

SINDH WATER AND AGRICULTURE TRANSFORMATION PROJECT PROJECT MANAGEMENT UNIT/AGRICULTURE DELIVERY UNIT

SITUATIONS VACCANT

COUNTRY: SINDH, PAKISTAN

PROJECT: SINDH WATER & AGRICULTURE TRANSFORMATION (SWAT)

PROJECT ID: P167596

CREDIT NO: 7255-PAK

ASSIGNMENT TITLE: Hiring of Non-key Staff under Agriculture Delivery Unit, Sindh Water & Agriculture Transformation (SWAT) Project, Sindh.

The Islamic Republic of Pakistan has received financing from the World Bank towards the implementation cost of the Sindh Water & Agriculture Transformation (SWAT) Project and intends to apply part of the proceeds for the services of Individuals for supporting the project activities on a contractual basis under different sub-components of the project under Agriculture Component.

The Agriculture Department has established a Project Implementation Unit (PIU) also called the Agriculture Delivery Unit at Hyderabad, to manage the implementation of Component-3 & 5 of Project. The positions are part of the ADU. While the ADU is providing the overall management, the work is divided among the various wings within the agriculture department.

In purview of the above, the services of individuals (non-key staff) is required.

| S.No. | Position | No. of Positions | Required Qualification and Experience |
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| | Agriculture Delivery Unit (ADU/PMU) | | |
| 1. | Training Coordinator (Male/Female) | 2 | <ul style="list-style-type: none"> ➤ University Degree of Bachelors - Agriculture/ BBA or Social Sciences. ➤ At least 5-6 years of relevant work experience. ➤ To make the arrangement of training including ➤ To support the development of Annual Training Plans for all project subcomponents. ➤ Support preparation of the training manuals ➤ To facilitate arrangement of resource person for all trainings under component 3. ➤ To implement the institutional training and field visits ➤ Other duties assigned by the Value Chain Specialist, ADU |
| 2. | Data Analyst/ Computer Operator | 08 | <ul style="list-style-type: none"> ➤ University Degree in Bachelors in IT, BBA, Social Sciences. ➤ At least 3 years of relevant work experience of handling Data and Dashboards. ➤ To develop data base system for the project. ➤ Prepare networking system between ADU/ PMU and PIU and all project offices |
| 3. | Project Assistant/ | 3 | <ul style="list-style-type: none"> ➤ MBA/Bachelors in Business Administration (BBA)/ Masters in Agriculture/ Social Science or Economics. ➤ At least 3 years of relevant experience. Assist the officers in project management ➤ Maintaining file work and keeping other officer record and inventory. |

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| | | | <ul style="list-style-type: none"> ➤ Preparing the files and assist the officers in preparation of work cases related to project. ➤ Typing letter, documents and other project correspondence. ➤ Any responsibility assigned by project authorities |
| 04. | IT & Social Media Officer | 1 | <ul style="list-style-type: none"> ➤ University Degree in Bachelors in IT, BBA, Social Sciences ➤ At least 3 years of relevant work experience of handling IT and social media. ➤ Repair and maintenance of IT equipment ➤ Software Installation/ troubleshooting ➤ Networking and other related work |
| 05. | Receptionist / Secretary | 2 | <ul style="list-style-type: none"> ➤ Intermediate ➤ At least 3 years of relevant experience. ➤ Tasks include word processing, drafting correspondence, appointment scheduling, organizing work schedules, setting up filing systems (paper and electronic), telephone answering, call screening, visitor greeting, and supervising of lower level clerical staff. |
| 06. | Editor (Photographer/ Videographer) | 1 | <ul style="list-style-type: none"> ➤ Intermediate ➤ Certification in Editing and Graphic Designing ➤ At least 3 years of relevant experience. ➤ Create and Edit Video Content as per need. ➤ Responsible for planning, shooting, and editing high-quality video and audio content. ➤ Support in developing and maintaining website material (Pictures/ video) on regular basis. |
| 07. | Drivers | 09 | <ul style="list-style-type: none"> ➤ Literate. ➤ Having valid LTV / HTV. ➤ At least 3 years of driving experience. ➤ Able to maintain logbook. ➤ Driving and maintaining of project vehicles. ➤ Any responsibility assigned by project authorities |
| 08. | Messenger/ Guards | 04 | <ul style="list-style-type: none"> ➤ Literate ➤ 03 Years of relevant work experience. ➤ Keeping the office clean and in order, serving officers/visitors and provide messenger services for the project. ➤ Any other responsibility assigned by project authorities. |
| 09. | Supporting Staff | 05 | <ul style="list-style-type: none"> ➤ MBA/Bachelors in Business Administration (BBA)/ Masters in Agriculture/ Social Science or Economics. ➤ At least 3 years of relevant experience. Assist the officers in project management ➤ Maintaining file work and keeping other officer record and inventory. ➤ Preparing the files and assist the officers in preparation of work cases related to project. ➤ Typing letter, documents and other project correspondence. ➤ Any responsibility assigned by project authorities. |
| 10. | Office Cleaners/ Sweepers | 04 | <ul style="list-style-type: none"> ➤ Ability to perform cleaning duties efficiently and effectively. ➤ Physical stamina to handle manual tasks for extended periods. ➤ Knowledge of cleaning chemicals, equipment, and safety procedures. |
| 11. | Chowkidar/ Guards | 08 | <ul style="list-style-type: none"> ➤ Literate ➤ 03 Years of relevant work experience. ➤ Keeping the office clean and in order, serving officers/visitors and provide messenger services for the project. |

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| | | | <ul style="list-style-type: none"> ➤ Any other responsibility assigned by project authorities. |
| Crop Reporting Services (CRS) | | | |
| 12. | Consultant (Agronomy) | 01 | <ul style="list-style-type: none"> ➤ A Master's degree (minimum sixteen years of education) in agricultural sciences, Agronomy. Ph.D. will be given preference. ➤ Should have 10 years of experience planning and management of cropping systems on country wide basis. ➤ Of this, must have, at least 3 years field experience in monitoring of crops through satellite technology in a reputable organization ➤ Should have strong /demonstrated capacity for manuscript writing, developing projects, coordination with provincial/ federal government. |
| 13. | GIS Expert | 02 | <ul style="list-style-type: none"> ➤ M. Sc Remote Sensing and GIS at least 2 years' experience in satellite-based yield – production regression modelling / forecasting / estimation in Pakistan preferably in the national space agency. ➤ Should develop a data base for the yield regression parameters as agro-met. data, sunshine duration, agricultural statistics, yield, vegetation index , fertilizers, and irrigation water. Particular attention will be given to the integration of data from different administrative levels to ensure their compatibility. |
| 14. | GIS Expert (Internship) | 03 | <ul style="list-style-type: none"> ➤ M. Sc Remote Sensing and GIS ➤ Should develop a database for the yield regression parameters as agro-met. data, sunshine duration, agricultural statistics, yield, vegetation index, fertilizers, and irrigation water. Particular attention will be given to the integration of data from different administrative levels to ensure their compatibility. |
| 15. | IT Specialist / Programmer (Internship) | 01 | <ul style="list-style-type: none"> ➤ Bachelor's or Master's degree in Computer Science, Information Technology, or a related field. ➤ At least 3 years of proficiency in programming languages such as Python, Java, or C++. ➤ Experience with web development frameworks such as Django, Flask, or Ruby on Rails. |
| 16. | Event Organizer | 01 | <ul style="list-style-type: none"> ➤ Bachelor's or Master's degree in Event Management, Business Management, Marketing, or a related field. ➤ At Least 3 years of proven experience in planning and management and organizing events. ➤ Creativity and problem-solving abilities. |
| 17. | Data Processing Assistant | 12 | <ul style="list-style-type: none"> ➤ Bachelor's degree in Computer Science, Information Technology, Statistics, or a related field. ➤ At least 3 years of experience and proficiency in data processing software and tools such as Microsoft Excel, Python, R, or SQL. ➤ Strong attention to detail and accuracy in data entry and processing. ➤ Note: 02 Posts for HQ and 10 for Regional / District Offices of CRS. |
| 18. | Photographer | 01 | <ul style="list-style-type: none"> ➤ Intermediate ➤ At least 3 years of relevant experience. ➤ Create and Edit Video Content as per need. ➤ Responsible for planning, shooting, and editing high-quality video and audio content. |

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| 19. | Drivers | 11 | <ul style="list-style-type: none"> ➤ Literate. ➤ Having valid LTV / HTV. ➤ At least 3 years of driving experience. ➤ Able to maintain logbook. ➤ Driving and maintaining of project vehicles. ➤ Note: 01 Post for HQ and 10 for Regional / District Offices of CRS. |
| 20. | Messenger/ Guards | 20 | <ul style="list-style-type: none"> ➤ Literate ➤ 03 Years of relevant work experience. ➤ Keeping the office clean and in order, serving officers/visitors and provide messenger services for the project. |
| 21. | Sweeper/ Sanitary Worker/ Cleaner | 07 | <ul style="list-style-type: none"> ➤ Ability to perform cleaning duties efficiently and effectively. ➤ Physical stamina to handle manual tasks for extended periods. ➤ Knowledge of cleaning chemicals, equipment, and safety procedures. |
| Agriculture Market Price Monitoring | | | |
| 22. | Drivers | 07 | <ul style="list-style-type: none"> ➤ Literate. ➤ Having valid LTV / HTV. ➤ At least 3 years of driving experience. ➤ Able to maintain logbook. ➤ Driving and maintaining of project vehicles |
| Agriculture Research – Integrated Water Logging and Salinity Program | | | |
| 23. | Research Officers | 10 | <ul style="list-style-type: none"> ➤ M.Sc. (Agri) Hon's (Soil Science) ➤ At least three years' experience in the field of saline agriculture/reclamation of salt-affected soils. ➤ The research officer will responsible to carry research work for "Integrated water logging and salinity programs" at farmer's field of targeted districts. |
| 24. | Research Internees (Male/Female) | 10 | <ul style="list-style-type: none"> ➤ M. Sc. – Agriculture Honors, Soil Sciences. ➤ Fresh Candidate. ➤ To assist activities of Principal scientist / senior scientist / Research Officer in execution of SWAT Project ➤ To assist in land reclamation activities ➤ To assist in conducting research activities, data collection and report writing. ➤ To assist in organizing conference / Seminars / Workshops at institute and farmers' field. ➤ To assist in keeping project / lab records in arrangements. |
| 25. | Laboratory Assistant | 02 | <ul style="list-style-type: none"> ➤ Intermediate (Science) ➤ To assist in conducting various tests and experiments, preparing test samples and data collection, keeping lab record in arrangement test finding. |
| 26. | Soil Sampling man | 05 | <ul style="list-style-type: none"> ➤ Primary – Matriculation ➤ To collect soil and water samples from field in supervision of Senior Scientist / Research Officer / Research Assistant and in accordance with SOPs for this task. |
| 27. | Naib Qasid | 05 | <ul style="list-style-type: none"> ➤ Literate ➤ 03 Years of relevant work experience. ➤ Keeping the office clean and in order, serving officers/visitors and provide messenger services for the project. |
| 28. | Camera Man | 01 | <ul style="list-style-type: none"> ➤ Graduate ➤ To assist in making documentary of the project activities. |
| Climate Smart Agriculture | | | |

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| 29. | Office Clerk cum Computer Operator | 02 | <ul style="list-style-type: none"> ➤ Bachelors in Business Administration (BBA)/ Bachelors in Agriculture/ Social Science or Economics. ➤ At least 3 years of relevant experience. Assist the officers in project management ➤ Maintaining file work and keeping other officer record and inventory. ➤ Preparing the files and assist the officers in preparation of work cases related to project. ➤ Typing letter, documents and other project correspondence. ➤ Any responsibility assigned by project authorities |
| 30. | Driver | 01 | <ul style="list-style-type: none"> ➤ Literate. ➤ Having valid LTV / HTV. ➤ At least 3 years of driving experience. ➤ Able to maintain logbook. ➤ Driving and maintaining of project vehicles |
| 31. | Naib Qasid | 01 | <ul style="list-style-type: none"> ➤ Literate ➤ 03 Years of relevant work experience. ➤ Keeping the office clean and in order, serving officers/visitors and provide messenger services for the project. |

Interested candidates may submit their application in the form of a Cover Letter along with CV and supporting documents through courier at the address mentioned at the end within 15 days of advertisement. If there is any requirement of face-to-face interaction, it will be done virtually.

Project Director,

Agriculture Delivery Unit/PMU

Sindh Water and Agriculture Transformation (SWAT) Project

2nd Floor Directorate General Agriculture Extension, Shahbaz Building

Block F, Hyderabad Sindh