

**CITY DISTRICT GOVERNMENT  
FAISALABAD  
(JOB OPPORTUNITIES)**

Applications are invited for filling up the following purely temporarily posts on contract basis for a period of 3-years or till the completion of the project titled “**Geographic Information System Cell**” which is responsible for preparation of GIS Based Information System for Social Infrastructure Sectors of City District Government Faisalabad and to carry forward the work already done by the DFID assisted project “Strengthen Decentralized Reforms Programme”.

Name of Post	Nos.	Quota	Pay (in Rs.)	Age Limit	Qualification	Experience
GIS Manager (Male/Female)	01	Merit	100,000 (inclusive all benefits)	50-years maximum	M.Sc GIS/M.Sc Space Science/MICS or equivalent	<ul style="list-style-type: none"> <li>▪ Minimum 15-years of GIS and IT experience including development of GIS Based Information Systems with minimum 2-years experience in project management on some GIS project.</li> <li>▪ Understanding and interlinking of GIS/HRMIS/Biometric Attendance System/FMIS/Revenue MIS/CCB MIS for public sector especially for District / City District Government.</li> <li>▪ Excellent knowledge of district government setup / functioning / rules and regulations.</li> <li>▪ Experience in leading large team (persons including GIS developers and GIS information system developers, digitizers, data entry operators).</li> <li>▪ Developed technical documentation and user manual.</li> <li>▪ Mature, credible and comfortable in dealing with government departments and other stakeholders.</li> <li>▪ Good team player, able to work own initiative.</li> <li>▪ Ability to multi-task in a very busy environment.</li> </ul>
GIS Coordinator (Male/Female)	01	Merit	100,000 (inclusive all benefits)	50-years maximum	Master Degree in Social Sciences. <b>Professional Qualification</b> Diploma of Associate Engineering in Civil Engineering	<ul style="list-style-type: none"> <li>▪ Minimum of 10-years work experience within public sector including 5-8 years at District / City District Government level and at least 2-year on similar position.</li> <li>▪ Well versed with the Provincial Government and Local Governments (District Government, Town Municipal Administration and Union Council Administration and Development Agencies (WASA, FDA, PHATA) setup, their functions and service delivery mechanism.</li> <li>▪ Well versed with Local Government Planning Process and conducted several situation analyses of different departments.</li> <li>▪ Well versed in the technical drawings and civil works assessment.</li> <li>▪ Experienced in designing, conducting the technical surveys (building, road, water &amp; sanitation and other municipal services), Scio-economic/poverty assessment surveys (household survey) and services assessment surveys (citizen perception survey) and water quality assessment survey, able</li> </ul>

						<p>to analyzed the survey results.</p> <ul style="list-style-type: none"> <li>▪ Designed and conducted several public awareness campaigns including GIS awareness.</li> <li>▪ Designed and conducted several training programs for government officials including the GIS.</li> <li>▪ Able to contribute to strategic planning and development.</li> <li>▪ Must be skilled in MS office especially Work, Excel and Power Point.</li> <li>▪ Experienced in leading, managing and developing staff.</li> <li>▪ Mature, credible and comfortable in dealing &amp; coordinating with government departments and other stakeholders.</li> <li>▪ Able to work long and irregular hours as well for extensive field visits to sites across the whole of the City District Faisalabad and outside the district.</li> <li>▪ Good interpersonal skills and the ability to establish and develop internal and external relationships.</li> <li>▪ Ability to multi-task in a very busy environment.</li> </ul>
GIS Specialist (Male/Female)	01	Merit	70,000 (inclusive all benefits)	30-years maximum	M.Sc Space Sciences <i>preferable</i> <i>M.Sc GIS</i>	<ul style="list-style-type: none"> <li>▪ Minimum of 2-years work experience at District / City District Government level on similar position is desired.</li> <li>▪ Knowledge and understanding of integrated GIS/GPS principles, systems and technologies.</li> <li>▪ Knowledge about remote sensing as a source of data represented by GIS layers.</li> <li>▪ Ability to read and interpret topographic snaps and aerial photographs.</li> <li>▪ Experience with ESRI products including Arc GIS 9xDesktop.</li> <li>▪ Experience in Satellite image processing, database management, MS Office products including MS Access.</li> <li>▪ Able to conduct several training to GIS staff for on screen digitization using Satellite Imagery, Scanning and Printing.</li> <li>▪ Well versed with development of spatial analysis maps.</li> <li>▪ Must have strong written and oral communication skills and be able to work in a team environment with all levels of the organization.</li> <li>▪ Excellent knowledge of district government setup / functioning rules and regulations.</li> <li>▪ Able to work long and irregular hours as well as for field visits.</li> </ul>
GIS Analyst (Male/Female)	01	Merit	50,000 (inclusive all benefits)	30-years maximum	M.Sc Space Sciences / M.Sc GIS / M.Sc Geography	<ul style="list-style-type: none"> <li>▪ Minimum of 2-years work experience at District / City District Government level on similar position is desired.</li> <li>▪ Knowledge and understanding of integrated GIS/GPS principles, systems and technologies.</li> <li>▪ Knowledge of remote sensing as a source of data represented by GIS layers.</li> <li>▪ Experience with ESRI products including Arc GIS 9xDesktop.</li> <li>▪ Experienced in using the GIS hardware (plotters, large format scanners, GPS etc.) and to train other on the use of these equipments.</li> <li>▪ Experience in Satellite image processing, rectification,</li> </ul>

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Senior GIS Programmer (Male/Female)	01	Merit	70,000 (inclusive all benefits)	35-years maximum	BS Computer Sciences / BCS/MCS <b>preferable</b> MS Computer Sciences <b>professional qualification</b> Diploma in Advance IT skills/MCTS / Hardware	<ul style="list-style-type: none"> <li>▪ Minimum of 4-years work experience at District / City District Government level including 2-years of similar position.</li> <li>▪ Developed GIS / HRMIS / Biometric Attendance System / FMIS / Revenue MIS / CCB MIS for public sector especially for District / City District Government.</li> <li>▪ Able to link HRMIS / Biometric Attendance System / FMIS / Revenue MIS / CCB MIS with GIS.</li> <li>▪ First hand experience on Visual Studio 2008 (especially VB Net, ASP Net) SQL Server 2005, Crystal Report 10, Arc GIS Server, Arc SDE, Arc GIS Desktop, Java Script, HTML.</li> <li>▪ Arranged and conducted GIS trainings for Government officials.</li> <li>▪ Able to work long and irregular hours as well as for extensive field visits.</li> </ul>
Junior GIS Programmer (Male/Female)	01	Merit	60,000 (inclusive all benefits)	30-years maximum	BS Computer Sciences / BCS / MCS <b>preferable</b> MS Computer Sciences	<ul style="list-style-type: none"> <li>▪ Minimum of 2-years work experience at District / City District Government level including 1-year on GIS Application.</li> <li>▪ Design and implementation of database management systems.</li> <li>▪ Able to create and manage Geo database.</li> <li>▪ Developed GIS application for public sector especially for District / City District Government.</li> <li>▪ Developed HRMIS / Biometric Attendance System / FMIS / Revenue MIS / CCB MIS for public sector especially for District / City District Government.</li> <li>▪ Experience in the re-design of the Management Information System.</li> <li>▪ Able to link HRMIS / Biometric Attendance System / FMIS / Revenue MIS / CCB MIS with GIS.</li> <li>▪ First hand experience on Visual Studio 2008 (especially VB Net, ASP Net) SQL Server 2005, Crystal Report 10, Arc GIS Server, Arc SDE Desktop, Java Script, HTML.</li> <li>▪ Arranged and conducted trainings for government officials.</li> <li>▪ Developed technical documentation and user manual.</li> <li>▪ Excellent knowledge of district government setup / functioning / rules and regulations.</li> <li>▪ Able to work long and irregular hours as well as for</li> </ul>

						<p>extensive field visits.</p> <ul style="list-style-type: none"> <li>▪ Preferably resident of District Faisalabad.</li> </ul>
Network Administrator (Male/Female)	01	Merit	50,000 (inclusive all benefits)	30-years maximum	BS Computer Sciences / BCS / MCS <b>professional qualification</b> MCSE/CCNA certified	<ul style="list-style-type: none"> <li>▪ Minimum of 1-year work experience in public Sector District / City District Government level on similar position.</li> <li>▪ Ability to manage multiple priorities.</li> <li>▪ Strong interpersonal skills.</li> <li>▪ Must be self managing results orientated and capable of handling multiple tasks.</li> <li>▪ Experience in interfacing and networking across all levels of an organization.</li> <li>▪ Strong problem solving skills.</li> <li>▪ Able to work long and irregular hours as well as for extensive field visits.</li> <li>▪ Preferable resident of District Faisalabad.</li> </ul>
Programmer (Male/Female)	01	Merit	60,000 (inclusive all benefits)	30-years maximum	BS Computer Sciences / BCS / MCS <i>preferable</i> MS Computer Sciences <b>professional qualification</b> Diploma in Advance IT Skills/MCTS	<ul style="list-style-type: none"> <li>▪ Minimum of 3-years work experience at District / City District Government level.</li> <li>▪ First hand experience on Visual Studio 2008 (especially VB Net, ASP Net) SQL Server 2005, Crystal Report 10, Java Script, HTML).</li> <li>▪ Excellent knowledge of district / city district government setup / functioning.</li> <li>▪ Developed HRMIS / Biometric Attendance System / FMIS / Revenue MIS / CCB MIS for public sector especially for District / City District Government.</li> <li>▪ Able to link HRMIS / Biometric Attendance System / FMIS / Revenue MIS / CCB MIS with GIS.</li> <li>▪ Arranged and conducted trainings for government officials.</li> <li>▪ Developed technical documentation and user manual.</li> <li>▪ Able to work long and irregular hours as well as for extensive field visits.</li> <li>▪ Preferable resident of District Faisalabad.</li> </ul>
Field Supervisor (Male)	01	Merit	BPS-16 6060-470-20160	30-years maximum	B.A.B.Sc <i>preferable</i> Diploma of Associate Engineer (Civil) <b>professional qualification</b> one year Survey diploma from Government institute	<ul style="list-style-type: none"> <li>▪ Minimum of 2-years work experience in public sector organizations / district / city district on similar position.</li> <li>▪ Knowledge and understanding of using survey equipment i.e. GPS, Dumpy level, Total Station.</li> <li>▪ Knowledge and understanding of using digital flow meter for water measurement.</li> <li>▪ Well experienced on arranging site visits with respect to technical and general field survey to collect new information and verification of existing information for different sectors.</li> <li>▪ Must familiar with the local areas and concerned department and local communities to carry out the field survey works.</li> <li>▪ Conducted several public awareness campaigns including GIS awareness.</li> <li>▪ Able to work independently.</li> <li>▪ Able to manage all the survey instruments its operation, taking care and maintenance.</li> <li>▪ Must have strong experience and problem solving skills during field work.</li> <li>▪ Developed technical reports and ensure accuracy of field information.</li> </ul>

						<ul style="list-style-type: none"> <li>▪ Able to train the survey team and advice on technical issues.</li> <li>▪ Familiar with GIS maps, scaled drawings, technical symbols.</li> <li>▪ Able to work long and irregular hours as well as for extensive field visits.</li> <li>▪ Be experienced in leading managing and developing staff.</li> <li>▪ Good interpersonal and communication skills.</li> </ul>
GIS Associate / Digitizer (Male/Female)	04	Merit	BPS-14 4920-380-16320	30-years maximum	B.Sc GIS / B.Sc Space Science / M.Sc Geography <b>professional qualification</b> Diploma in Auto CAD	<ul style="list-style-type: none"> <li>▪ Minimum of 1-year work experience at District / City District Government level on similar position.</li> <li>▪ Experience with ESRI products including Arc GIS 9xDesktop.</li> <li>▪ Experience with MS Office products.</li> <li>▪ Must have strong written and oral communication skills and be able to work in a team environment.</li> </ul>
Data Entry Supervisor (Male/Female)	01	Merit	BPS-14 4920-380-16320	30-years maximum	FA/FSc or equivalent <i>preferable</i> B.A/B.Sc or equivalent <b>professional qualification</b> one year computer operator diploma from government institute	<ul style="list-style-type: none"> <li>▪ Minimum of 3-years work experience at District / City District Government level on similar position.</li> <li>▪ Be experienced in leading, managing and developing staff.</li> <li>▪ Minimum typing speed 60 wpm with 90% accuracy.</li> <li>▪ Must be skilled in MS Office, Corel Draw, Adobe Photo Shop, Inpage / Urdu typing.</li> <li>▪ Good interpersonal and communication skills.</li> <li>▪ Experienced in book keeping / record keeping.</li> </ul>
Senior Surveyor (Male)	03	Merit	BPS-14 4920-380-16320	30-years maximum	FA/FSc or equivalent <i>preferable</i> Diploma of Associate Engineer (Civil) <b>professional qualification</b> one year Survey diploma from government institute	<ul style="list-style-type: none"> <li>▪ Minimum of 2-year work experience at District / City District Government level on similar position.</li> <li>▪ Well experienced on arranging site visits with respect to technical and general field survey to collect new information and verification of existing information for different sectors.</li> <li>▪ Knowledge and understanding of using survey equipments i.e. GPS, Dumpy level, total station.</li> <li>▪ Knowledge and understanding of using digital flow meter for water measurement.</li> <li>▪ Must familiar with the local areas across the district concerned departments and local communities.</li> <li>▪ Knowledge on several public awareness campaigns including GIS awareness.</li> <li>▪ Able to work independently.</li> <li>▪ Able to manage all the survey instruments its operation, taking care and maintenance.</li> <li>▪ Must have strong experience and problem solving skills during field work.</li> <li>▪ Developed technical reports and ensure accuracy of field information.</li> <li>▪ Able to train the survey team and advice on technical issues.</li> <li>▪ Familiar with GIS maps, scaled drawings, technical symbols.</li> <li>▪ Strong enough to work in harsh climate and irregular hours</li> </ul>

						<ul style="list-style-type: none"> <li>as well as for extensive field visits.</li> <li>▪ Be experienced in leading, managing and developing staff.</li> <li>▪ Good interpersonal and communication skills.</li> <li>▪ Preferably resident of District Faisalabad.</li> </ul>
Data Entry Operator (Male/Female)	04	Merit	BPS-12 4355-310-13655	30-years maximum	FA/FSc or equivalent <b>professional qualification</b> one year Computer operator diploma from government institute	<ul style="list-style-type: none"> <li>▪ Minimum of 3-years work experience at District / City District Government level on similar position.</li> <li>▪ Minimum typing speed 60 wpm with 90% accuracy.</li> <li>▪ Must be skilled in MS Office, Corel Draw, Adobe Photo Shop, Inpage / Urdu typing.</li> <li>▪ Preferably resident of District Faisalabad.</li> </ul>
Assistant Accountant (Male/Female)	01	Merit	BPS-7 3530-190-9230	30-years maximum	B.A/B.Sc or equivalent <i>preferable</i> B.Com	<ul style="list-style-type: none"> <li>▪ Minimum of 2-years work experience at District / City District Government level on similar position.</li> <li>▪ Well experienced on maintaining account records both in hard and soft format.</li> <li>▪ Good interpersonal and communication skills.</li> <li>▪ Preferably resident of District Faisalabad.</li> </ul>
Junior Surveyor (Male)	03	Merit	BPS-14 4920-380-16320	30-years maximum	Matric or equivalent <i>preferable</i> FA/FSC or equivalent <b>professional qualification</b> one year Survey diploma from Government institute	<ul style="list-style-type: none"> <li>▪ Minimum of 2-year work experience at District / City District Government level on similar position.</li> <li>▪ Well experienced on conducting technical and general field survey to collect new information and verification of existing information for different sectors including leveling and record measurements.</li> <li>▪ Must familiar with the local areas across the district concerned departments and local communities.</li> <li>▪ Knowledge and understanding of using survey equipments i.e. GPS, Dumpy level, total station.</li> <li>▪ Knowledge and understanding of using digital flow meter for water measurement.</li> <li>▪ Knowledge on several public awareness campaigns including GIS awareness.</li> <li>▪ Able to work independently.</li> <li>▪ Able to manage all the survey instruments its operation, taking care and maintenance.</li> <li>▪ Must have strong experience and problem solving skills during field work.</li> <li>▪ Familiar with GIS maps, scaled drawings, technical symbols.</li> <li>▪ Strong enough to work in harsh climate and irregular hours as well as for extensive field visits.</li> <li>▪ Good interpersonal and communication skills.</li> <li>▪ Preferably resident of District Faisalabad.</li> </ul>
Record Keeper (Male/Female)	01	Merit	BPS-7 3530-190-9230	30-years maximum	FA/FSc or equivalent	<ul style="list-style-type: none"> <li>▪ Minimum of 2-years work experience at District / City District Government level on similar position.</li> <li>▪ Well experienced on maintaining records of different kinds.</li> <li>▪ Good interpersonal and communication skills.</li> <li>▪ Preferably resident of District Faisalabad.</li> </ul>
Driver (Male)	04	Merit	BPS-5 3340-160-8140	30-years maximum	Middle <i>preferable</i>	<ul style="list-style-type: none"> <li>▪ Minimum of 5-years work experience in public sector / district / city district government level on similar position.</li> </ul>

					Matric	<ul style="list-style-type: none"> <li>▪ Able to read and write in Urdu, English will be added advantage.</li> <li>▪ Physically fit and able to work long and irregular hours as well as for extensive field visits.</li> <li>▪ Preferably resident of District Faisalabad.</li> </ul>
Naib Qasid (Male)	01	Merit	BPS-2 3035-100-6035	30-years maximum	Middle <i>preferable</i> Matric	<ul style="list-style-type: none"> <li>▪ Minimum of 5-years work experience in public sector / district / city district government level on similar position.</li> <li>▪ Able to read and write in Urdu, English will be added advantage.</li> <li>▪ Experienced of serving in quick service restaurants.</li> <li>▪ Physically fit and able to work long and irregular hours.</li> <li>▪ Understand / aware with basic hygiene practices.</li> <li>▪ Preferably resident of District Faisalabad.</li> </ul>
Chowkidar (Male)	01	Merit	BPS-2 3035-100-6035	30-years maximum	Middle <i>preferable</i> Matric	<ul style="list-style-type: none"> <li>▪ Trained security guard, ex-Army will be preferred.</li> <li>▪ Comfortable with firearms.</li> <li>▪ Able to read and write in Urdu, English will be added advantage.</li> <li>▪ Able to work long and irregular hours.</li> <li>▪ Preferably resident of District Faisalabad.</li> </ul>
Sanitary Worker (Male/Female)	01	Merit	BPS-2 3035-100-6035	30-years maximum	Middle <i>preferable</i> Matric	<ul style="list-style-type: none"> <li>▪ Minimum of 5-years work experience in public sector / district / city district government level on similar position.</li> <li>▪ Experienced of serving in quick service restaurants.</li> <li>▪ Able to read and write in Urdu, English will be added advantage.</li> <li>▪ Physically fit and able to work long and irregular hours.</li> <li>▪ Understand / aware with basic hygiene practices.</li> <li>▪ Preferably resident of District Faisalabad.</li> </ul>

- Applications on prescribed Performa along with CV, testimonials and a copy of computerized NIC and latest photograph should reach the undersigned within 15-days from the date of appearing advertisement in the daily Newspaper.
- Candidates in Government Service should apply through proper channel.
- Age relaxation in case of Government employees would be allowed as per rules.
- Name of post applied for should be clearly indicated on the envelope.
- Incomplete applications will not be entertained.
- No TA / DA will be allowed for test / interview.

**(SAEED IQBAL WAHLAH)**  
**DISTRICT COORDINATION OFFICER**  
**FAISALABAD.**

# APPLICATION FORM

Post Applied for: \_\_\_\_\_

Name	_____	<b>Attach Photograph</b>
Father's/ Husband Name	_____	
CNIC Number	_____	
Date of Birth	_____	
Place of Birth	_____	
Age on closing date of App.	Years _____ Months _____ Days _____	
Marital Status	Single <input type="checkbox"/> Married <input type="checkbox"/>	
Marital Status	_____	
Postal Address	_____	
Contact Number	_____	

## EDUCATION RESORD

Qualification	Board/ University	Session		Specialization/ Major Subjects	CGPA/ Grade/ Div.
		From	To		

## PROFESSIONAL/ SPECIAL COURSES

Course	Institute	Session		Field of Study
		From	To	

## PROFESSIONAL/ SPECIAL COURSES

From	To	Position Held	Department/ Organization	Field

**PLEASE MENTION ANY OTHER INFORMATION IN SUPPORT OF YOUR CANDIDATURE:**


Date: _____	Signature: _____
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**NOTE: PLEASE ATTACH PHOTOGRAPH PF QUALIFICATION & EXPERIENCE CERTIFICATES.**