



**Karachi Mobility Project  
Sindh Mass Transit Authority (SMTA)  
Transport & Mass Transit Department  
Government of Sindh**



## REQUEST FOR EXPRESSION OF INTEREST

1. The Government of Sindh requires services of following Staff for a donor funded project. Interested applicants may express their interest in providing the services through CVs.
2. Eligible applicants shall have the following qualifications, experience and skills as mentioned against the positions:

Position: Qualification: Experience:	<b>Office Assistant — (One Position)</b> Bachelor's degree from HEC recognized University/Institute • Excellent verbal and written computer skills with exceptional reading and listening abilities. • At least 02 years of experience in a similar role is highly desirable. Must have an average typing speed of at least 30 words per minute. Proficient in dictation and note taking.
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3. The mentioned vacancy is purely Temporary / Contractual Basis (to be renewed annually purely on the basis of performance) funded through the International Lending Agency.
4. The candidates shall have no right to claim for regularization of services in the future under any prevailing Government policy.
5. Candidates meeting the minimum eligibility criteria for qualification and experience shall be called for interview.
6. Selection will be purely on merit and after necessary endorsement of the donor agency.
7. Interested candidate may submit their Expressions of Interest in the form of a Covering Letter along with CV and supporting documents through courier to Project Director at the following mentioned address, the Expression of Interest with Covering Letter and CV can also be forwarded through Email [jobskmpylc@gmail.com](mailto:jobskmpylc@gmail.com) latest by **August 29<sup>th</sup> 2025** during office hours.
8. Only shortlisted applicants will be contacted, the successful candidates will be offered a competitive-based package as per government guidelines.
9. The domicile policy of Government of Sindh shall be applicable as per law / rules.
10. We are equal opportunity employer, women are encouraged to apply.
11. The Department reserves the right to reject any or all applications, or cancel the whole recruitment process at any stage without assigning any reasons.

**PROJECT DIRECTOR**

**Karachi Mobility Project, BRT-Yellow Line  
Sindh Mass Transit Authority (SMTA)**

**C-44, Lane 7, Block 2, Clifton, Karachi Tel: 021-99336117**

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