CAPITAL DEVELOPMENT AUTHORITY

URAAN PAKISTAN

HIRING OF STAFF FOR PROJECT MANAGEMENT UNIT (PMU) - New Islamabad Convention, Exhibition, and Expo Centre

CDA invites applications for the following posts on contract basis: -

Sr #	Designation	No of Vacancies & Pay Scale	Qualification Criteria's	Age Limit	Jds
1	**Senior Manager - PMU**	01 PPS-10	Bachelor's Degree in Civil Engineering (Master's preferred). Registered Professional Engineer with PEC having Min. 15 years of experience in large-scale building and infrastructure projects on a senior position. Preference will be given to lead position experience in Mega Building Projects of International level.	38 – 55	• Lead overall coordination of assigned PMU project including infrastructure and allied development works. • Monitor project planning, design review, procurement support, execution progress, timelines, risks and deliverables. • Coordinate with PMU formations, consultants, contractors, design teams, site staff and relevant government departments for timely resolution of project matters. • Review project progress reports, implementation schedules, technical submissions, site updates and management briefs. • Identify project delays, bottlenecks, approvals pending, resource gaps and coordination issues, and propose corrective actions. • Supervise preparation of dashboards, presentations, progress summaries, decision notes and status reports for PMU management • Ensure effective documentation of approvals, correspondence, meeting minutes, action trackers and project records. • Support senior management in policy decisions, project prioritization, performance monitoring and inter-agency coordination. • Conduct site visits and review project implementation status, quality concerns and critical issues requiring management attention. • Ensure assigned projects are implemented in line with approved scope, timelines, standards, contractual requirements and PMU objectives.
2	**Manager Civil**	01 PPS-9	Bachelor's Degree in Civil Engineering (Master's preferred). Registered Professional Engineer with PEC having Min. 10 years of experience in large-scale building and infrastructure projects.	30 – 45	• Manage civil, structural and architectural work streams from design review to execution, ensuring alignment with approved scope, specifications, drawings and project schedule. • Review structural calculations, architectural drawings, shop drawings, RFIs, method statements, material submittals, soil investigation reports and technical proposals. • Coordinate with architects, structural engineers, geotechnical experts, contractors and other disciplines to ensure safe, practical and constructible design solutions. • Inspect site works regularly, verify workmanship and material quality, and recommend corrective measures for deviations, defects or non-compliance. • Monitor progress against target plans, identify bottlenecks and prepare concise daily, weekly and monthly progress/site inspection reports. • Review and recommend approval of construction materials, vendors/manufacturers and civil works procedures in consultation with the Team Leader. • Ensure integration with MEP, ICT and BIM teams to resolve spatial, structural, architectural and services coordination issues before execution. • Attend technical meetings, maintain record of decisions, provide civil/structural advice and perform any other related task assigned by management.
3.	**Manager MEP**	01 PPS-9	Bachelor's Degree in Electrical or Mechanical Engineering (Master's preferred). Registered Professional Engineer with PEC having Min. 10-years of experience in large-scale building and infrastructure projects.	30 – 45	• Supervise all MEP work streams including HVAC, electrical systems, plumbing, firefighting, elevators/escalators, BMS and related building services. • Review MEP drawings, shop drawings, RFIs, technical submittals, material proposals, method statements, testing plans and commissioning procedures. • Verify site compatibility with approved permanent works and ensure installation conforms to specifications, drawings, codes and contractual requirements. • Inspect temporary and permanent MEP works, maintain records of tests/inspections and ensure timely rectification of non-conforming works. • Monitor start-up, testing, commissioning, integrated system testing and handover documentation for all MEP installations. • Coordinate closely with civil, architectural, ICT, security and BIM teams to resolve service routing, spatial and interface issues before execution. • Evaluate contractors' technical proposals and advise management on approvals, performance issues, delays, risks and quality/safety compliance. • Lead MEP progress reporting, attend technical meetings and perform any other related task assigned by the Team Leader or management.
4.	**Manager IT**	01 PPS-9	Bachelor's Degree in Electrical/ Electronics//Telecommunications/ Computer Engineering, or Information Technology. Min. 10 years of experience in IT, AV, security, and smart building systems. Experience in convention centers, airports, stadiums, data centers, or major public facilities will be preferred. Relevant professional certifications in IT, networking, cybersecurity, or AV systems will be an added advantage.	30 – 45	• Lead design coordination for ICT networks, data centre/server rooms, AV systems, CCTV, access control, structured cabling, smart systems and related technology infrastructure. • Prepare and review BOQs, high-level/low-level designs, technical specifications, drawings, procurement packages, RFP inputs and system integration requirements. • Assess technology options and recommend suitable, scalable and secure solutions for networking, storage, servers, AV, security and smart facility operations. • Review contractors' technical proposals, shop drawings, submittals and integration plans for compliance with project requirements and best practices. • Coordinate with civil, MEP and BIM teams for pathways, containment, equipment rooms, power/cooling interfaces and spatial integration of technology systems. • Oversee requirements for switches, routers, WLAN, workstations, servers, storage, Active Directory, DNS, DHCP, VPN and secure infrastructure administration. • Monitor implementation progress, system readiness, troubleshooting, testing, commissioning and documentation of ICT/AV/security systems. • Prepare periodic technical reports and perform any other related task assigned by the Team Leader or management.
5.	**Manager BIM**	01 PPS-9	Bachelor's Degree in Engineering, Architecture, Construction Management, or related discipline. Professional certification in BIM software platforms. Minimum 8 years of experience in BIM implementation on major projects.	30 – 45	• Support preparation and implementation of the BIM Execution Plan, digital delivery protocols, model standards, naming conventions and information exchange workflows. • Develop, manage, review and audit multidisciplinary BIM models across architectural, structural, civil, MEP and technology system disciplines. • Conduct federated model coordination, clash detection, constructability review and issue tracking using Revit, Navisworks or equivalent platforms. • Facilitate model coordination meetings, record model issues, assign actions and follow up resolution with consultants, contractors and project teams. • Ensure model accuracy, interoperability, LOD compliance, data validation, version control and structured digital record keeping throughout the project lifecycle. • Coordinate BIM outputs with design reviews, shop drawings, site execution requirements, quantity take-offs and progress monitoring where applicable. • Support development of as-built BIM models and handover data for facility management and future asset information requirements. • Prepare BIM coordination reports, clash matrices, model review logs and perform any other related task assigned by management.
6.	**Manager Finance**	01 PPS-9	MBA Finance, ACCA, ACMA, CFA, or equivalent qualification. Min. 10 years of experience in project finance, infrastructure projects, public sector development projects, or financial management. Experience in large-scale construction or public infrastructure projects will be preferred. Strong understanding of public procurement and government financial procedures.	30 – 45	• Support preparation and implementation of the BIM Execution Plan, digital delivery protocols, model standards, naming conventions and information exchange workflows. • Develop, manage, review and audit multidisciplinary BIM models across architectural, structural, civil, MEP and technology system disciplines. • Conduct federated model coordination, clash detection, constructability review and issue tracking using Revit, Navisworks or equivalent platforms. • Facilitate model coordination meetings, record model issues, assign actions and follow up resolution with consultants, contractors and project teams. • Ensure model accuracy, interoperability, LOD compliance, data validation, version control and structured digital record keeping throughout the project lifecycle. • Coordinate BIM outputs with design reviews, shop drawings, site execution requirements, quantity take-offs and progress monitoring where applicable. • Support development of as-built BIM models and handover data for facility management and future asset information requirements. • Prepare BIM coordination reports, clash matrices, model review logs and perform any other related task assigned by management.
7.	**Documentation Officer**	01 PPS-7	Bachelor's Degree in Business Administration, Information Management, Engineering, Architecture, Library Sciences HR Management and social sciences, or related field. Minimum 5 years of experience. Proficiency in electronic document management systems (EDMS), Microsoft Office, and project collaboration platforms. Experience with BIM-enabled document management systems will be an advantage. Advance Degree will also be preferred	30 – 40	• Maintain a centralized repository of technical, financial, contractual, administrative and correspondence records in physical and digital form. • Implement document coding, indexing, classification, tagging, filing and retrieval protocols to ensure traceability and quick access for authorized users. • Operate/update the EDMS or document tracking system, maintaining logs for submissions, approvals, revisions, pending actions and archival status. • Ensure strict version control so that only approved, current and properly referenced documents are circulated to internal and external stakeholders. • Coordinate with PMU teams, consultants, contractors and departments for timely submission, validation, circulation and preservation of project records. • Facilitate retrieval of documents for audits, inspections, legal references, progress reviews, claims, reporting and management decision-making. • Conduct periodic file audits, identify documentation gaps and generate concise status reports for management review and compliance follow-up. • Ensure confidentiality, integrity, retention and secure archiving of sensitive records and perform any other related task assigned by management.

GENERAL INSTRUCTIONS-

- Original documents will have to be produced at the time of interview;
- No TA/DA will be permissible;
- The candidate is required to mention the post applied for on the right top corner of the envelope;
- Sealed envelope containing attested copies of educational certificates, experience certificates etc. must reach the below mentioned address on or before **17th August 2026 up-to 1400** Hours;
- In case any information furnished by the applicant is found fake or bogus, Authority reserves the right to cancel the candidate at any stage and initiate legal action against the applicant;

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