

CAREER OPPORTUNITY

Gujranwala Waste Management Company (GWMC) is having Vision to Modernize System of Solid Waste Management in the city of Gujranwala. The company provides growth oriented opportunities to professionals while working in an excellent environment with competitive market based salary. Applications are invited for the below mentioned posts:

SR#	POSITIONS	MINIMUM ELIGIBILITY CRITERIA	MAX.AGE LIMIT
1	Managing Director Number of Post: (01)	<p>Candidate must possess a graduate degree (16 years of education) from a well-reputed institute in Environmental Engineering/ Environmental Sciences/ Environmental Management, Civil, Electrical or Mechanical Engineering / Business Administration, Public Administration or Urban Management/ Urban Planning. Preference will be given to the candidate having Master's degree/ foreign qualification.</p> <p>Candidate must have proven track record of not less than 15 years' experience in General Administration/ Operational Management progressively, at least 5 years of experience at senior level in well-reputed and well known private / public organizations. Similar sector / position exposure will be highly preferred.</p> <p>The ideal candidate will be a visionary leader with a passion for wellness and organizational excellence. This highly strategic professional will exhibit the demonstrated ability to establish and maintain leading edge status. Candidate will be an influential communicator with exceptional interpersonal skills who is comfortable engaging a wide verity of audiences.</p>	55 Years
2	General Manager Operations Number of Post: (01)	<p>Candidate must possess a university degree from a well-reputed institute in Environmental /Sciences/ Management OR Civil / Mechanical Engineering.</p> <p>Candidate must have proven track record of not less than 10 years' experience in solid waste management planning / operations management.</p>	45 Years

3	<p>General Manager HR & Admin</p> <p>Number of Post: (01)</p>	<p>Master Degree in Business or Public Administration or Social Sciences from HEC recognized university.</p> <p>Minimum 10 (ten) years overall experience and at least 5 year experience at senior level. The ideal candidate must have expertise in handling administrative functions, recruitment process, Benefits Administration, Performance Management, Communication Processes, Compensation and Wage Structure, Supports Diversity, Classifying Employees, Employment Law and Laws against Sexual Harassment, admin operations Management. The candidate must have ability to develop and implement guidelines and operating processes. Public Sector/ Ex-army officials are encouraged to apply for this position.</p>	45 Years
4	<p>Senior Manager HR & Admin</p> <p>Number of Posts (01)</p>	<p>Master Degree in Business / Public Administration or social sciences from HEC recognized university.</p> <p>Minimum 7 (Seven) years of experience in a similar role and having expertise in Hiring, Human Resources Management, Benefits Administration, Performance Management, Communication Processes, Compensation and Wage Structure, Supports Diversity, Classifying Employees, Employment Law and Laws Against Sexual Harassment. The candidate must have ability to develop and implement guidelines and operating processes. Public Sector/ Ex-army officials are encouraged to apply for this position</p>	45 Years
5	<p>Senior Manager Procurement and Contracts</p> <p>Number of Post: (01)</p>	<p>Minimum 16 (sixteen) years of education in the field of Engineering/ Business Administration or Master in Contract / Supply Chain Management from HEC recognized University.</p> <p>Minimum 7 (Seven) years of experience in a similar role and having expertise in supervising procurement activities, contract administration including solicitation preparation and contract negotiations. Ideal candidate should have in-depth understanding of the PPRA rules, Companies Ordinance 1984, Public Sector companies (Corporate Governance Rules), 2013, PEC-by laws and contractual practices, FIDIC contractual practices. The candidate must have ability to develop and implement guidelines and operating processes.</p>	45 Years
6	<p>Manager Communications</p> <p>Number of Post: (01)</p>	<p>Minimum 16 (sixteen) years of education in the field of Mass Communication/Journalism/ Media Studies from HEC recognized University</p> <p>Minimum 7 (Seven) years of experience in designing and executing strategic communication plans for community mobilization. The ideal candidate must have experience of working with a wide range of media, developing media strategies and working relations, preparing press releases etc.</p>	45 Years

7	<p align="center">Manager Planning</p> <p align="center">Number of Post: (01)</p>	<p>Qualification: Minimum 16 years education in Environmental Engineering / Sciences / Management / Civil or Mechanical Engineering.</p> <p>Experience and Expertise: Minimum 5 (five) year experience in of planning and management. The ideal candidate must have sound understand of the strategic planning and decisions making tools, mathematical modeling, local government policies and procedures regarding solid waste</p>	45 Years
8	<p align="center">Manager Monitoring & Evaluation</p> <p align="center">Number of Post: (01)</p>	<p>Qualification: Minimum 16 (sixteen) years of education in the field of Civil Engineering/Mechanical Engineering/Environmental Engineering or business administration.</p> <p>Experience and Expertise: Minimum 5 (Five) years of experience in similar role and having expertise in monitoring and evaluation of operations in well-established public /private organization. The candidate should have understanding of M& E tools, data collection, reporting presentation skills and in hand experience of projects monitoring.</p>	45 Years
9	<p align="center">Assistant Manager Operations</p> <p align="center">Number of Posts: (10)</p>	<p>Qualification: Minimum 16 (sixteen) years of education in the field of Civil / Mechanical / Environmental Engineering or Urban Planning or Transport or Traffic Planning or Environmental Sciences or Business Administration.</p> <p>Experience and Expertise: Minimum 3 (three) years of experience 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. Candidate should have ability to monitor the field operations irrespective of the time (shifts).</p>	35 Years
10	<p align="center">Assistant Manager Planning</p> <p align="center">Number of Post: (04)</p>	<p>Qualification: Minimum 16 years education in Environmental Engineering / Environmental Sciences / Environmental Management / Civil or Mechanical Engineering. Preference will be given to the candidate with foreign qualification.</p> <p>Experience and Expertise: Minimum 3 (three) year experience in solid waste management planning. The ideal candidate must have sound understanding of functional aspects of the solid waste management, waste amount and characterization studies, advanced waste management technologies and disposal options.</p>	35 Years
11	<p align="center">Assistant Manager (Administration)</p> <p align="center">Number of Post: (01)</p>	<p>Qualification: 16 years education in Business / Public Administration or social sciences from HEC recognized university.</p> <p>Experience and Expertise: Minimum 3 (three) year experience in handling administrative activities, including PR and facility management experience in a well reputed and renowned public/private organization.</p>	35 Years

12	Assistant Manager (GIS) Number of Post: (01)	Qualification: Minimum 16 (sixteen) years of education in the field of space sciences, GIS or Geo-informatics from the HEC recognized university. Experience and Expertise: Minimum 3 (three) years of experience in developing and managing monitoring system for field operations and hands on experience in GIS based mapping, mobile app development and web GIS, tracking, analysis and its reporting.	35 Years
13	Assistant Manager Communication Number of Post: (01)	Qualification: Minimum 16 (sixteen) years of education in the field of Mass Communication/Journalism/ Media Studies from HEC recognized University Experience and Expertise: Minimum 3 (three) years of similar experience specifically in executing media campaign and working with the electronic/print media. The candidate should have sound understanding of the community mobilization behavior change techniques.	35 Years
14	Executive Secretary to Managing Director Number of Post: (01)	Qualification: Minimum sixteen (16) Years education in Business Administration or Social Sciences from a well reputed HEC recognized University. Experience and Expertise: Minimum 7 (Seven) years of experience as an executive assistant role and having ability to perform essential job duties assigned by the Managing director.	45 Years
15	Driver Number of Post: (01)	Candidate should have matriculation certificate , valid driving license (LTV/HTV) and minimum 5 years verifiable experience	35 Years

Terms and conditions:

1. The recruitment & selection process would be very strict, transparent and merit based. Therefore any applicant's effort to influence the selection process would automatically disqualify him/her without notice.
2. All applications along with detailed CV, attested educational and experience certificates with passport size two photos are required to be sent to the office of **Acting Managing Director** on the below mentioned address latest by **05 July,2017**.
3. Applications send through Fax, E-Mail & by hand will not be considered.
4. Only Shortlisted Candidates will be called for test/interview & No TA/DA will be admissible.
5. Company reserves the rights to increase / decrease the number of posts or not to fill any post/withheld the appointment against any advertised posts any time without assigning the reason.
6. Public Sector Officers must apply through proper channel.
7. Further details including job description, qualification & experience are available at www.gwmc.com.pk & **Facebook page: Gujranwala Waste Management Company-GWMC.**
8. We are an equal opportunity Employer

Note: The Candidates fulfilling the prerequisite for the post of Managing Director are required to send their applications on prescribed format to be downloaded from the GWMC's website along with aforementioned documents within the stipulated time period.



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Aiwan-e-Tijarat Road, Gujranwala.

For further information call at: 055-9200891-92

