stock of stationery and other supplies.
* Maintenance of log book of office vehicles.
* Check and verify monthly bills of filling station, stationery, travel agent and other suppliers.
* Maintenance of dispatch register and other subsidiary registers for internal records;
* Helping the staff in Communication (like fax, telephone calls, email)
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|  | ***Junior Electrical Engineer******(2 Position)***  | **Qualification:*** A bachelor degree in Engineering or Equivalent.

**Experience:*** At least 2 -3 years of experience with the public / private projects/Organization in the relevant Field.
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|  | ***Finance Assistant******(2 Position)*** | **Qualification:*** CA/ACCA/ACMA/CPA or Master’s degree in Finance (minimum sixteen years of education).

 **Experience:*** At least 3 years of experience in Financial Management.
* IT and Computer skills are also desired and prior world experience with World Bank or other donors is an added advantage
* Written and oral fluency in English
* Experience of working with donor-funded projects as employee and/or project’s counterpart in a relevant field is considered a plus.
* Familiarity with Systematic Tracking of Exchanges in Procurement (STEAP)
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|  | ***Office Boys******(8 Positions)*** | **Qualification:*** Middle school diploma with basic office skills.

**Experience:*** Knowledge of office and management techniques.
* Good communication skills – Basic knowledge of administrative procedures – Efficient and effective.
* Should be sincere, and trustworthy.
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|  | ***Generator Operator******(2 Position)*** | **Qualification:*** Literate
* Have good mechanical, analytical, and problem-solving skills.

**Experience:*** A generator operator is responsible for controlling, operating, and maintaining machinery to produce electric power.
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|  | ***Drivers******(8 Positions)*** | **Qualification:*** Middle school diploma with basic office skills.
* Professional Driver License Holder

**Experience:*** Knowledge of office and management techniques.
* Knowledge of customer service methods and concepts.
* Should be sincere, and trustworthy.
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|  | ***Cook******(1 Position)*** | **Qualification:*** Middle school diploma

**Experience:*** Knowledge of various cooking procedures and methods (grilling, baking, boiling etc.)
* Should be sincere, and trustworthy.
* Minimum 1-year post qualification experience in public or private sector is required at the similar level.
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|  | ***Helper with Cook******(1 Position)*** | Ensures the kitchen orderly and assists Cooks to prepare and arrange food. |
|  | ***Gardner******(1 Position)*** | * Maintaining lawns and other green spaces
* Monitoring and ensuring plant health
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|  | ***Sweeper*** | * Responsible and accountable for cleanliness in and around the office premises.
* Sensitive to gender, race, religion, ethnicity etc.
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**INSTRUCTIONS:** Applicants are Required to Apply by sending the hard copies of applications or CV and Copies of Educational Certificates, Experience Certificates, CNIC, Domicile, Local and recent Photograph at H # 450-5/9 Tajik Abad Killi Shabo, Quetta within 15 days of this publication (Till 10th of November 2021).Applicants must be Holders of Local domicile of Balochistan. Separate application is necessary for each position. Females are strongly encouraged to apply. Only eligible candidates will be invited for the test/interview and no TA/DA will be admissible.Candidates should bring original CNIC, educational & amp; Experience Documents at the time of test/interview.  |
| **(Head of the Project)****BLEP-****Address:**  H # 450-5/9 Tajik Abad Killi Shabo, Quetta |