



**Sindh Technical Education &  
Vocational Training Authority (STEVTA)**  
9<sup>th</sup> Floor, Shaheen Complex, M. R. Kiyani Road, Karachi.  
Phone No. 99213331-6 Fax No. 99213337  
Website: <http://www.stevta.gos.pk>



### **SITUATIONS VACANT**

| <b>Position</b>  | <b>Remunerations</b>  | <b>KPIs</b>                      |
|--|---|----------------------------------|
| <b>Project Coordinators (01 each):</b><br>i. Sindh Skill Development Project<br>ii. NAVTEC Funded Projects<br>iii. Vocational Training for Mustehaqeen Project | Max. Rs.90,000/- for Private Sector candidates and last drawn Salary + Project Allowance for Govt. Employee | As specified in project document |

#### **Scope of Work**

Reporting to Managing Director, STEVTA, the Project Coordinator will have overall responsibility for planning, coordination, execution, financial and human resource management for the project. The specific roles and responsibilities will include:

- **Coordination:** provide leadership for project implementation through:
  - (a) Meetings with Funding Agency and Implementation Team to ensure program implementation as per approved program document.
  - (b) Provide 360° assistance to Program Implementation Team to conform to requirements of technical / funding agencies.
  - (c) Arrange visits of funding agency officials to implementing institutions / offices.
  - (d) Submit monthly, quarterly, half yearly and yearly progress reports as per agreed parameters.
- **Monitoring and Evaluation:**
  - (a) Assess progress of activities and key performance indicators with a view to facilitate team members to achieve time based assigned project goals / targets.
  - (b) Ensure effective monitoring mechanism through MIS support for each component of the project.
  - (c) Collect data for each component to compile progress reports on project activities for developing credible and reliable evaluation mechanism.
- **Finance, Accounts and Audit:**
  - (a) Ensure liaison with Finance Manager for effective and transparent financial management system based on parameters agreed with funding agency.
  - (b) Prepare fund requirements in consultation with Finance Manager and manage timely disbursement of allocated funds.
  - (c) Ensure provision of counterpart funding for the project.
  - (d) Ensure operation and maintenance of project accounts as per funding agency requirements.
  - (e) Organize periodic audits as per the Government / funding agency requirements.
- **Procurement:**

Ensure liaison with Procurement Specialist for procurement of goods, works & services and consulting services in accordance with applicable procurement guidelines.

#### **Qualifications and Experience**

- Masters in Business / Public Administration or any other relevant qualification
- Fluent in English, Urdu and Sindhi
- 05 year experience in assignments of similar nature
- 02 year experience in World Bank, Asian Development Bank or externally funded projects
- MS Word and Excel skills
- Background knowledge of Engineering, Technical and Vocational Training and/or Human Resource Development programs.

| Position  | Remunerations  | KPIs                             |
|---|--|----------------------------------|
| <b>Deputy Project Coordinator (01)</b><br>(Sindh Skill Development Project) | Max. Rs.65,000/- for Private Sector candidates and last drawn Salary + Project Allowance for Govt. Employees | As specified in project document |

### Scope of Work

Assist Project Coordinator in performance of his scope of work specified above.

### Qualifications and Experience

- Masters in Business / Public Administration or any other relevant qualification
- Fluent in English, Urdu and Sindhi
- 03 year experience in assignments of similar nature
- 02 year experience in World Bank, Asian Development Bank or externally funded projects
- MS Word and Excel skills
- Background knowledge of Engineering, Technical and Vocational Training and/or Human Resource Development programs.

| Position  | Remunerations                    | Scope of Work   | Qualification & Experience   |
|---|----------------------------------|---|--|
| <b>Internal Auditor (01)</b><br>STEVTA Headquarter<br>Karachi | Rs.35 - 45,000/-<br>(negotiable) | <ul style="list-style-type: none"> <li>➤ Overall responsibility of internal audit and review of audit reports</li> <li>➤ Auditing / certifying the expenditures and receipts</li> <li>➤ Routine / periodic vouching of transactions</li> <li>➤ Follow up of all previous reports ensuring implementation of audit recommendations</li> <li>➤ Ensure inventory control through periodical physical verification &amp; reconciliation</li> <li>➤ Review &amp; recommend improvements in Authority's functional procedures</li> <li>➤ Preparation of audit reports / periodic reports / return for management</li> </ul> | MBA / M.Com / ACMA<br>(05 years Experience)<br>OR<br>BBA / B. Com<br>(07 years experience) in<br>any reputed public /<br>Private organization.                                       |
| <b>Office Secretary (01)</b><br>STEVTA Headquarter<br>Karachi | Rs.20 - 30,000/-<br>(negotiable) | <ul style="list-style-type: none"> <li>➤ Excellent word processing skills with command on short &amp; hot keys</li> <li>➤ Maintenance of files, retrieve files as required</li> <li>➤ Skill &amp; experience of several software applications including word processing, spreadsheet, designing and web</li> <li>➤ can work independently against target oriented assignments in challenging environment</li> <li>➤ Typing speed 85 wpm with 95% accuracy</li> <li>➤ proficient in spelling, punctuation, grammar and other English language skills</li> </ul>  | B.A. / B.Sc. / B.Com with<br>certificate in computer<br>software applications.<br>07 years experience in<br>private / Govt.<br>organizations in official<br>work and related fields. |

Interested candidates possessing domicile of Sindh may submit their resume **Online** latest by **30<sup>th</sup> July, 2010**