



CAREER OPPORTUNITIES IN DISTRICT BHAKKAR

The services of different professionals are required for the following positions on contract basis for the project "Establishment of Bhakkar Job Bureau".

Sr. No.	Name of Post	No. of Post(s)	Qualification & Experience
1	Manager Career Bureau/Facility Incharge (Equivalent to BS-18)	01	<ul style="list-style-type: none">Master degree or equivalent (minimum 16 years of education) in Business Administration (MBA) or related discipline with specialization in Human Resource Management from HEC recognized institute.At least Five years of relevant work experience in a reputed private or public sector organization.
2	Deputy Manager External Relations (Equivalent to BS-18)	01	<ul style="list-style-type: none">Master degree or equivalent (minimum 16 years of education) in Business Administration (MBA) preferably in Marketing from a HEC recognized institute.At least Three years of relevant work experience in a reputed private or public sector organization.
3	Placement Officer (Equivalent to BS-17)	04 Male 02 Female 02	<ul style="list-style-type: none">Master degree or equivalent (minimum 16 years of education) in Business Administration (MBA) or related discipline with specialization in Human Resource Management from a HEC recognized institute.At least Two years of relevant work experience in a reputed private or public sector organization.
4	Deputy Manager IT (Equivalent to BS-17)	01	<ul style="list-style-type: none">Master Degree or equivalent (minimum 16 years of education) in Computer Science / Information Technology.Two years of relevant work experience in a reputed private or public sector organization

1. The complete applications addressed to the undersigned with attested copies of CNIC / Domicile Certificate/Education Certificates/ degrees/ experience certificates should reach in the office of the undersigned latest by 12.01.2018.
2. Incomplete applications and those received after the last date shall not be entertained.
3. Government employees may apply through proper channel.
4. Only short-listed candidates shall be invited for interview, who shall bring their original documents at the time of interview.
5. The contract shall be initially for one year. The contract is likely to be extended with the approval of competent authority, subject to satisfactory performance for the proceeding years.
6. The department has right to Increase or decrease the number of positions without any notice.
7. Detailed information/job descriptions of the vacancies can be obtained/downloaded from the official websites of District Bhakkar www.bhakkar.gov.pk and office of Deputy Commissioner, Bhakkar during working hours.
8. Online applications may be sent to <https://www.jobs.punjab.gov.pk> by the given deadline


(Syed Bilal Haider)
Deputy Commissioner/
Project Director,
Bhakkar
Ph:0453-9200188, 9200288



JOB DESCRIPTION

1. JOB DETAILS:

Position Title:	Manager Career Bureau/ Facility Incharge	Reports to:	Deputy Commissioner, Bhakkar
Location/s:	Bhakkar City	Department & Function	Human Resource Development
Job Code		Tier Level / Grade	Equivalent to BS-18

2. JOB PURPOSE: The incumbent is responsible to plan & strategies to create employment opportunities for the BHAKKAR Human Capital. He / she leads the BHAKKAR JOB BUREAU team for effective and efficient services for guiding the Bhakkar Human Capital towards right career choices. It is to be done through establishing goals oriented linkages with organizations, institutions, and individuals of influence in order to seize best opportunities for Bhakkar human capital.

3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	All Staff
	Total:	12 (All in this domain)

4. KEY ACCOUNTABILITIES / RESPONSIBILITIES / RESULT AREAS

Description	Performance Standard / KPI
<p>BJB Leadership and Management</p> <ul style="list-style-type: none"> To lead, guide and train the BJB team in all the BJB goals, targets, SOP's and actions plans. To define, plan and review the BJB yearly, quarterly and monthly goals with respect to major functions and timelines. To ensure team competence continuous improvement through identifying training needs and skill gaps in coordination with the HR Wing of DC Secretariat. To ensure proper presentation & compliance of the BJB policies and procedures. To provide direction to Placement Officer/s, Career Counselling Officer/s, Data Entry Operators, and other BJB Staff for enhancing/supporting the BJB Jobs placements and career counselling effectiveness. To maintain a healthy working liaison with the other line and support departments of DC Office Bhakkar. To hold regular meetings of the BJB staff in order to ensure intra-office coordination and assignment/accountability of the tasks. To manage the facilities, utilities, equipment and all other resources and tools efficiently in the BJB office. 	



- To authorize and monitor expenditures of BJB office.
- To ensure that proper BJB records are being maintained.
- To ensure an update about the BJB ongoing progress to the higher-ups and other related departments as per the decided frequency and reporting plans.
- To ensure the provision of required resources and tools in order to sustain the team performance against the defined objectives.
- To authorize and monitor expenditures of BJB Office.
- To guide the day-to-day operations to the placement officers, career counselling officers, data entry operators, network administrator, receptionist and other staff.
- To build strategies to improve customer relationships with an emphasis and focus on providing best solutions.
- To build strategies to populate the recruiting pipeline capable of complimenting the diverse needs of BJB clients.
- To maintain/ensure a strict compliance to the BJB SOP for the visiting candidate's facilitation cycle that involves candidate's reception, interests' identification, profiling & data entry, briefings about career options, short briefing about BJB portal, placement options and future follow-ups & support.
- To achieve maximum employee productivity through innovative coaching and training techniques.
- To ensure that the communications (internal or external) by the team members of BJB should be effective and done on professional lines.

Team Performance Management

- To perform performance planning meetings with each of the team members on yearly, quarterly and monthly basis in order to define individual goals, performance standards and measuring strategy.
- To proactively manage changes in team or individual goals and action plans and make sure the changes in the documents wherever required.
- To strategies, guide and help the BJB team in executing plans focused towards finding and expanding on the employment opportunities for the Bhakkar Human Capital.
- To create a collaborative environment that fosters autonomy, transparency, innovation, learning, the promotion of continuous improvement of BJB Services.
- To strategize and implement talent forecasting & workforce planning, including identification of new skill sets required for growth initiatives that should cultivate the Bhakkar Human Capital.

Establishing and Maintaining Linkages (Career Counselling & Placements)

- To contact & meet the concerned officials of various organizations in order to brief them how BJB would be beneficial for them in terms of providing good human resource.



- To ensure proper execution of plans with respect to the BJB promotional and information events of various institutions and organizations.
- To collaborate with business leaders, stakeholders, and other persons/officials of influence in order to reach/enhance the employment opportunities for BHAKKAR Human Capital.
- To identify and negotiate with companies, external recruitment agencies, executive search firms, and foreign/local employment agencies for matching their human capital needs through BHAKKAR Human Capital supply.
- To establish and maintain talent market expertise including comprehensive view of industry trends and the talent preferences of major players.
- To ensure cultivation (development) of BHAKKAR Human Capital through the planning and implementation of Talent R&D Objectives.
- To negotiate and manage contracts with organizations in order to improve the placement of candidates.

5. Job Context:
 Manager Career Bureau/ Facility Incharge is the overall in-charge of Bhakkar Job Bureau under the leadership of Deputy Commissioner Bhakkar. The mandate of this position is to direct the BJB Strategy, Planning, Team Leadership and Management for the achievement of BJB Goals and Objectives.

6. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal:

- Ongoing with the staff members of all departments of DC Office.

External

- Companies, schools, colleges and different institutions.

7. FRAMEWORKS, BOUNDARIES, & DECISION MAKING AUTHORITY:

- Works on the general instructions of “Deputy Commissioner Bhakkar” while in close coordination with departmental heads in the DC Office.

Environments & working Conditions:
 The position is based at BJB Office as the incumbent most of the time remains in safe office environment. Occasional/Planned traveling to various organizations and institutions for meetings, presentations and/or any other official commitments.

8. QUALIFICATIONS, EXPERIENCE, & SKILLS:



Minimum Qualifications:

- Master degree or equivalent (minimum 16 years of education) in Business Administration (MBA) or related discipline with specialization in Human Resource Management from HEC recognized institute.
- **Age**
25 to 45 years

Minimum Experience:

- At least Five years of relevant work experience in a reputed private or public sector organization.

Job Specific Skills:

- Must have the team leadership and management capabilities.
- Must be good at handling pressures and easy going with while interacting with people.
- Should be up-to-date with the industry trends with respect to talent/human capital preferences.
- Strong concepts of business management shall be a plus.
- Natural ability to influence and develop others.
- Professional demeanor and excellent communication skills.
- Strong people management skills.
- Financially and commercially aware.

Generic Skills:

9. COMPETENCIES:

- (SHELL BE DIFINED AFTER DEVELOPING THE MISSION, VISION & VALUE STATEMENTS)

10. APPROVALS (Department In-charge):

In-Charge Signature & Date

Head HRD

Signature Date



1. JOB DETAILS:

Position Title:	Deputy Manager External Relations	Reports to:	Deputy Commissioner, Bhakkar
Location/s:	Bhakkar City	Department & Function	Human Resource Development
Job Code		Tier Level / Grade	Equivalent to BS-18

2. JOB PURPOSE: The incumbent is responsible for developing and maintaining relations with the existing partners / companies and work on building new relationships with the companies. He / she acts as the point of contact between BJB and the companies, institutions and employment agencies to ensure that all requirements outlined are fulfilled.

3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	
	Total:	

4. KEY ACCOUNTABILITIES / RESPONSIBILITIES / RESULT AREAS

Description	Performance Standard / KPI
<ul style="list-style-type: none"> To support the Head CS in building strategies to improve customer relationships with an emphasis and focus on providing best solutions. To contact & meet the concerned officials of various organizations in order to brief them how BJB would be beneficial for them in terms of providing good human resource. To ensure proper execution of plans with respect to the BJB promotional and information events of various institutions and organizations. To collaborate with business leaders, stakeholders, and other persons/officials of influence in order to reach/enhance the employment opportunities for BHAKKAR Human Capital. To identify and negotiate with companies, external recruitment agencies, executive search firms, and foreign/local employment agencies for matching their human capital needs through BHAKKAR Human Capital supply. To establish and maintain talent market expertise including comprehensive view of industry trends and the talent preferences of major players. To ensure cultivation (development) of BHAKKAR Human Capital through the planning and implementation of Talent R&D Objectives. To negotiate and manage contracts with organizations in order to improve the placement of candidates. 	



JOB DESCRIPTION

- To contact & meet the concerned officials of various organizations in order to brief them how BJB would be beneficial for them in terms of providing good human resource.
- To ensure proper execution of plans with respect to the BJB promotional and information events of various institutions and organizations.
- To collaborate with business leaders, stakeholders, and other persons/officials of influence in order to reach/enhance the employment opportunities for BHAKKAR Human Capital.
- To identify and negotiate with companies, external recruitment agencies, executive search firms, and foreign/local employment agencies for matching their human capital needs through BHAKKAR Human Capital supply.
- To establish and maintain talent market expertise including comprehensive view of industry trends and the talent preferences of major players.
- To ensure cultivation (development) of BHAKKAR Human Capital through the planning and implementation of Talent R&D Objectives.
- To negotiate and manage contracts with organizations in order to improve the placement of candidates.
- To develop monthly list of potential clients for the meetings and coordinate with the members, who will attend the meeting.
- To develop the monthly communication and meetings calendar for the BJB team.
- To establish and oversee the execution of the meeting and structure the process plan.
- To generate of agenda of meeting, minutes of meeting and communicating with the concerned departments.
- To follow the standard procedures of communication, to ensure that the service provided to the clients was up to their standards.
- To work with the BJB team to plan and execute public relations initiatives.
- To act as the point of contact for BJB outside matters.
- To prepare the presentations for the clients for introducing the purpose & functions of BJB and the type of services BJB is providing.
- To manage communications budget and oversee the creation of public relations strategies.
- To maintain a positive image of BJB.
- To provide guidance on messages to the candidates, enabling them to act against the available opportunities.
- To contribute in enhancing the company's presence on social media platforms.
- To managing the inventory of external communication materials, such as fliers, handouts and event collateral.

5. Job Context:

Deputy Manager External Relations will be responsible of building the relations and all



communications by the BJB under the supervision of Manager Career Services.

6. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal:

- Ongoing with the staff members of all departments of DC Office.

External

- Companies, schools, colleges and different institutions.

7. FRAMEWORKS, BOUNDARIES, & DECISION MAKING AUTHORITY:

- Works on the general instructions of “Manager Career Services” while in close coordination with departmental heads in the DC Office.

Environments & working Conditions:

The position is based at BJB Office as the incumbent most of the time remains in safe office environment. Occasional/Planned traveling to various organizations and institutions for meetings, presentations and/or any other official commitments.

8. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications:

- Master degree or equivalent (minimum 16 years of education) in Business Administration (MBA) preferably in Marketing from a HEC recognized institute.

Minimum Experience:

- At least Three years of relevant work experience in a reputed private or public sector organization.

Age

25 to 40 years

Job Specific Skills:

- Must have the team leadership and management capabilities.
- Should be up-to-date with the industry trends with respect to talent/human capital preferences.
- Strong concepts of business management shall be a plus.
- Natural ability to influence and develop others.
- Professional demeanor and excellent communication skills.
- Strong people management skills.
- Financially and commercially aware.



Generic Skills:

10. COMPETENCIES:

- (SHELL BE DIFINED AFTER DEVELOPING THE MISSION, VISION & VALUE STATEMENTS)

10. APPROVALS (Department In-charge):

In-Charge Signature & Date

Deputy Commissioner, BHAKKAR

Signature

Date



JOB DESCRIPTION

1. JOB DETAILS:

Position Title:	Placement Officer	Reports to:	Deputy Commissioner, Bhakkar
Location/s:	Bhakkar City	Department & Function	Human Resource Development
Job Code		Tier Level / Grade	Equivalent to BS-17

2. JOB PURPOSE: The incumbent is primarily responsible to serve & manage the demand-side of the Bhakkar Human Capital which are generally the companies, employment agencies and other organizations that require candidates for the various positions/vacancies that they have. He / she is responsible to build positive image of BJB towards them through proactive and effective performance. He / she is expected to search, source, screen and seize the employment opportunities (jobs) across the globe for Bhakkar Human Capital.

3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	
	Total:	

4. KEY ACCOUNTABILITIES / RESPONSIBILITIES / RESULT AREAS

Description	Performance Standard / KPI
<p>Distinctive Responsibilities (Placement Officer)</p> <ul style="list-style-type: none"> To contact & meet the concerned HR officials of various organizations in order to brief them how BJB would be beneficial for them in terms of providing good human resource. To prepare and send introductory letters and emails to the HR departments of the companies. To participate in various job fairs conducted by various educational institutions, event management companies and recruiting organizations all over Pakistan in order to represent BJB with the objective to further strengthen BJB's connectivity. Visiting the various officials of various companies in order to introduce them about BJB. To manage the promotional activities (demand side) of BJB that includes social media (Facebook, Twitter and LinkedIn), print media (newspaper), electronic media (advertisement / ticker on the cable TV), roads / street banners, distribution of pamphlets. To provide expertise in market insights, 	



talent landscape, and an understanding of the talent needs.

- To manage the inflow of the candidates in BJB office and manage the registration their credentials in the registration system (manual or computerized). (Placement Officer & Career Counselor)

Common Responsibilities (Career Counselling Officer & Placement Officer)

- To conduct self-evaluation on regular basis in the light of already performed tasks and define the areas of Knowledge, Skills & Abilities that need improvement. This is to be done in the close guidance of Manager Career Services.
- To ensure a proper maintenance of records related his / her areas of responsibilities.
- To prepare progress reports of his / her areas of work on weekly / monthly & quarterly basis.
- To ensure an efficient use of organizational resources and tools and also make sure a proactive arrangement so that the work should not get delayed due to non-provision of such resources & tools.
- To align the daily and weekly tasks with the BJB goals and objectives in order to avoid any diversions or deviations.
- To treat all stakeholder of BJB as internal or external customers and ensure a fruitful customer services wherever required.
- To synergize the efforts along-with other co-workers in order to give boost to the BJB goals.
- To participate in planning meetings in order to define BJB annual, quarterly and monthly goals.
- To develop individual monthly, quarterly and annual goals and performance standards/expectations and measuring strategy in the guidance of Manager CS.
- To utilize data to understand business needs and adjust plans as needed in order to improve work effectiveness.
- To manage the BJB social media pages on LinkedIn and Facebook for jobs postings and career counseling related materials through Data Entry Operator.
- To continuously enhance self-understanding about talent market, industry trends, and professions' dynamics with respect to demand & supply and



share this information with other team members in BJB.

5. Job Context:

The Placement Officer is the service provider to the BJB's demand side clients like companies, institutions and foreign/local employment agencies. The mandate of this position is to give his / her input in the development of BJB goals and strategies in order to keep focus on the demand side deliverables (client oriented).

6. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal:

- Ongoing with the team members of BJB and all departments of DC Office.

External

- Large & Small Companies, Executive Search & Recruiting Firms, Foreign/Local Employment Agencies.

7. FRAMEWORKS, BOUNDARIES, & DECISION MAKING AUTHORITY:

- Works on the general instructions of "Manager Career Services" while in close coordination with Career Counselling Officer.

Environments & working Conditions:

The position is based at BJB Office as the incumbent most of the time remains in safe office environment. Occasional/Planned traveling to various organizations and institutions within Bhakkar district for meetings, presentations, participation in events (Job Fairs) and/or any other official commitments.

8. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Education:

- Master degree or equivalent (minimum 16 years of education) in Business Administration (MBA) or related discipline with specialization in Human Resource Management from a HEC recognized institute.

Minimum Experience:

- At least Two years of relevant work experience in a reputed private or public sector organization.

Age

25 to 40 years

Job Specific Skills:

- Must be able to meet the deadlines as set by the employers.
- Must be good at creating a right match of candidates and jobs.



- Must have analytical and forecasting skills.
- Must be good in interpersonal and communication skills.
- Impressive time-management skills and ability to execute on multiple priorities
- You have a natural ability to influence and develop others
- Excellent mentoring and coaching skills.

Generic Skills:

11. COMPETENCIES:

- (SHALL BE DEFINED AFTER THE DEVELOPMENT OF BJB MISSION, VISION & VALUE STATEMENTS)

10. APPROVALS (Department In-charge):

In-Charge Signature & Date

Deputy Commissioner, Bhakkar

Signature

Date



1. JOB DETAILS:

Position Title:	Deputy Manager IT	Reports to:	Deputy Commissioner, Bhakkar
Location/s:	Bhakkar City	Department & Function	IT
Job Code		Tier Level / Grade	Equivalent to BS-17

2. JOB PURPOSE: The incumbent is primarily responsible to serve & manage all the IT needs of the Bhakkar Job Bureau. He / she will be responsible of building / installation of the Network Servers, all computer systems, Printers and other IT devices.

3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	
	Total:	

4. KEY ACCOUNTABILITIES / RESPONSIBILITIES / RESULT AREAS

Description	Performance Standard / KPI
<p>Designing and Optimization of System:</p> <ul style="list-style-type: none"> To design, install and optimize network hardware, data and telecom environments/equipment. To maintain and administer computer network and related infrastructure. To install, upgrade, configure, maintain, and support computer networks, servers, workstations, and communications equipment. To implement new domain users, user environments, software, printing access and security for applications being delivered. To perform network troubleshooting to isolate and diagnose network problems. To perform database server (MSSQL, Progress) monitoring and troubleshooting. To participate in planning, and the development of contingency operation plans in case of data breach. 	



JOB DESCRIPTION

- To plan, coordinate, and implement network security measures.
- To administer DNS and website administration/availability of BJB Job Portal.

Diagnosing and Maintaining:

- To perform routine checks for software upgrades, backups, hardware configuration and tests.
- To diagnose troubleshoot, and resolve hardware, software, and other network and system problems.
- To be responsible or set-up, repair, and cabling activities related to computer and network hardware and software.
- To replace internal boards or components, install drivers, customize system settings and attach peripheral equipment.
- To perform routine preventive maintenance, back-up, and recovery procedures.
- To install new and existing computer-based applications, hardware, and telecommunications systems.
- To maintain and monitor all network servers, equipment and software renewals in a timely manner
- To perform day to day administration duties on network, servers, systems and applications.
- To do administration of the hardware and software contracts and maintenance.
- To evaluate and recommend network/operational solutions for new projects.



Day to day Technical Support:

- To maintain specific systems related to Imaging, WSUS, Anti-Virus, etc.
- To ensure availability and functionality of scanners and printers on the network.
- To provide users with network technical support.
- To respond to the needs and questions of colleagues concerning the systems and applications.
- To respond to colleagues inquiries on the telephone, in person, and by E-mail.
- To document applicant’s problems, steps taken for the resolution of problem & changes to existing system which were made accordingly.
- To meet the demand of the IT Equipment and make sure that equipment is available as required.
- To maintain the relationship with the vendors/Tender and give orders on timely basis.

5. Job Context:

The IT Manager is responsible for the IT related requirements of the organization. He must be able to diagnose, optimize, maintain and provide technical support to the organization.

6. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal:

- Ongoing with the team members of BJB, and all departments of DC Office.

External

- Coordinates with the vendors and other technical support providers.

7. FRAMEWORKS, BOUNDARIES, & DECISION MAKING AUTHORITY:

- Works on the general instructions of “Manager Career Services” while in close coordination with other BJB team members.

Environments & working Conditions:

The position is based at BJB Office as the incumbent most of the time remains in safe office environment. Occasional/Planned traveling to various organizations and institutions for



meetings, presentations and/or any other official commitments.

8. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications:

- Master Degree or equivalent (minimum 16 years of education) in Computer Science / Information Technology.

Minimum Experience:

- Two years of relevant work experience in a reputed private or public sector organization.

Age

25 to 35 years

Job Specific Skills:

- Experience with Active Directory domains, Windows 2003-2012 R2 Server.
- Experience with VMWare.
- Experience of Internet Security, Establishment or designing of network.
- Familiarity with MSQl database administration.
- Familiarity with server virtualization technology.
- A+, CCNA or greater, VMWare certifications would be a plus.

Generic Skills:

- Excellent time management skills.
- Able to work under pressure.
- Ability to meet deadlines.

12. COMPETENCIES:

- (SHALL BE DEFINED AFTER THE DEVELOPMENT OF BJB MISSION, VISION & VALUE STATEMENTS)

10. APPROVALS (Department In-charge):

In-Charge Signature & Date

Deputy Commissioner, Bhakkar

Signature Date