



**DIRECTORATE OF HUMAN RIGHTS
GOVERNMENT OF SINDH**

POSITIONS VACANT

Applications are invited from suitable candidates for recruitment against following post, purely on contract basis:-

Sr.No	Scheme Name	Name of Post	Place of Posting	Qualification Required	Age Limit
1	Establishment of Human Rights Complaint Cell	Administrator	Karachi	<ul style="list-style-type: none">• Master Degree / post graduate in related field, Experience in Criminal laws, Human rights etc would be preferred.• Leverage functional and technical expertise to help create successful outcomes.• Strong capability (oral and written) interpersonal, presentation and organizational skill.• Must have demonstration ability to successful interact with internal and external interface.	21 to 35
2		Manager Legal Aid	Karachi	<ul style="list-style-type: none">• LLB or M.A in Criminology having at least 2nd division from Recognized university.• Experience in Criminal laws, Human rights cases, etc would be preferred.• Strong understanding, best practice and legal research techniques.• Well versed with Human Rights laws.	21 to 35
3		Manager Medical Aid & Rehabilitation	Karachi	<ul style="list-style-type: none">• MBBS from recognized University.• Experience as General Physician in any government or private Hospital would be preferred.	21 to 35
4		Legal Coordinators (Shift wise duty)	Karachi	<ul style="list-style-type: none">• Graduation having at least 2nd division from recognized university.• Having ability to prompt response in case of emergency contact to law enforcement agencies and hospital to provide relief to the victims of human rights.• Ability to keep record.	21 to 35
5		Accountant	Karachi	<ul style="list-style-type: none">• Graduate degree in Commerce (B.Com) with at least 2nd Division from recognized university• Preference would be given to computer literate Person.	21 to 35
6		Assistants	Karachi	<ul style="list-style-type: none">• Graduate with at least 2nd Division from recognized university.• Preference would be given to computer literate Persons.	21 to 35

	Cashier	Karachi	<ul style="list-style-type: none"> • Intermediate degree having at least 2nd Division from recognized board. • Experience in record keeping, maintain financial transactions, would be preferred. • Preference would also be given to computer literate Person. 	21 to 35
8	Computer Operators	Karachi	<ul style="list-style-type: none"> • Intermediate degree having at least 2nd division from recognized Board. • One year Diploma in IT or Computer Science from Sindh Board of Technical Education. 	21 to 35
9	Telephone Attendants (8 hours shift duties)	Karachi	<ul style="list-style-type: none"> • Intermediate from recognized board. • Technical experience on PABX system would be preferred. 	21 to 35
10	Drivers	Karachi	Preferably literate with valid Motorcar Driving License.	21 to 35
11	Dispatch Riders	Karachi	Preferably literate with valid Motorcycle Driving License	21 to 35
12	Cook	Karachi	<ul style="list-style-type: none"> • Having one year experience of cooking • Preferably literate. 	21 to 35
13	Armed Guards/ Chowkidars (8 hours shift duties)	Karachi	<ul style="list-style-type: none"> • Valid weapon license. • Preferably literate. 	21 to 35
14	Naib Qasids	Karachi	Preferably literate.	21 to 35
15	Sanitation Workers	Karachi	Preferably literate.	21 to 35

Free Legal Aid Center at District Level	Human Rights Officers	Sukkur Larkana Jacobabad Dadu Ghotki	<ul style="list-style-type: none"> • Master Degree / Post graduate in related experience in Criminal laws, Human rights etc would be preferred. • To ensure overall administration of the center. • Liaison with other provincial and national institutes for restoration of Human Rights. • Liaison with victims/complainant and offenders to settle issues amicably at primary stages to avoid conflicts. • Coordination with law enforcement agencies to defuse the issues at initial stages. • To ensure justice and protection of Human Rights by constant follow up in legal procedures in courts, Union councils, • Fulfill any other assignment as per job description and guidelines of the Directorate of Human Rights. 	21 to 35
	Assistant Human Rights Officers	Sukkur Larkana Jacobabad Dadu Ghotki	<ul style="list-style-type: none"> • Master Degree / Post graduate in related field. • Assist Human Rights Officer in performance of duties mentioned above, • Leverage functional and technical expertise to help create successful outcomes. 	21 to 35
	Legal Coordinators (8 Hours Shift duties)	Sukkur Larkana Jacobabad Dadu Ghotki	<ul style="list-style-type: none"> • L.L.B degree having at least 2nd division from recognized university. • Having ability to prompt response in case of emergency contact to law enforcement agencies and hospital to provide relief to the victim of human rights • Ability to keep record of complaints. 	21 to 35
	Accountant s/ Cashiers	Sukkur Larkana Jacobabad Dadu Ghotki	<ul style="list-style-type: none"> • Graduate degree in Commerce (B.Com) with at least 2nd Division from recognized university • Ample experience to record keeping and maintain financial transactions. • Preference would be given to computer literate Persons. 	21 to 35
	Assistants	Sukkur Larkana Jacobabad Dadu Ghotki	<ul style="list-style-type: none"> • Graduate with at least 2nd Division from recognized university • Preference would be given to computer literate Persons 	21 to 35
	Computer Operators	Sukkur Larkana Jacobabad Dadu Ghotki	<ul style="list-style-type: none"> • Intermediate degree at least 2nd division from recognized Board • One year Diploma in IT or Computer Science from Sindh Board of Technical Education. 	21 to 35

	Drivers	Sukkur Larkana Jacobabad Dadu Ghotki	Preferably literate with valid Motorcar Driving License	21 to 35
23	Dispatch Riders	Sukkur Larkana Jacobabad Dadu Ghotki	Preferably literate with valid Motorcycle Driving License	21 to 35
24	Naib Qasids	Sukkur Larkana Jacobabad Dadu Ghotki	Preferably literate.	21 to 35
25	Sanitation Workers	Sukkur Larkana Jacobabad Dadu Ghotki	Preferably literate.	21 to 35

General Instruction:

1. Candidates having domicile of Sindh province should apply.
2. Only those candidates should apply who fulfill the criteria and eligibility. Candidates already in Government Service should apply through proper channel
3. Only short-listed candidates would be called for interview. No TA/DA will be admissible for interview.
4. Candidate are advised to send their application along with their resume, experience certificates and covering letter and envelope showing the name of position applied for by **18.02.2012**
5. Applications must reach the following address by the date given above. Incomplete applications and those received after due date shall not be entertained.



Director
Directorate of Human Rights
Government of Sindh
Bungalow No.4-J, Block-6, PECHS
Ph: 021-34382292