



**SHAHEED BENAZIR BHUTTO UNIVERSITY**  
**Sheringal, Dir Upper, Khyber Pakhtunkhwa.**  
**Advertisement No. SBBU/Adv/24-216**  
**(Project Position)**

The Shaheed Benazir Bhutto University, Sheringal, Dir Upper, a Public Sector University, invites applications from experienced/professional, dynamic and career oriented Pakistani citizens, for the following position under the Higher Education Commission, Govt. of Pakistan's PSDP funded Project/PC-I titled " **Flood Protection Wall and Other Requirements of Shaheed Benazir Bhutto University, Sheringal, Dir Upper**" costing Rs. 540.930 million, purely on temporary/contract basis initially for one year extendable till completion of the project subject to satisfactory performance.

ssS	Name of the Post	Academic Qualification & Experience
01	<b>Project Coordinator, (PPS-9)</b>	First-Class B.Sc. Civil Engineering (Registered engineer with PEC) from HEC recognized University/DAI. Higher qualification shall be considered as plus point.  At least 12 years' verifiable professional experience in a Government Department or an Autonomous Organization/University etc in BPS-17 or its equivalent and above.  Age limit: up to 63 years

**TERMS & CONDITIONS:**

- i. Details of academic qualification, experience and responsibilities are available on SBBU, Sheringal website: [www.sbbu.edu.pk](http://www.sbbu.edu.pk)
- ii. Foreign-qualified candidates must attach with their documents equivalence certificates from Higher Education Commission.
- iii. All educational degrees/certificates/diplomas shall be from accredited and other relevant institutions/bodies, where applicable.
- iv. SBBU, Sheringal, Dir is an equal-opportunity employer.

**HOW TO APPLY:**

1. Applications on prescribed Application Form, available on the SBBU's website "www.sbbu.edu.pk" or can be obtained from the office of Registrar, Shaheed Benazir Bhutto University, Sheringal, Dir Upper.
2. Application processing fee of Rs. 1500 shall be deposited in SBBU Receipt A/C # 18787100000103, HBL Sheringal Branch, Dir Upper. The fee is also acceptable in the form of Bank draft of any HBL branch in favor of the **Treasurer**, Shaheed Benazir Bhutto University, Sheringal. Original receipt/bank draft shall be attached with the application form.
3. Application Forms, complete in all respects, along with all relevant attested documents/experience certificates, original deposit slip and two passport sized color photographs should reach the office of the under signed on or before **24.06.2024** positively and applications received after due date shall not be entertained.
4. In-service candidates of government/public sector organizations/institutions shall apply through proper channel and shall submit NOC from his/her present employer.
5. Only shortlisted candidates will be called for test/ interview and decision of the University shall be final in all cases.
6. Part time, honorary, apprentice, internee and freelance experience shall not be counted towards the minimum experience required.
7. The candidates shall be offered, initially, one-year contract with standard pay package for the project staff directly recruited for development projects funded from PSDP as per PC-I provisions.
8. The contract is extendable on satisfactory performance for another one year or till the completion of the project.
9. The University reserves the rights;
  - a. Not to fill any vacancy without assigning any reason thereof.
  - b. Shortlist the candidates based on academic qualification/professional experiences/trainings for test and interviews, where applicable.
10. No TA/DA shall be admissible during test/interview. Original documents will have to be produced at the time of interview. The candidates shall be called for test/interview through their email addresses only. However, Contact Nos. must be provided for quick correspondence.
11. Errors and omissions, if any, shall be subject to rectification by the University.

**REGISTRAR**  
**SHAHEED BB UNIVERSITY SHERINGAL,**  
**DIR-UPPER, KHYBER PAKHTUNKHWA.**  
Ph.No. 0944-885529, Fax. 0944-885805



S.No.	Name of the Post	Qualification and Experience
1	<b>Project Coordinator, (PPS-9) (Contract basis)</b>	<p><b>Academic Qualification:</b> First-Class B.Sc. Civil Engineering (registered engineer with PEC) from HEC recognized University/DAI. Higher qualification shall be considered as plus point.</p> <p><b>Professional Experience:</b> Minimum 12 years' verifiable professional experience in areas of public sector project management (planning and development, design, execution, project documentation, commodity and materials procurement, hiring and supervision of contractors and consultant firms, preparation of monthly, quarterly M&amp;E and progress reports and PC-IVs etc. in a University/DAI or in a Government Department or an Autonomous Organization/University in BPS-17 or its equivalent and above. Candidates having experience with Public Sector Universities/ DAI(s) will be preferred.</p> <p>Candidate(s) shall be well versed with the project management guidelines/manuals of Planning Commission, Govt. of Pakistan and P&amp;D Department, Govt. of Khyber Pakhtunkhwa and strong familiarity with the rules/guidelines of PRRA, KPPRA and PEC prescribed for the successful implementation of development projects.</p> <p>Candidates having experience with Public Sector Universities/DAI(s) will be preferred. Have received relevant trainings from Govt. recognized institutions e.g., PIDE, PEC, Pakistan Institute of Management, Pakistan Planning and Management Institute, Islamabad etc.</p> <p><b>Trainings:</b> Have received relevant trainings from Govt. recognized institutions e.g., PIDE, PEC, Pakistan Institute of Management, Pakistan Planning and Management Institute, Islamabad etc.</p> <p>Exceptional verbal, written, and presentation skills. Ability to work effectively both independently and as part of a team. Competency in Microsoft applications</p>

		<p>including Word, Excel, and Outlook. Knowledge of file management, transcription, and other administrative procedures. Ability to work on tight deadlines. Ability to lead project teams of various sizes and see them through to completion.</p> <p>Maximum Age limit; 63 years</p>
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**Project Coordinator(TORs/Responsibilities):**

As the Head and In-charge of the Project Management Unit, the Project Coordinator shall have following responsibilities:

- 1) Project management cycle (other phases like execution, monitoring and evaluation (PC-III), completion, successful handing taking over process of all project components to the University).
- 2) Preparation and submission of Project Profile and Annual Cash/Work Plans in Excel and PMES software, annual PSDP demands etc. to HEC, Projects Wings, Planning Commission in consultant with P&D Section of the University.
- 3) Contract administration (Contract with Consultant, Contractors and Suppliers etc.).
- 4) During planning and execution of the project, supervise and oversee the processing of complete project cycle of civil works components (technical sanction and variation orders, Bidding documents (NIT and Volume I to Volume - IV documentation and implementation etc.) as per applicable PPRA, PEC and FIDIC rules.
- 5) Planning and executing Contractors’ and suppliers’ contracts award process (technical and financial evaluation), commencement, execution and speed of works within time, schedule and cost, billing procedure, completion stage etc.
- 6) Caring out the complete procurement process (initiating, monitoring, follow up of Express line, Firegragde, Furniture & Fixtures) with Purchase Committee as per SOPs and rules of PPRA & PEC etc.
- 7) Responsibilities include preparing and submitting project plans, execution and deliverables, preparing project status reports, and establishing effective project communication plans as well as the proper execution of said plans in coordination with the executing agency and sponsoring ministry.
- 8) Organizing, attending, and participating in stakeholders’ meetings and documenting of minutes and following up on important actions and decisions from meetings.

- 9) Coordination and communication with internal stakeholders (P&D, Works, Finance, Audit, Registrar, VC Office etc. of the University) and external stakeholders (Higher Education Commission, Planning Commission, DG Audit, GIT, Governor Secretariat, PM Secretariat, National and Provincial Assemblies, Anti-Corruption agencies like FIA, Anti-corruption, NAB, etc.) where required to make sure that all stakeholders of the University are on track with project requirements, deadlines, and schedules.
  - 10) Meeting with project team members to identify and resolve project related issues.
  - 11) Submitting project deliverables (soft and hard form) and ensuring that they adhere to quality standards as per specifications and contract documents.
  - 12) Preparing and submission project progress status reports (Monthly, Quarterly, biannually and annually) in PC-III proforma and Planning Commission, PMES system/formats and by gathering, analyzing, and summarizing relevant information on timely manner.
  - 13) Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget.
  - 14) Assess project risks and issues and provide solutions where applicable.
  - 15) Any other task assigned by the Vice Chancellor, SBBU, Sheringal Dir Upper for successful execution of the project.
  - 16) Summing up the Project Coordinator will be held accountable for any lapses in the exercise of his/her administrative, functional, and financial powers. As a team leader, he/she will be obligated to account for all actions, steps and decisions taken during his/her tenure. He/she will be responsible for the supervision of project activities, including troubleshooting and best efforts to resolve day-to-day implementation problems independently within the administrative and financial powers delegated to him/her. If necessary, he/she may seek help from the federal ministry, division or provincial government concerned for resolving the issue or problem.
- a) Errors and omissions, if any, shall be subject to rectification by the University.

**REGISTRAR,**

Shaheed Benazir Bhutto University, Sheringal, Dir Upper.

Ph. No. 0944 - 885529, Fax. 0944 - 885805