

VACANCY ANNOUNCEMENT

RAWALPINDI WASTE MANAGEMENT COMPANY

Sr. No	Post Name	No. of Posts	Qualification	Experience	Age Limit
01	Senior Manager Procurement & Contracts	01	Sixteen (16) years of education in Business Administration / engineering / supply chain/MSc in contract management from an HEC recognized university. Foreign qualifications will be preferred.	At least Seven (07) years of relevant work experience in a similar role including as professional services, Procurement activities, contract management or administration, including solicitation preparation and contract negotiations. (Public Sector/Ex-Army officials experience will be preferred).	Maximum 45 Years.
02	Manager Admin	01	Minimum Sixteen (16) years of qualification in the field of Business Administration / Public Administration from an HEC recognized university.	At least Six (06) years of managerial working experience in handling the administrative activities, including facility management, PR and commercial experience in a well-established and renowned public / private organization.	Maximum 40 Years.
03	Manager Finance	01	Education must possess ACCA/ ACMA /MBA (Finance) or M.Com from a well reputed HEC recognized university	At least Six (06) years of experience in a similar role ideally in well-established and renowned public / private organizations. Having full command and experience of all the accounting, financial, budgetary and tax related matters	Maximum 40 Years.
04	Manager Workshop	01	Education must be B. Tech / B.E / BSc (Mechanical Engineering) / Automobile Engineering from reputable HEC recognized university.	At least Six (06) years of work experience in a similar role including as relevant professional experience in fabrication of equipment's, repair and maintenance of automobile / material estimations.	Maximum 40 Years.
05	Assistant Manager Procurement	02	Minimum BBA (Honor), Master degree or equivalent in Business Administration, Public Administration, Supply chain management, Finance, Economics, Engineering or relevant field.	At least (3-4) years of relevant experience in a well reputed large public / private corporate entity.	Maximum 35 Years.
06	Assistant Manager Finance	01	Education must possess ACCA/CA Inter/ICMA/MBA (Finance) or equivalent from a well reputed HEC recognized university.	At least (3-4) years of experience in a similar role ideally in well-established and renowned public/private organizations.	Maximum 35 Years.
07	Assistant Manager Legal	01	Must have LL.B/ LL.M degree from a well reputed HEC recognized university	At Least (3-4) years of handling the legal affairs experience in a similar role ideally in well-established and renowned public/private organizations	Maximum 40 Years.
08	Assistant Manager Audit	01	Education must possess CA Inter/ICMA inter /ACCA Finalist/ MBA (Finance) from a well reputed HEC recognized university.	At least 3.5 Years for CA Inter (Articleship completed), 4 Years for CMA Inter , 5 Years for ACCA Finalist, 8Years for MBA Finance	Maximum 40 Years.
09	Assistant Manager (Developer)	01	Minimum Sixteen (16) years of education in field of Computer Science, Computer Engineering or Information Technology from HEC recognized university	At least Three (03) years of relevant experience in a similar role ideally in well-established and renowned public/private organizations.	Maximum 35 Years.

General Terms & Conditions:

- I. Age will be counted to closing upto closing date fixed for receipt of applications.
- II. Applicant shall present his/ her original documents along with set of attested copies of Degree Certificate issued by HEC recognized Board/ University/ Institutes and other relevant documents at the time of interview. In case of any information furnished by the applicant is found fake or bogus, candidature of the particular candidate shall stand cancelled and legal action shall be taken against the particular candidate at any stage.
- III. The candidates are required to mention the post applied for on the right top corner of the envelop.
- IV. The competent authority reserves the right to cancel the recruitment process at any stage without assigning any reason.
- V. No TD/DA will be admissible for written test/ interview.
- VI. Information provided in application form will be verified in case of offer of appointment. In case of any false or forged information, organization reserves the right to cancel the candidature at any stage and to initiate legal action against the applicant.
- VII. General Age relaxation of Two years in all categories is admissible.

HOW TO APPLY

- I. Interested Individuals may visit website: www.rwmc.org.pk for further details, and apply online.
- II. The Email should be sent on amhr2.rwmc@gmail.com with post applied for in the subject.
- III. Candidate must completely fill the on line application form and upload prerequisite documents.
- IV. Applications must be reached through courier or by hand at the given address not later than 07/02/2022.
- V. Government employees to submit applications through proper channel.

MANAGER HR (RWMC)

ADDRESS: 81-A/1, Iran Road, Satellite Town, Rawalpindi.

CONTACT NO: 051-9291116-8

WEBSITE: www.rwmc.org.pk.

EMAIL: amhr2.rwmc@gmail.com