

No. DGM-9(78)/2023-NMDC(HR)
Government of Pakistan
Ministry of Energy (Petroleum Division)
“National Minerals Data Center (NMDC)”

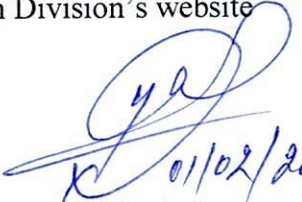
Subject: HUMAN RESOURCES UNDER THE PSDP PROJECT “ESTABLISHMENT OF NATIONAL MINERALS DATA CENTER (NMDC)”

The PSDP project “Establishment of National Minerals Data Center (NMDC)” is an on-going development scheme approved by DDWP. Following positions are required to be filled on contract basis for the said project:

Sr. No.	Position Title, Project Scale, No. of Positions, Salary
1	GIS/Application Manager (One Position) Lump sum salary: Rs. 218,750/month; PPS-8 / Equivalent BPS-18
2	GIS/Database Administrator (One Position) Lump sum salary: Rs. 157,500/month; PPS-7 / Equivalent BPS-17
3	Network/System Administrator (One Position) Lump sum salary: Rs. 157,500/month; PPS-7 / Equivalent BPS-17
4	GIS Developer (Three Positions) Lump sum salary: Rs. 157,500/month; PPS-7 / Equivalent BPS-17
5	Content Writer (One Position) Lump sum salary: Rs. 157,500/month; PPS-7 / Equivalent BPS-17
6	IT Coordinators (Two Positions) Lump sum salary: Rs. 105,000/month; PPS-6 / Equivalent BPS-16

2. Please find enclosed the following for publication through the National Job Portal and website of the Petroleum Division:

- A. Job Advertisement (also being sent to PID for publication through print media)
- B. Filled-in Proforma for the National Job Portal
- C. Job Description of each position for uploading on the Petroleum Division’s website


01/02/2024

(Naveed Iqbal)
DD (MIS)/DPD (NMDC)

✓
Mr. Faisal Bashir,
System Administrator, Petroleum Division,
Islamabad.



JOB OPPORTUNITIES (Contract Based Project Positions)

The Ministry of Energy (Petroleum Division) is seeking applications from suitable / qualified Pakistani professionals for the following positions on contract basis for an ongoing PSDP project titled "Establishment of National Minerals Data Center (NMDC)":

Sr. No.	NAME OF POST & SALARY	QUALIFICATION	EXPERIENCE / AGE
1	GIS/Application Manager (One Position) Lump sum salary: Rs. 218,750/month; PPS-8 / Equivalent BPS-18	BS Computer Science/IT/GIS (16 years of education) or equivalent from any HEC recognized Institution/University	Minimum 05 years of post-qualification relevant experience; Max Age: 35 years
2	GIS/Database Administrator (One Position) Lump sum salary: Rs. 157,500/month; PPS-7 / Equivalent BPS-17	BS Computer Science/IT/GIS (16 years of education) or equivalent from any HEC recognized Institution/University	Minimum 03 years of post-qualification relevant experience; Max Age: 30 years
3	Network/System Administrator (One Position) Lump sum salary: Rs. 157,500/month; PPS-7 / Equivalent BPS-17	BS Computer Science/IT (16 years of education) or equivalent from any HEC recognized Institution/University	Minimum 03 years of post-qualification relevant experience; Max Age: 30 years
4	GIS Developer (Three Positions) Lump sum salary: Rs. 157,500/month; PPS-7 / Equivalent BPS-17	BS Geoinformatics/GIS/Computer Science (16 years of education) or equivalent from any HEC recognized Institution/University	Minimum 03 years of post-qualification relevant experience; Max Age: 30 years
5	Content Writer (One Position) Lump sum salary: Rs. 157,500/month; PPS-7 / Equivalent BPS-17	BS English/Media Studies/CS/IT/GIS (16 years of education) or equivalent from any HEC recognized Institution/University	Minimum 03 years of post-qualification relevant experience; Max Age: 30 years
6	IT Coordinators (Two Positions) Lump sum salary: Rs. 105,000/month; PPS-6 / Equivalent BPS-16	BS Computer Science/IT/GIS (16 years of education) or equivalent from any HEC recognized Institution/University	Max Age: 28 years

- i. The positions are purely need and merit based, contractual and therefore not worth for any claim for extension/ regularization or permanency in view of the fact that no such sanctioned or permanent position exist in Mineral Wing or Petroleum Division.
- ii. The indicated age and experience requirements will be counted as on the closing date.
- iii. The period of contract will be maximum for two years, subject to approval of operational phase of the project.
- iv. Interested candidates are directed to fill-up/submit the Application Form on National Job Portal's website (www.njp.gov.pk) within fifteen (15) days of the publication of this advertisement. No other modes of application will be entertained.
- v. Interested candidates are advised to must go through the Job Description uploaded on the Ministry's website (<https://petroleum.gov.pk>) before applying for the position for better aligning with their qualification and experience.
- vi. The Government servants and employees of corporate/ autonomous/ semi-autonomous bodies need to submit NOC from their employer at the time of interview if shortlisted.
- vii. The candidates shall present/provide original degrees and other documents/testimonials along with experience certificate at the time of their interview.
- viii. Selected candidates will have to join within thirty (30) days of issuance of offer letter, failing which the position will be offered to the next candidate.
- ix. Successful candidates shall provide/ submit HEC verified degrees/ qualification or HEC equivalence certificate where applicable before joining i.e. within thirty (30) days of issuance of offer letter, failing which the position will be offered to the next candidate.
- x. Employment terms & conditions will be as per Finance Division's guidelines for PSDP projects.
- xi. Only shortlisted candidates will be called for interview. No TA/DA will be paid for interview.
- xii. The Project Management reserves the right to accept or reject any/all applications without assigning any reason(s).

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JOB DESCRIPTION FOR GIS/APPLICATION MANAGER

- GIS (Geographic Information System) / Application Manager shall be responsible for leading the implementation/maintenance of developed GIS Solutions as well as development of new applications and upgrades of existing solutions.
- The role involves managing a team of professionals, collaborating with various departments, and ensuring that applications align with organizational goals and requirements.
- Job description includes fostering a collaborative and efficient work environment within the team; providing guidance, training, and support for team members; strategic planning; coordination with other departments to integrate GIS solutions into their workflows; and managing the development, customization, and integration of GIS applications.
- Ensuring proper functioning and maintenance of GIS solutions as well as establishing data quality standards and ensure data integrity across GIS databases.
- Ensuring compliance with relevant regulations and standards in GIS data management.
- Implementing security measures to safeguard sensitive geospatial information.
- Providing trainings to users and staff to enhance GIS literacy within the organization.

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JOB DESCRIPTION FOR GIS/DATABASE ADMINISTRATOR

- GIS/Database Administrator (DBA) shall be responsible for the design, implementation, maintenance, and optimization of databases. The role involves managing spatial data, ensuring data integrity, and providing support for GIS applications.
- Brief job description includes implementing database structures to efficiently store and retrieve spatial data; data maintenance and integrity; ensuring accuracy, consistency, and integrity of geospatial data within GIS databases; implementing and enforcing data quality standards and validation rules; database performance optimization; monitor and optimizing the performance of GIS systems etc.
- Developing and implementing backup and recovery procedures to safeguard GIS data and security management
- Collaboration with GIS application developers to integrate databases seamlessly into GIS applications and data migration & conversion.

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JOB DESCRIPTION FOR NETWORK/SYSTEM ADMINISTRATOR

- Network/System Administrator shall be responsible for the day-to-day management, maintenance, and optimization of the organization's computer networks and systems. The role involves ensuring the reliability, security, and performance of IT infrastructure.
- Brief job description includes network infrastructure management; design, implement, and maintain computer networks, including local area networks (LANs) and wide area networks (WANs) etc.; configure and manage network devices such as routers, switches, firewalls, and wireless access points; system administration - install, configure, and maintain operating systems on servers and end-user devices; administer user accounts, permissions, and access controls; server management - manage and maintain server hardware and software, including virtualized environments; monitor server performance, troubleshoot issues, and ensure system availability; security implementation - implement and maintain security measures, including firewalls, intrusion detection/prevention systems, and antivirus solutions; conduct regular security audits and implement security best practices; backup and recovery; network monitoring; troubleshooting and support; and providing technical support for hardware, software, and network-related problems.

Government of Pakistan
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JOB DESCRIPTION FOR GIS DEVELOPER

- GIS (Geographic Information System) Developer shall be responsible for designing, implementing, and maintaining software applications that leverage geospatial data for mapping, analysis, and visualization purposes.
- Brief job description includes GIS applications development - design and develop GIS applications, tools, and interfaces; utilize programming languages such as Python, JavaScript, or others, along with GIS libraries and APIs; develop and maintain spatial databases to store and manage geospatial data efficiently; integrate geospatial data from various sources, including GPS, remote sensing, and other data repositories; ensure data compatibility and consistency across different datasets; customize and extend commercial GIS software (e.g., ArcGIS, QGIS) to meet specific project requirements.
- Implement spatial analysis algorithms and modeling techniques to derive meaningful insights from geospatial data; Create visually compelling and informative maps and visualizations to convey complex spatial information; Conduct testing and quality assurance procedures for GIS applications to ensure accuracy and reliability.

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JOB DESCRIPTION FOR CONTENT WRITER

- Content Writer shall be responsible for creating content for various platforms and purposes, with the goal of engaging the target audience and conveying information effectively.
- Brief job description includes content creation - produce high-quality and engaging written content for a variety of mediums, including websites, blogs, social media, articles, and marketing collateral; research - conduct thorough research on topics to ensure accuracy, relevance, and depth in the content; analyze and understand the target audience to tailor content to their preferences, interests, and needs; SEO optimization; Review and edit content for clarity, grammar, and adherence to style guidelines; contribute to content planning and strategy discussions, aligning content creation with overall business goals and marketing objective etc.

JOB DESCRIPTION FOR IT COORDINATOR

- IT Coordinator shall be responsible for facilitating and overseeing various aspects of information technology within an organization. The role involves coordinating IT projects, managing resources, and ensuring that technology systems are effectively deployed and maintained.
- Brief job description includes collaboration with project teams, stakeholders, and vendors; allocation and management of IT resources efficiently, including hardware, software, and IT equipment; monitoring resource usage and optimize allocations based on project needs.
- Provide support for end-users, troubleshooting hardware and software issues.
- Collaborate with helpdesk or support teams to address and resolve user-reported problems.
- Collaborate with IT security teams to implement and enforce security measures.
- Maintain an inventory of IT assets, including hardware, software licenses, and peripherals.
