



The Center for Advanced Studies in Energy, UET Peshawar (CAS-EP) a USAID funded project invites applications from Pakistani nationals for the following positions on contract basis. The requisite qualification and experience are given below. Prospective candidates should apply through the prescribed forms, available from University Enquiry Office on cash payment of Rs. 100/- or can be downloaded from the University website (<http://uetpeshawar.edu.pk/jobs/UETFORM.pdf>) with a bank draft/cashier cheque of Rs. 100/- in favour of Treasure UET, Peshawar for appointment to the following posts. Only short listed candidates will be contacted for interview. Those candidates who fulfill the criteria for Office boy and driver can appear for interview on **4th December, 2014** at 9:00 am in the Conference Hall, University of Engineering and Technology Peshawar. The proposed duration of project is five years and is likely to be continued further. CAS-EP offers competitive salary.

| S.No. | Position | Job Description | Minimum Qualification and Experience |
|-------|---|---|--|
| 1. | Communications Officer (One) | Support the CAS-EP Mission by overseeing the drafting and dissemination of timely and accurate information including fact sheets, press releases, success stories and public-information materials through different media outlets. Serve as a resident expert on USAID's branding and marketing strategy, ensuring compliance of all public information. Manage media outreach activities of CAS-EP public events and documentary making/filming of successful case studies | Masters degree in Journalism and Mass Communication from a HEC recognized university. At least 5 to 7 years' of responsible experience in looking after media and communications activities with public/corporate sector. Prior relevant experience with USAID would be preferred. Excellent oral and written communication skills and English language fluency. |
| 2. | Procurement Manager (One) | In accordance with the laid down policies/procurement guidelines in conformity with, PPR/GoKPPRA, foreign funded/USAID, prepare EOIs, RFPs, Bidding Documents, Inviting Bids, Evaluation of Technical and Financial bids for goods/stores, equipment and proposals for services/consultancy firms including, short-listing of individual consultants, evaluations of bids/proposals, negotiations with the selected firm/supplier(if necessary), evaluation of performance of consultants/contractors regarding procurement matters, correspondence/liaison with donor agencies/USAID on procurement issues. Review of Procurement Plan ensuring its compliance with the approved project schedules and the standard procurement procedures of donor agencies/USAID. Hold regular training sessions for relevant staff, associated with the procurement process. Maintain close liaison with all the relevant departments / offices regarding procurement matters, on regular basis. Develop procurement database that envisages the entire range of procurement activities and the related aspects of the project, performance of consultants, issues arising during implementation and procurement cycles, contract rosters, etc. | Preferably Masters degree in Business Administration, Engineering, Economics, Accounting, or Finance. Preferably 10 Years of procurement experience of goods/stores, equipment and services of World Bank/Asian Development Bank/USAID Funded Projects/donor agencies. |
| 3. | IT Coordinator (One) | IT Infrastructure Maintenance & Setup, Official Email Setup & backups; Installs and configures Official computer systems; Troubleshoots and fixes hardware/software issues of computer and other network devices; Troubleshoots LAN / WAN and network to ensure complete functionality | Msc/ BS in Computer Science/IT Experience: 5 years in networking |
| 4. | PS to Director (One) | Maintains event calendar and schedules appointments Schedules meetings, including reserving conference rooms or other appropriate facilities, preparing agendas, notifying participants, setting up equipment and assembling background and informational materials | Master degree in Business Administration/HR A minimum of five years progressively secretarial experience, Excellent oral and written communication skills; and English language fluency is required. Computer skills including the ability to operate spreadsheet and word-processing programs |
| 5. | Accountant (One) | The Accountant is responsible for contributing to the financial organization of project field office activities (including project budgeting, general accounting, assist in cash-flow management and assist in preparation of financial reporting with direction and oversight from the Finance Manager & Director Finance & Admin. The Finance Assistant will report directly to the Manager Finance/ Director of Finance & Admin. | Master degree in accounting, finance or business administration. Experience: A minimum of five-year experience with in professional accounting, financial analysis or auditing. |
| 6. | Office Assistant (Finance) (One) | Office Assistant Finance will assist the Accountant in budgeting, general accounting, assist in cash-flow management and assist in preparation of financial reporting. | Master degree in accounting, finance or business administration Experience: 4 years |
| 7. | Office Boy (One) | Ensure that the overall office environment is neat, tidy and pleasant for staff members and visitors. Assist the operations team in dispatch documents. Other tasks as assigned by the team. | Matriculation |
| 8. | Drivers (Two) | The driver provides driving and logistics services to the project team and ensure proper maintenance of project vehicles with a focus on safety. Perform any other duties as instructed | Matriculation + LTV license |

NOTE

- Applications, accompanied by attested copies of educational certificates, experience certificates, CNIC and one recent photograph must reach the undersigned upto **4th December, 2014**.
- Applicants applying for position (1 – 6) from public sector organizations must present NOC from their concerned departments.
- Only short listed candidates, who meet the criteria, will be called for interview.
- Incomplete applications, and applications without supporting documents or received after due date, shall be rejected without intimation to the candidates.
- Maximum age limit is upto 45 years for all the above mentioned positions, by the last date of submission of applications.
- Suitably qualified and experienced females are particularly encouraged to apply.
- The University reserves the right to withdraw/cancel/postpone the advertisement in whole or part thereof.
- No TA/DA will be admissible.

Registrar, UET Peshawar