

Water and Sanitation Services Peshawar (WSSP) is looking for experienced and qualified human resource on contractual basis initially for three years (extendable on good performance) to fill following positions:

S. No	Position	Qualification/Experience	No. of Posts
01	Manager (Admin & Accounts/Customer Care)	<p>1. Qualification: ACMA/ACA/ACCA from a recognized university/institution with 05 years of post-qualification relevant experience in any international or national level organization or Public Utility Companies.</p> <p align="center">OR</p> <p>MBA Finance/ M. Com from recognized university/institution with 08 years of post-qualification of relevant experience in any international or national level organization or Public Utility Companies.</p> <p>2. Age: Up to 45 years</p>	02
02	Assistant Manager (HR & Admin)	<p>1. Qualification: MS/MBA/BBA (Minimum 16 years education) in HR Specialization from HEC recognized University/Institute.</p> <p>2. Experience: Minimum 05 years post-qualification relevant experience in any International, National, Public & Private Organizations.</p> <p>3. Age: up to 35 years</p>	02
03	Assistant Manager (Accounts & Payments)	<p>1. Qualification: MS/MBA/BBA/M.Com (Minimum 16 years education) in Finance Specialization or ACCA/ACMA from HEC recognized University/Institute.</p> <p>2. Experience: Minimum 05 years post-qualification relevant experience in any International, National, Public & Private Organizations. Must be good in soft skills and accounting softwares (QuickBooks etc).</p> <p>3. Age: up to 35 years</p>	01
04	Assistant Manager MIS	<p>1. Qualification: BS in Computer Science /Information Technology/ Software Engineering (minimum 16 years of education) from HEC recognized University/ Institute.</p> <p>2. Experience: Minimum of 05 years relevant post-qualification experience in IT System, ERP, Oracle Development & Database Management in International/National level organizations or public utility companies. Experience in installing configuration & managing servers, network equipment, surveillance equipment, biometric attendance system, PABX system & database disaster recovery system etc. Preference will be given to candidates having OCP certification and ERP experience.</p> <p>3. Age: Up to 35 years</p>	01
05	HR Officer	<p>1. Qualification: MS/MBA/BBA (Minimum 16 years education) in HR Specialization from HEC recognized University/Institute.</p> <p>2. Experience: Minimum 03 years post-qualification relevant experience in any International, National, Public & Private Organizations. Preference will be given to candidates who are familiar with ERP exposure.</p> <p>3. Age: up to 32 years</p>	01
06	Fleet Officer	<p>Qualification & Experience:</p> <p>a. DAE (Mechanical, Automobile Technology) from Board of Technical Education (BTE) having minimum 05 years post qualification relevant experience in the field of Fleet Management/ Repair/ Maintenance of fleet.</p> <p align="center">OR</p> <p>b. Retired JCOs from Army (Corps of ASC (MT-Trade), Corps of EME (VM/ Armament Artificer/ MT and Corps of Engineer MT, OEP-M Trade),</p> <p align="center">OR</p> <p>c. Retired Warrant Officer Air Force (Mechanical Transport Fitter, General Fitter and Electric Ground Fitter).</p> <p>d. Age: Up to 55 Years</p>	03
07	MIS Assistant	<p>1. Qualification: FSc / ICS (Minimum 12 years of education) from any BISE with Diploma in IT/CS from BTE. Candidates having Higher degree in IT/CS/Software Engineering will also be considered.</p> <p>2. Experience: Minimum 02-year post-qualification hands-on experience in Troubleshooting and installation of operating system. MS-office basic knowledge in any International, National, Public & Private Organizations.</p> <p>3. Age: Up to 30 years</p>	02

GENERAL TERMS & CONDITIONS:

1. Pay package will be market based attractive negotiable depending upon experiences & exposure of the candidate along with other fringe benefits as per WSSP policy.
2. Candidates intending to apply for the positions at Serial 02 to 07 will be required to create profile on ETEA's website. After creating the profile and before applying/depositing fee for any post, such candidates will have to print E-Sahulat token from ETEA's website and get their CNIC No. verified from any NADRA E-Sahulat franchise (Kiosk). Without such verification, they will not be able to apply for any post.
3. Candidates applying for positions at Serial 02 to 07 will be provisionally allowed to appear in the ETEA screening test. However detailed scrutiny will be carried out by the appointing authority and if any candidate is found ineligible in any respect at any stage of the recruitment process, he/she will be disqualified by the Appointing Authority.
4. Candidates with 3rd Division or less than 1.66 CGPA or less than 45% marks in graduation/Diploma will not be considered.
5. Experience claimed in the Application Form must be supported with documents i-e Experience Certificates & Service Certificates (in case of current job), failing so will lead to non-consideration of experience for that particular position.
6. Valid authentic Certifications, Academic Distinction and /or any relevant Professional Courses of 03 months & above duration will be given preference.
7. All experiences will be counted after the requisite academic degrees/ certificates have been received.
8. Interview calls letter will be issued to shortlisted candidates only.
9. Screening of candidates will be based on the test conducted by ETEA.
10. Candidates should be eligible in all respects by the last date of receipt of the applications.
11. Incomplete applications and applications received after due dates will not be entertained.
12. Relaxation in age will not be admissible. Age shall be reckoned on the closing/ last date of the applications and calculated as per CNIC.
13. The candidates working in Government/Semi-Government bodies should apply through proper channel.
14. Candidates intending to apply for more than one post shall apply separately for each post with separate fee.
15. WSSP reserves the right to increase/decrease the number of positions advertised OR can stop/cancel the recruitment process without providing any reason/ notice.
16. No TA/DA will be admissible for test/Interview.
17. In case of foreign degree, equivalent certificates from HEC must be provided.
18. Errors/Omissions in number of posts are subject to rectification.
19. Selected candidates will be posted anywhere within jurisdiction of WSSP.

HOW TO APPLY:

For Position at Serial 01:

1. Interested Candidates for the post mentioned at Sr. No. 1 may apply by downloading Application Form from <http://wsspeshawar.org.pk/careers/> & submit the application form along with resume/cv, attested copies of educational documents (from graduation and onwards) DMCs and Transcripts, experience certificates, training certificates CNIC, domicile & bank draft **via courier only** on the below mentioned address. By hand submission will not be accepted. The candidates shall make sure the application form reaches this office on or before the closing date. Application arriving after due date will not be accepted from courier/ returned/ discarded.
2. **Rs.1000 /- (non-refundable)** be submitted as bank draft/pay order in the name of **Water & Sanitation Services Peshawar, deposited in Bank of Khyber Phase-3 Chowk Peshawar** as application processing fee.
3. Last date for submission of applications is **30th September 2024.**

For Positions at Serial 02 to 07:

1. For posts at **Serial No 2 – 7**, Candidates fulfilling the above-mentioned criteria may first visit www.etea.edu.pk and apply for the posts online. Online Application Form will be available on www.etea.edu.pk on **16th September 2024.**
2. After successful submission of online application, a prescribed online deposit slip (having token number, Project code & candidates' personal information) will be generated.
3. Take a printout of the generated deposit slip & deposit the prescribed test fee (nonrefundable) through Easypaisa app or Agent Jazz Cash app or at any branch of UBL Bank via UBL OMNI agent.
4. After successful fee submission, please keep the original deposit slip (candidate copy) having bank desired stamp with yourself and do not share it with anyone else.
5. After online apply, don't send documents/testimonials to ETEA office. Copies of testimonials/documents may be provided by the candidates who qualify the screening test, as and when required by ETEA or WSSP, for scrutiny purposes.
6. Last date for submission of online Application is **30th September 2024.**
7. Candidates will be informed through SMS by ETEA to download and Print their Roll No. Slips from www.etea.edu.pk. Candidates are directed to do not give ported/ converted mobile number.
8. Test Date, Time & Venue will be mentioned on Roll No. Slip.
9. No separate Call Letter will be issued to candidates for screening test through postal/ courier means.

**General Manager HR, Admin & Procurement,
Water and Sanitation Services Peshawar (WSSP),
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