

CAREER OPPORTUNITIES

DG Khan Waste Management Company (DGKWMC) is a public company limited by guarantee and incorporated u/s 42 of Companies Act 2017, with visions to modernize the system of Solid Waste Management in the city of DG Khan. DGKWMC seeks the services of highly qualified, experienced, motivated and promising professionals on competitive salaries for the following positions:

Sr. No.	Designation	Eligibility Criteria
1	Manager Operation (01)	<p>Minimum sixteen (16) years of qualification in the field of B. S / Master of Science in Civil Engineering / Engineering Management / Urban Planning / Transport of Traffic Planning / Environmental Sciences / Business Administration / Project Management or any relevant discipline, recognized by HEC.</p> <p>Minimum 5-7 years of experience from renowned public/private organization in a similar role and ability to plan, organize, prioritize, and delegate work; exercise tact, diplomacy, and objectivity in representing the division; manage the performance of a large, diverse staff in the field.</p> <p>Age Limit: 40 Years (Maximum)</p>
2	Manager Workshop & Fleet Management (01)	<p>Minimum 16 (sixteen) years of education in the field of B.Sc./ Master of Science in Mechanical Engineering or Industrial Manufacturing / Automobile Engineering or any relevant discipline, recognized by HEC Institution.</p> <p>Minimum 5-7 years of experience from renowned public/private organization in managing large fleets of heavy vehicle / equipment along with related repair & maintenance experience. The candidate shall be well versant with the automotive standards, material specifications vehicle's specifications, and have in depth knowledge of spare parts and alternative fabrications. Candidate with experience of repair & maintenance of vehicle HTV, managing the automobile related mechanical workshop.</p> <p>Age Limit: 40 Years (Maximum)</p>
3	Manager Land Fill site & Transfer Station (01)	<p>Minimum 16 (sixteen) years of education in the field of B.S / Master in Environmental Sciences / Civil Engineering/ Environmental Engineering / Agricultural sciences or any relevant discipline, recognized by HEC Institution.</p> <p>Minimum 5-7 years of experience from renowned public/private organization in a similar role and ability to plan, organize, prioritize, and delegate work.</p> <p>Age Limit: 40 Years (Maximum)</p>
4	Assistant Manager Procurement & Contract (01)	<p>Minimum sixteen (16) years of qualification in the field of Engineering/ Business Administration or Masters in Contract / Supply Chain Management/ Financial management or any relevant discipline, recognized by HEC University.</p> <p>Minimum 3-5 years of experience from renowned public/private organization of diversified experience in a similar role and having expertise is coordinating procurement activities, contracts administration including solicitation preparation and contract negotiations. Ideal Candidate should have understanding of the PPRA rules, Companies Ordinance 1984, PEC, by laws and contractual practices and contract Act 1872. The Candidate must have ability to draft, negotiate and manage procurement processes.</p> <p>Age Limit: 35 Years (Maximum)</p>
5	Assistant Manager HR (01)	<p>Minimum sixteen (16) years of qualification in the field of Business Administration/Human Resource Management / Public Administration / Masters in Human Resource Management or any relevant discipline, recognized by HEC Institution.</p> <p>Minimum 3-5 years of diversified experience in Human Resource Management in a well-established and renowned public/private organization.</p> <p>Age Limit: 35 Years (Maximum)</p>

6	Assistant Manager Admin (01)	<p>Minimum sixteen (16) years of qualification in the field of Business Administration/ Public Administration / MBA / MBA Executive/ MSc in Business Administration/ MSc in Business Economics or any relevant discipline, recognized by HEC Institution.</p> <p>Minimum 3-5 years of diversified experience in Administration Management in a well-established and renowned public/private organization.</p> <p>Age Limit: 35 Years (Maximum)</p>
7	Assistant Manager Audit (01)	<p>Minimum sixteen (16) years of qualification in the field of Business Administration/ACCA/ Finance Management / Master in Finance Management or any relevant discipline, recognized by HEC Institution.</p> <p>Minimum 3-5 years of diversified experience in Audit in a well-established and renowned public/private organization.</p> <p>Age Limit: 35 Years (Maximum)</p>
8	Assistant Manager Finance (01)	<p>Minimum sixteen (16) years of qualification in the field of Business Administration/ACCA/ Finance Management / Master in Finance Management or any relevant discipline, recognized by HEC Institution.</p> <p>Minimum 3-5 years of diversified experience in Finance Management in a well-established and renowned public/private organization.</p> <p>Age Limit: 35 Years (Maximum)</p>
9	Assistant Manager Account (01)	<p>Minimum sixteen (16) years of qualification in the field of Business Administration/ACCA/ Finance Management / Accounts Management / Master in Accounting & Finance Management or any relevant discipline, recognized by HEC Institution.</p> <p>Minimum 3-5 years of diversified experience in Accounts Management in a well-established and renowned public/private organization.</p> <p>Age Limit: 35 Years (Maximum)</p>
10	Assistant Manager Operation (01)	<p>Minimum 16 (sixteen) years of education in the field of B. S / Master in Management / Engineering / Environment Sciences or any relevant discipline recognized by HEC.</p> <p>Minimum 3-5 years of professional experience in operation / management of any reputable public / private sector organization.</p> <p>Age Limit: 35 Years (Maximum)</p>
11	Management Executive – Workshop (01)	<p>Minimum Graduation / Master in Mechanical Engineering or Industrial Manufacturing / Automobile Engineering or any relevant discipline, recognized by HEC Institution.</p> <p>Minimum 1- 2 years of relevant experience from renowned public/private organization.</p> <p>Age Limit: 30 Years (Maximum)</p>
12	Management Executive – Procurement & Contract (01)	<p>Minimum Graduation / Master in the field of Engineering/ Business Administration / Contract / Supply Chain Management / Financial Management or any relevant discipline, recognized by HEC University.</p> <p>Minimum 1- 2 years of relevant experience from renowned public/private organization.</p> <p>Age Limit: 30 Years (Maximum)</p>
13	Management Executive – HR (01)	<p>Minimum Graduation / Master in the field of Business Administration/Human Resource Management / Public Administration or any relevant discipline, recognized by HEC Institution.</p> <p>Minimum 1- 2 years of relevant experience from renowned public/private organization.</p> <p>Age Limit: 30 Years (Maximum)</p>

14	Management Executive – Admin (01)	Minimum Graduation / Master in the field of Business Administration/ Public Administration / MBA / MBA Executive/Business Economics or any relevant discipline, recognized by HEC Institution. Minimum 1- 2 years of relevant experience from renowned public/private organization. Age Limit: 30 Years (Maximum)
15	Management Executive – Finance (01)	Minimum Graduation / Master in the field of Business Administration/ACCA/ Finance or any relevant discipline, recognized by HEC Institution. Minimum 1- 2 years of relevant experience from renowned public/private organization. Age Limit: 30 Years (Maximum)
16	Management Executive – Account (01)	Minimum Graduation / Master in the field of Business Administration/ACCA/ Finance / Accounts / Accounting & Finance or any relevant discipline, recognized by HEC Institution. Minimum 1- 2 years of relevant experience from renowned public/private organization. Age Limit: 30 Years (Maximum)
17	Management Executive – Company Secretary (01)	Minimum Graduation / Master in the field of Business Administration/ being law graduate / MBA or any relevant discipline, recognized by HEC Institution. Minimum 1- 2 years of relevant experience from renowned public/private organization. Age Limit: 30 Years (Maximum)
18	Data Entry / Computer Operator (03)	i. Graduate Qualification form a recognized by HEC university. ii. Must be computer literate with typing speed of 50 W.P.M in English & typing speed of 40 W.P.M in Urdu. iii. Computer Literate in M.S office Age Limit: 30 Years (Maximum)

Note:

1. Employees already working in Government/Semi Government Department/Autonomous bodies have to apply through proper channel.
2. Candidates applying on prescribed application form for the posts available on PTS website will only be considered for short listing.
3. Applications forms are available at Pakistan Testing Service Website. Candidates may register themselves, their information on website www.pts.org.pk and send their applications through online link available in project details.
4. In case of applying for more than one post, separate fee must proceed.
5. Applications through email and by hand will not be acceptable.
6. Deposited fee is non-refundable / non-transferable.
7. Only shortlisted candidate will be called for test/interviews. No TA/DA will be admissible.
8. DGKWMC is an equal opportunity employer and reserves the right to increase/decrease, accept or reject any or all applications/positions without assigning any reason.
9. Last date for submission of applications is **18.07.2021**.
10. For any information / query regarding application, test, roll no. slip or result, candidates may contact to PTS (051-111-111-787)


Chief Executive Officer

**Dera Ghazi Khan Waste Management Company,
The Chief Executive Officer D.G Khan. (District D.G Khan)
Dera Ghazi Khan
Phone: # 064-2402120**