

POSITIONS VACANT

Alternative Energy Development Board invites applications from suitable candidates for the following posts on contract basis:-

1. Secretary, (AES-9)

Quota: Merit

Duty Station: Islamabad

Qualification: At least 2nd Division B.E./B.Sc./2nd Division M.Sc. / Master in Public / Business Administration / MA in Social Science.

Age: Not exceeding 54 year on closing date.

2. Director (AES-9)

Quota: Sindh (R)

Duty Station: Karachi

Qualification: 2nd Division in relevant subject (B.E./B.Sc Engineering/Master's Degree in Science, Public / Business Administration or equivalent).

Age: Not exceeding 40 years on closing date.

3. Assistant Director/Deputy Director, AES-7B/8B

Quota: Sindh (R)

Duty Station: Jhampir

Qualification: 2nd Division in relevant subject (B.E./B.Sc Engineering/Master's Degree in Science, Public/Business Administration or equivalent).

Age: Not exceeding 35 years on closing date.

- Job descriptions and other information are available on www.aedb.org
- Application addressed to the Chief Executive Officer along with C.V. must reach by **January 16, 2012** on the below mentioned address. Late applications will not be entertained.
- Candidates already in government service must apply through proper channel.
- Only eligible/shortlisted candidates will be called for interview.
- No TA/DA admissible.



Director (F&A)
Alternative Energy Development Board,
Ministry of Water and Power
H.# 03, St.# 08, F-8/3, Islamabad
Tel: 9262947-50, Fax: 9262461



POSITIONS VACANT

Alternative Energy Development Board invites applications from suitable candidates for the following posts on contract basis:-

1. **Secretary, (AES-9)**

Quota: Merit;
Duty Station: Islamabad
Qualification: Second Division B.E/B.Sc.
(Electrical/Mechanical/Chemical)
Experience: 12 years or more service in government or private sector organization in a similar position dealing with senior management, board and administration.
Age: Not exceeding 54 year on closing date.
Job description:

- Compile agenda of the meetings and issue notices of meetings.
- Record minutes of the meeting.
- Attend to all the matters concerning the Board affairs.
- Be responsible for the custody of all record of Board and for carrying out such other duties as may be entrusted to him.
- Ensure compliance of all decisions and directives of the Board.

2. **Director (AES-9)**

Quota: Sindh (R)
Duty Station: Karachi
Qualification: Second Div. B.E/B.Sc. (Mechanical/ Electrical) or M.Sc.
Experience: 12 years' experience in posts carrying BPS-17 and above or equivalent preferably in project monitoring and evaluation. Experience of survey/ acquiring of land particularly in interior Sindh will be an added advantage.
Age: Not exceeding 40 years on closing date.
The incumbent will be responsible for:

- Wind Projects, get wind details and liaison between organization, GoP and Govt. of Sindh for allotment of land for wind projects and get the peaceful possession of land for further allotment to the investors of wind projects.
- Monitoring and evaluation of projects.
- Managing financial & administrative issues related to Karachi office and any other task as assigned by Chief Executive officer.

3. **Assistant Director/Deputy Director, AES-7B/8B**

Quota: Sindh (R)
Duty Station: Jhampir
Qualification: Second Division Masters degree in Public, or Business administration.
Experience: 2/5 years working experience preferably in Project Management/ Administration.
Age: Not exceeding 35 years on closing date
The incumbent will be responsible for:

- Monitoring AEDB Wind Projects in the Sindh Wind Corridor to ensure work is planned, assigned and completed on time and within budget.
 - Ensure engagement reviews and quality assurance procedures take place for all practice engagements.
 - Proactively identifying, managing and mitigating risks in AEDB Projects.
 - Identifying, tracking, managing and resolving issues such as security, land allocations, litigation, right of way, lease etc.
 - Coordination with media for awareness and advocacy.
 - Coordination with local public and ensuring their maximum benefits through the CRS schemes.
 - Coordination with the all offices of GoS to support the policy recommendations e.g. declaring the Wind corridor.
 - Accelerating the Wind mapping.
- Application addressed to the Chief Executive Officer along with C.V may be sent to House-03, Street-08, Sector F-8/3, Islamabad within 15 days after publication of this advertisement. Late applications will not be entertained.
 - Candidates already in government service must apply through proper channel.
 - Only eligible/shortlisted candidates will be called for interview.
 - No TA/DA admissible.


(Jaharzeb Dilazaq)
Director (F&A)