



# FRONTIER WORKS ORGANIZATION

## JOB VACANCY



Applications are invited from Pakistani Nationals for the following positions in Frontier Works Organization (FWO):-

Ser	Job Title	Post	Qualification / Experience	Job Description
1	Senior Manager (Engineer)	1	BSc (Civil) Preference will be given to Lt Col (Retd) Minimum 15 Years	Design and implement business strategies, plans and procedures. Set comprehensive goals for performance and growth. Establish policies that promote company culture and vision. Oversee daily operations of the company and the work of executives (IT, Marketing, Sales, and Finance etc). Lead employees to encourage maximum performance and dedication. Evaluate performance by analyzing and interpreting data and metrics. Participate in expansion activities (investments, acquisitions, corporate etc). Manage relationships with partners/vendors.
2	Senior Manager (IT)	1	M C S / B S Electronics/Electrical Preference will be given to Lt Col (Retd) Minimum 15 Years	Project Procurement and management. Coordinate with Main Stakeholders. Approve vendors used by the organization and monitor their financial condition. Approve and monitor budgets, priorities, standards, procedures, and overall performance. Coordinate priorities between IT department and user departments
3	Senior Manager (Coordination)	3	MSc/BSc/BA Preference will be given to Retd Army Officer Minimum 15 Years	Design and implement business strategies, plans and procedures. Set comprehensive goals for performance and growth. Establish policies that promote company culture and vision. Oversee daily operations of the company and the work of executives. Lead employees to encourage maximum performance and dedication. Evaluate performance by analyzing and interpreting data and metrics. Manage relationships with partners/vendors.
4	Manager Finance	2	CA /ACCA/ACMA/ MBA (Finance) Minimum 15 Years	Execute the financial strategy of the company. Manage financial controls and accounting procedures. Ensure full transparency over the financial performance of the company. Provide advice on how to increase revenue and reduce costs. Effectively and clearly communicate potential risks in a timely manner. Propose action plans to ensure that annual financial objectives are attained. Support the COO with the preparation of monthly and annual financial plans. Maintain speed and accuracy of billings and client payments. Coordinate and produce all tax documentation as required. Attend board and subcommittee meetings. Monitor banking activities of the organization. Maintaining current awareness about company law.
5	Manager Business Development	1	MBA Marketing Minimum 10 Years	Excellent communication, coordination and management skills Conduct marketing campaigns to promote brand awareness among clients
6	Deputy Manager (B&R)	1	BSc (Civil Engg) Minimum 5 years experience	To assist Senior Manager in all Technical matters of the company
7	Deputy Manager (E&M)	1	B.Sc (Elec Engg) Minimum 05 Years	To assist Senior Manager in all Technical matters of the company
8	Deputy Manager IT	1	BS / BE (Electronics / Computer Science), Master Degree will be preferred Minimum 8 years	Over all incharge of IT equipment installed on respective projects To Ensure that all installations remain operational To maintain coordination with IT Directorate, HQ FWO and respective telecommunication companies for resolving the issues
9	Deputy Manager (Facilitation)	1	MBA/ BBA Retd Major will be preferred	Handling complaints and queries (from customers and staff) Sorting security issues
10	Deputy Manager (Admin)	2	MBA/ MPA Minimum 7 years relevant Retd Major will be preferred	To look after all activities of respective matters Responsible for daily booking of toll entry and toll collection of respective setup Responsible for any occurrence and report round the clock Responsible for vigilance, visits and monitoring
11	Deputy Manager (Logistic)	1	MBA (SCM) Minimum 8 years experience Retd Army officer will be preferred	Responsible for coordinating the storage, transportation and delivery of goods. Oversee and liaise with colleagues to ensure stock is maintain and move efficiently. Planning and managing logistics, warehouse, transportation and customer services. Directing, optimizing and coordinating full order cycle
12	Assistant Manager IT	1	BS / BE (Electrical / Electronics / Telecom / Computer Science) Minimum 4 years	Managing and maintaining of respective section Responsible for recording, repairing, replacement and return of faulty equipment Maintenance / repairing of cameras and VMS of respective section Moving mobile support team in sec for maintenance
13	Assistant Manager (Sanitation)	1	BSc/BA Minimum 5 years	Implements and maintains plant sanitation programs and ensures compliance with company standards Periodically audit sanitation to ensure compliance with SOPs. Analyze and resolve work problems or assist workers in solving work problems
14	Assistant Manager (Horticulture)	1	MS/BS (Horticulture) Minimum 05 Years	Designing of irrigation projects. Inspection of irrigation projects Give technical and person support to meet the targets To assist Senior Manager / Deputy Manager in all Horticulture matters.
15	Assistant Manager (Admin)	1	MBA/ MPA Minimum 5 years	To assist Senior Manager / Deputy Manager in all Facilitation matters.
16	Assistant Manager (Facilitation)	1	BSc / BA Min 8 Years	To assist Senior Manager / Deputy Manager in all Facilitation matters.
17	Assistant Manager (Fire Fighting)	1	BSc/BA Certification in Fire Fighting Preference will be given to Retd Army Officer	Ensure that all fire and safety equipment are in good shape Make sure that there are well-developed plans for easy evacuation of people in a building in the case of a fire outbreak Conduct fire safety checks from time to time Enforce safety codes and regulations/guidelines within a particular organization
18	Doctor	1	MBBS Minimum 5 years	Deal with all kinds of major and minor accidental cases Able to provide OPD svc and handle emergency cases for all resident employees in camp. Responsible to inspect all life saving medical equipment and drugs in ambulance Provide necessary treatment at accident site and refers the casualties to nearest pre designated government hospital Emergency medical officer at Site Monitoring of sanitation at Site and Camp Run daily OPD for all resident employees in Camp
19	SDO (B&R)	2	BSc (Civ Engg) / DAE (Civ Engg) Minimum 3-5 years for BSc and 8-12 years for DAE MES / Ex-army person with same qualification	Responsible for evaluation of all technical matters regarding Civil Works on Site Assist Office incharge in all technical matters To Ensure quality control Preparation of technical documents i.e CA, RAR and final bills Monitoring of all ongoing civil work projects
20	SDO (E&M)	2	BSc/DAE (Elec/Mech) Minimum 3-5 years experience and 8-12 years for DAE MES / Ex-army person with same qualification	Responsible for evaluation of all technical matters on Site Assist Office incharge in all technical matters Ensure quality control Preparation of technical documents Monitoring of all ongoing E&M projects
21	IT Engineer	4	BCS / B.Tech/ BS (IT/ Telecom/Electrical)	Video surveillance, access control and security system Computer H/W and S/W installation and Troubleshooting Network design, support and management

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22	IT Staff	10	B Tech / DAE (Elec / Electronic) Min 2 years	Fiber Optic installation, Splicing and Testing Fixing network faults Network maintenance Technical support for people using the network Day to day admin and monitoring of network use	
23	IT Supervisor for FIA Counter / IT Supervisor	54	BCS/B Tech/DAE (Elec) Minimum 5 years	Maintaining and administering computer networks and related computing environments including systems software, applications software, hardware, and configurations. Troubleshooting, diagnosing and resolving hardware, software, and other network and system problems. Replacing faulty Public Address, CCTV Cameras, Turnstile and network hardware components when required. Monitoring network performance to determine if adjustments need to be made. Conferring with network users about solving existing system problems. Coordinating computer network access and use.	
24	DEO	11	BA, FA with diploma certificate in computer/IT Minimum 3 years relevant experience or Retd NCO Clerks.	Maintaining record/ soft copy of all material documents. To provide comprehensive administration services Managing office system including data managing and personal filing Arranging leaves, travels and accommodation Put up daily mail Responsible for routine clerical/ office work	
25	Auto Cad Op	2	BSc/DAE Min 5 yrs experience in auto Cad	Proficiency in computer skills and software Proficiency in Auto Cad and material assessment of mega infrastructure projects.	
26	PA	2	Bachelor's Degree with MS Office Minimum 10 years relevant experience or Retd NCO	To provide comprehensive administration services Managing office system including data managing and personal filing Arranging leaves, travels and accommodation Put up daily mail	
27	Accountant	2	MBA (Fin) / M.Com / B.Com with diploma in relevant subject Minimum 3 years	Maintaining proper account ledgers and preparation for timely audit Managing all financial matters Keeping record of all purchases/ bill payments of the projects	
28	Supervisor :- Horticulture =3 Sanitation =4 Transportation =1 Facilitation =5 Fire Fighting =2 Lunger =1 Adm JCO =3 POL NCO =2 Laundry =1	22	BA / FA / DAE Certification in relevant field Preference will be given to Retd NCO	To assist Dy Manager in respective field Min 5 years relevant experience	Kartarpur
29	Junior Supervisor :- Sanitation =6 Horticulture =6 Facilitation =10	22	FA/Matric Preference will be given to Retd NCO	To assist Supervisor in respective field Min 5 years experience	
30	Mason	04	Middle	Min 5 years relevant experience	
31	Plumber	05	Matric	Min 5 years relevant experience	
32	Electrician	04	Matric	Min 5 years relevant experience	
33	Line Man	04	Matric	Min 5 years relevant experience	
34	Generator Operator	03	Matric	Min 5 years relevant experience	
35	Driver	83	Middle with HTV/LTV License	Min 5 years relevant experience	
36	Vehicle Mechanic	04	DAE (Mech) / FA	Min 5 years relevant experience	
37	Plant Operator	03	Middle / Matric Diploma of Op from reputed institute	Min 5 years relevant experience	
38	Nursing Staff	05	FA/FSc Preference will be given to retired Army Nursing Staff (AMC)	Min 5 years relevant experience	
39	Cook	06	Middle / Matric	Min 5 years relevant experience	
40	Mess Waiter	06	Middle / Matric	Min 5 years relevant experience	
41	N/Osidi	20	Middle / Matric	Min 5 years relevant experience	
42	Sweeper	19	Middle / Matric	Min 5 years relevant experience	
43	Helper	20	Middle / Matric	Min 2 years relevant experience	
44	Mail	24	Middle / Matric	Min 5 years relevant experience	
45	Dhobi	10	Middle	Min 5 years relevant experience	
46	Traffic Guide	09	Matric	Patrolling street and car park Giving advice to public on parking regulations	
47	Fire Fighter	09	Matric	Min 5 years relevant experience	

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### Note:

- Candidates from Serial 1-37, will apply only online at [www.fwo.com.pk](http://www.fwo.com.pk) and candidates from serial 40-47 should apply by submitting details as per prescribed format by 10 September 2019.
- Application form is available on web site [www.fwo.com.pk](http://www.fwo.com.pk) for serial 38-47
- Please mention job title on right side of envelope.
- FWO may reject, refuse, omit, postpone, cancel or make changes to the whole or part of any material, advertisement or plan regarding this advertisement.
- Test/Interview of shortlisted candidates will be conducted in Lahore.
- No TA/DA will be admissible for test/ interview.

Frontier Works Organization, Director HR  
509 Kashmir Road, RA Bazar, Rawalpindi, Tel: 051-9271415

## Application Form

Post applied for : \_\_\_\_\_ Paste Updated Photograph  
Date of Advertisement : \_\_\_\_\_  
Personal Information : \_\_\_\_\_

Name			
Father's Name			
For Retd Mil Pers Only	Arms:	Army No:	Rank:
Gender	Male:	Female:	
Date of Birth	Day:	Month:	Years: (D/M/Y)
Qualification			
Experience in Years			
Training Course (if any)			
CNIC No			
Passport No (if Available)			
Domicile			
Present Address			
Personal Contact (ph. no.)			
Check List	CV	Photograph	Copy of CNIC
	Yes No	Yes No	Yes No
	Education Docus	Experience Cert	Domicile
	Yes No	Yes No	Yes No

By signing below and submitting this application form, I confirm that the information I have provided is accurate to the best of my knowledge.

Date 20 (D/M/Y)

Signature of the Applicant

Address: Director HR, (R&S Sec), HQ FWO,  
509 Kashmir Road RA Bazar Rawalpindi. Telephone: 051-9271415