



**GOVERNMENT OF THE PUNJAB  
ENVIRONMENT PROTECTION DEPARTMENT  
GADDAFI STADIUM, LAHORE**



## JOBS OPPERTUNITIES

EPD invites applications from eligible candidates of Punjab Province for appointment against the posts of ADP Scheme "Capacity Building of EPA Punjab for Enforcement of Environmental Standards in Punjab including Combined Effluent Treatment Plants (CETPs) and Industrial Estates (IEs) (J&C Program)". The details of posts and relevant information are as under:

Sr. No.	Post & Remuneration	Minimum Education/ Experience / Age	Job Description in brief
1.	<p><b>Project Director (1 Post)</b></p> <p>Remuneration of Rs. 350,000/- per month all inclusive for person selected from market</p> <p>In case of Government servant last drawn pay, allowances and other benefits plus project allowance as applicable in light of government notification / policy</p>	<ul style="list-style-type: none"> <li>• Master's Degree in Public Policy/ Project Management/ Environmental Engineering/ Social Science or any other relevant field.</li> <li>• Should have a minimum experience of 7 years of public finance, planning, environmental management, development in a senior position.</li> <li>• Should be well conversant with management of development projects.</li> <li>• Government officers with above qualifications and experience shall also be eligible to apply. In case of selection of a government officer, his appointment will be made by transfer.</li> <li>• Only persons domiciled in province of the Punjab are eligible to apply.</li> <li>• Should have clear service record.</li> <li>• NOC is required from the present employer.</li> </ul> <p style="text-align: right;"><b>AGE: 35-58</b></p>	<ul style="list-style-type: none"> <li>• Overall incharge and team leader for the project. Responsible for successful completion of listed components within time schedule and approved budget.</li> <li>• Provide technical advice to the Environment Protection Department in various aspects of the project including those related to recommendations made by the consultants and their adaptation in local circumstances, policy regime, planning, design and procurement in relation to the project components.</li> <li>• Ensure control and maintain overall financial discipline in the disbursements and reimbursement of funds for the project.</li> <li>• Ensure compliance and implementation of all relevant rules and regulations.</li> <li>• Render advice to consulting firms and other implementing entities on prevailing policy requirements, applicable laws and other related aspects.</li> <li>• Monitor and report progress as required and keep Environment Department fully informed of critical and sensitive areas requiring immediate attention and assistance.</li> <li>• Keep active inter-action with consultants, relevant departments, and other stake holders.</li> <li>• Ensure good employee relation through coaching and counseling with them and thereby maintaining a congenial and conducive working environment on projects.</li> </ul>

Sr. No.	Post & Remuneration	Minimum Education/ Experience / Age	Job Description in brief
2.	<b>Administration and Finance Officer (1 Post)</b>  Salary Rs: 110,000/- per month all inclusive for person selected In case of Government servant last drawn pay, allowances and other benefits plus project allowance as applicable in light of government notification / policy	<ul style="list-style-type: none"> <li>• <b>B.A./B.Sc./B.Com</b> having minimum 2years experience of handling office matters pertaining to general administration and finance preferably in the government sector.</li> <li>• A Government officer also in service with at least 5 years' experience of working as Drawing &amp; Disbursing Officer in BS-17 shall also be eligible to apply.</li> <li>• Persons domiciled in province of the Punjab are eligible to apply.</li> <li>• Should have clear service record.</li> <li>• NOC is required from the present employer.</li> </ul> <b>AGE: 30-45</b>	<ul style="list-style-type: none"> <li>• Responsible for General Office Maintenance</li> <li>• Responsible for ensuring enabling environment for smooth operation of SP&amp;IU</li> <li>• Handling financial matters related to daily work of SP&amp;IU</li> <li>• Work as Drawing and Disbursing Officer</li> <li>• Maintenance and reconciliation of accounts</li> </ul>
3.	<b>Cashier/Caretaker (1 Post)</b> Rs. 60,000.00 per month all inclusive for person selected In case of Government servant last drawn pay, allowances and other benefits plus project allowance as applicable in light of government notification / policy	<ul style="list-style-type: none"> <li>• <b>B.A.</b> having 10 years' experience as cashier/caretaker in similar capacity</li> </ul> <b>AGE: 40-55</b>	To meet the office requirement on daily basis and processing of bills from AG Office
4.	<b>Analyst (2 Posts)</b>  120,000 p.m. with 7.5% annual increment subject to approval. In case of Government servant last drawn pay, allowances and other benefits plus project allowance as applicable in light of government notification / policy	<b>M. Phil Chemistry</b> with 5 years' experience of laboratory work at a Senior/Mid Level in a large laboratory dealing in analysis of samples preferably similar to those of environmental samples Or <b>MSc Chemistry</b> with 7 years experience of laboratory work at a Senior/Mid Level in a large laboratory dealing in analysis of samples preferably similar to those of environmental samples The candidate must have work experience in the field relevant to the job, i.e., metals, aggregate organics, organics, ambient air, stack emissions, sampling.  <b>AGE: 35-55</b>	<ul style="list-style-type: none"> <li>• Preparation of analytical/laboratory work plans and getting approval thereof.</li> <li>• Ensuring the availability of equipment and needed consumables as needed for the work at hand.</li> <li>• Maintaining chain of custody of environmental samples from sampling till sample storage after analysis.</li> <li>• Performing hands on laboratory/field measurements as per official/approved procedures and plans.</li> <li>• Preparation of documents related to test/measurement as needed for specific sample.</li> <li>• Preparation of laboratory / field measurement reports and self-review.</li> <li>• Signing of environmental laboratory reports and submission for the signing of Chief Analyst with complete background information and laboratory results.</li> <li>• Ensuring that the assigned measurement equipment in a well maintained, calibrated, and ready state at all times.</li> </ul>

Sr. No.	Post & Remuneration	Minimum Education/ Experience / Age	Job Description in brief
			<ul style="list-style-type: none"> <li>Ensuring basic laboratory operations like chemical solution preparation and apparatus assembly/dis-assembly is performed as per requirement of test/analysis.</li> <li>Ensuring observance of all directions, QA/QC activities at all times during the performance of his work.</li> <li>Keeping the measurement records in safe custody in easily retrievable form.</li> </ul>
5.	<b>Deputy Analyst (9 Posts)</b> Rs.80,000 p.m. with 7.5% annual increment subject to approval. In case of Government servant last drawn pay, allowances and other benefits plus project allowance as applicable in light of government notification / policy	<b>BSc Chemistry</b> with 5 years' laboratory work experience. The candidate must have work experience in the field relevant to the job, i.e., metals, aggregate organics, organics, ambient air, stack emissions, sampling. <b>AGE: 25-40</b>	<ul style="list-style-type: none"> <li>Assist the Analyst in the performance of his duties during field/laboratory work.</li> <li>Performance of basic laboratory operations like solution preparation, standardization and routine calibrations and calibration checks.</li> <li>Ensure maintenance of laboratory premises in appropriate state of cleanliness and order for smooth functioning.</li> <li>Assembly, handling, and disassembly of analytical equipment and setups as and when needed in laboratory/field.</li> </ul>
6.	<b>Assistant Analyst (6 Posts)</b> Rs.65, 000 p.m. with 7.5% annual increment subject to approval. In case of Government servant last drawn pay, allowances and other benefits plus project allowance as applicable in light of government notification / policy	<b>B.Sc Chemistry</b> with 3 years laboratory work experience The candidate must have work experience in the field relevant to the job, i.e., metals, aggregate organics, organics, ambient air, stack emissions, sampling. <b>AGE: 25-40</b>	<ul style="list-style-type: none"> <li>Operation of specialized laboratory equipment as per approved procedures to test environmental samples.</li> <li>Keeping all the equipment analysis records and performing regular backup of analytical data.</li> <li>Assist the Analyst and Deputy Analyst in the performance of their duties during field/laboratory work.</li> <li>Ensure maintenance of laboratory premises in appropriate state of cleanliness and order for smooth functioning.</li> </ul>
7.	<b>Laboratory Technician (4 Posts)</b> Rs.27,500 p.m. with 7.5% annual increment subject to approval. In case of Government servant last drawn pay, allowances and other benefits plus project allowance as applicable in light of government notification / policy	<b>F.Sc.</b> with Chemistry as a subject and 1 year laboratory work experience <b>AGE: 20-35</b>	<ul style="list-style-type: none"> <li>Maintaining Laboratory premises and equipment in appropriate state of cleanliness and order.</li> <li>Cleaning of glassware and equipment.</li> <li>Assist Deputy/Assistant Analysts in maintaining laboratory/field equipment in ready state at all times.</li> <li>Assist Analysts and Deputy/Assistant Analysts in the performance of their duties when extra hands are required.</li> <li>Perform everyday support tasks related to laboratory/field work, as directed by superior officers.</li> <li>Drive Laboratory vehicle will be preferred</li> </ul>

## **GENERAL INSTRUCTIONS**

1. Applicants are advised to read detailed job descriptions given on EPD website ([www.epd.punjab.gov.pk](http://www.epd.punjab.gov.pk)).
2. All the advertised positions are meant for a project on purely temporary basis with a contractual tenure upto 30.06.2019 or till the completion of the Project (if extended).
3. Test/Interview date will be communicated through registered mail to shortlisted candidates.
4. Properly signed application along with detailed CV, attested copies of all relevant documents / testimonials, experience certificate, CNIC & 2 latest passport size photographs must reach in the office of undersigned within 15 days of advertisement during office hours.
5. Separate form and envelopes should be used for each Post in case a candidate intends to apply for two (02) or more posts.
6. The responsibility of correctness of the data / documents provided to EPD will rest on the candidates.
7. If any Instruction available on the Website or Advertisement is found contradictory to the relevant Law, Rules and Regulations and Policy Decisions, the relevant Law, Rules and Regulations and Policy Decisions will prevail over the Instructions.
8. Persons already in Government Service should send their applications through proper channel and attach NOC from the concerned Department / employer.
9. Applications received after due date and incomplete applications will not be entertained and would be considered as rejected.
10. No TA/DA will be admissible for attending interview etc.

**PROCUREMENT SPECIALIST (SP&IU)**  
**Environment Protection Department Punjab**  
**Room No. 212, Gate No. 10. National Hockey Stadium,**  
**Qaddafi Stadium Complex, Lahore**  
**Ph. 042-99231496**