



JOB OPPORTUNITY AS ADVISOR

WAPDA requires the services of a qualified and experienced professional as Advisor to Authority on Procurement and Clearance - Chief Resident Representative, Karachi as per following details:

| Sr. No. | Position | No. of Post | Eligibility Criteria |
|---------|--|-------------|---|
| 01. | Advisor (Procurement & Clearance) CRR, Karachi | 01 | <p>Qualification: Master Degree or equivalent from HEC recognized University / Institute.</p> <p>Experience: Minimum 25 years' experience having expertise in the following areas:</p> <ul style="list-style-type: none"> • Imports and custom clearance procedures. • Automation, restructuring and modernization of organizations. • Audit and internal controls. <p>Preference will be given to Retired Govt. Officer (BPS-20) well versed with functions of Govt. Organizations relating to Procurement and Clearance.</p> |

Tenure: -

• The appointment will be on contract basis for a period of 01 year extendable as per requirement and satisfactory performance of the individual.

Pay Package: -

• Competitive market based lump sum pay package commensurate with experience and qualification of the individual.

Mandate / Charter of Duties:

• To propose comprehensive business plan to increase imports / clearing business of the o/o CRRK so as to achieve break even and financial viability including but not limited to:

- i. Improvement in the imports clearance process and proposals for enhancement of LCs and clearance business.
- ii. Formulate and suggest a competitive / sustainable rate of service income.

• Participate in implementing the anticipated plans and programs as per the set goals to ensure internal work development and productivity increase.

• Analyze process and procedures to reduce operating costs for import business.

• Devise system for effective preparation & processing of import / export documentation as per the applicable rules, customs regulations, laws and procedures.

• To review / streamline the procedure of opening of LCs and clearance of imports and suggest measures as well ensure their implementation to avoid / eliminate levy of demurrage charges.

• To assist and support WAPDA Chief Resident Rep, Karachi (CRRK) in the following assignments:

(i) Process of procurement / implementation of ERP system.

(ii) Settlement of all the outstanding issues, custom refund and insurance claims related to the business affairs.

(iii) Furnishing suitable reply of the Audit Paras and also coordinate and liaise with Audit for settlement of audit paras.

(iv) Scrutiny and processing of invoices and shipping manifests for conformity to tariff and customs regulations.

• Any other Duty/Responsibility assigned by the CRRK / Authority.

General Conditions & Instructions: -

• Prescribed application form is available on WAPDA's website (www.wapda.gov.pk).

• Only shortlisted candidates will be called for interview and TA / DA will be admissible.

• WAPDA is an equal opportunity employer.

• Govt. employees shall apply through proper channel and submit requisite NOC / permission.

• Educational degrees must be from HEC recognized Universities / Concerned Boards duly verified.

• Original documents must be presented by the candidates at the time of interview.

• The candidates who have been weeded out of service on disciplinary ground as well as dismissed or debarred for future employment are not eligible to apply.

• The services on lumpsum pay package shall not be regularized at any stage.

• Applications carrying incomplete / incorrect information or received after last date of receipt shall be rejected. Any information found bogus at any stage during induction or later in service will result in termination thereof.

• WAPDA reserves the right to withhold / cancel the recruitment process at any stage without assigning any reason.

• Candidates fulfilling the eligibility criteria specified above may submit their job applications on prescribed form alongwith a detailed CV, attested copies of all educational / experience certificates, domicile certificate, CNIC and 02 recent passport size photographs to Director General (Recruitment), B-26 WAPDA House, Lahore through courier / postal service within 15 days of publication of advertisement.

• For any information / query, candidates may email on dgreclt@wapda.gov.pk or contact +92-42-99200483.

Director General (Recruitment) WAPDA
B-26, WAPDA House, Lahore.
Phone No. 042-99200483

PID(L) 946

Website: www.wapda.gov.pk

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DONATE FOR DIAMER BASHA & MOHMAND DAMS