عیدالاضحیٰ پر صفائی کو یقینی بنانے کیلئے شہری ایل ڈبلیو ایم سی سے تعاون کریں

GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT BOARD
PUNJAB HUMAN CAPITAL
INVESTMENT PROJECT (PHCIP)

VACANCIES ANNOUNCEMENT

Government of Punjab (Planning & Development Board) has received financing from World Bank for implementing Punjab Human Capital Investment Project (PHCIP) **[P164785]**. The Project aim to increase the access to quality health services, and economic and social inclusion programs, among poor and vulnerable households in selected districts of Punjab. For the said purpose the project intends to hire the services of following individuals having qualifications and experience mentioned below:

Sr. No	Position	Qualifications/ Experience/Skills	No. of Post
01.	**Additional Director Planning**	• At least, Master's degree or equivalent (sixteen (16) years of education) in Development Studies/ Business Administration/ Public Policy/ Social Policy/ Economic Development/ Public Administration / MBBS/ B.Sc. Engineering or related discipline from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • At least, eight (08) years of documentary verifiable relevant experience, after acquiring stipulated qualifications, in public and/or private sector national/international organizations. • Age: blow 50	01
02.	**Additional Director Field Operations**	• At least, Master's degree or equivalent (sixteen (16) years of education) in Development Studies/ Business Administration/ Public Policy/ Social Policy/ Economic Development/ Public Administration / MBBS/ B.Sc. Engineering or related discipline from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • At least, eight (08) years of documentary verifiable experience, after acquiring stipulated qualifications, in managing and implementing development projects for any public/private sector organization(s). • Age: blow 50	01
03.	**Additional Director Grievance Redress Mechanism**	• At least, Master's degree or equivalent (sixteen (16) years of education) in Development Studies/ Business Administration/ Public Policy/ Social Policy/ Economic Development/ Public Administration / MBBS/ B.Sc. Engineering or related discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • At least, eight (08) years of documentary verifiable experience, after acquiring stipulated qualification, in the development sector, with at-least two (02) years on management of community's grievance redressal in relevance with data update, payments, inclusion/exclusion or any other relevant analytical role. • Age: blow 50	01
04.	**Additional Director, IT Infrastructure**	• At least, Master's degree or equivalent (sixteen (16) years of education) in Information Technology/ Computer Science, or Business Administration/ Business Studies, with specialization in ITM (Information Technology Management), or other relevant qualification, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • At least, eight (08) years of documentary verifiable experience, after completing stipulated qualifications, in software/system design, (preferably • commercial) development and deployment experience in large scale service architectures with IT applications. • Age: blow 50	01
05.	**Deputy Director, Database Administrator (Optimization)**	• At least, Master's degree or equivalent (sixteen (16) years of education) in Information Technology/ Computer Science; or Business Administration/ Business Studies, with specialization in ITM (Information Technology Management), or other relevant qualification, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • At least, eight (08) years of documentary verifiable experience, after acquiring stipulated qualification, as database administrator to large software projects, in government organizations of repute, preferably a Social Welfare or other government organization in addition to having experience in applications software analysis, design, and development. • Age: blow 40	01
06.	**Deputy Director, Unified Beneficiary Registry (UBR)**	• At least, Master's degree or equivalent (sixteen (16) years of education) in Information Technology/ Computer Science; or Business Administration/ Business Studies, with specialization in ITM (Information Technology Management), or other relevant qualification, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • At least, eight (08) years of documentary verifiable experience, after acquiring stipulated qualification, as database administrator to large software projects, in government organizations of repute, preferably a Social Welfare or other government organization in addition to having experience in applications software analysis, design, and development. • Age: blow 40	01
07.	**Deputy Director, Network Operations Centre (NOC)**	• At least, Master's degree or equivalent (sixteen (16) years of education) in Information Technology/ Computer Science; or Business Administration/ Business Studies, with specialization in ITM (Information Technology Management), from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • At least, eight (08) years of documentary verifiable experience, after acquiring stipulated qualifications, in NOC or Enterprise environment involving a geographically distributed network including at least, three (03) years of experience at the manager level or higher.	01
08.	**Deputy Director Audit**	• CA/ACCA/ CIMA or equivalent qualification, is mandatory. • Master's Degree or equivalent (sixteen (16) years of education), in Business Administration/Finance/Accounting or related discipline, from an HEC-recognized university/ institute shall be accorded due weightage. • At least, eight (08) years of documentary verifiable relevant audit experience, after acquiring stipulated qualifications, with a reputable organization. • Age: blow 40	01
09.	**Deputy Director Human Resource (HR)**	• At least, Master's degree or equivalent (sixteen (16) years of education) in Human Resource Management/Development, Social Sciences or related discipline from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • At least, eight (08) years of relevant experience, after acquiring stipulated qualification, in public or private sector organizations, autonomous bodies and corporations. • Age: blow 45	01
10.	**Content Development Specialist**	• At least, Master's degree or equivalent (sixteen (16) years of education) in Communications, Journalism/Media or related discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • At least, seven (05) years of documentary verifiable experience, after acquiring stipulated qualifications, in digital content and audience trends. Prior content strategy/management experience working with a large-scale public/private sector programmes. • Age: blow 40	01
11.	**Graphics Designer/ Web-developer**	• At least, undergraduate degree in Graphics Design, Digital Media or related discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • At least, three (03) years of documentary verifiable experience, after acquiring stipulated qualifications, in visual communication, digital arts and design, multimedia production, Web application programming and publishing, interactivity and usability testing. • Age: blow 40	01
12.	**Officer (Grants/Donor Projects)**	• At least Master's degree or equivalent (sixteen (16) years of education) in Business Administration/ Accounting/ Finance/ Management Sciences, or CA, ACMA /ACCA, or any other related qualifications from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • At least, four (04) years of documentary verifiable experience, after acquiring stipulated qualifications, in book-keeping, accounting, record maintenance and payment processing in a donor funded project or a reputed private/multinational organization. Preparation of budgets, financial statements and analytical reports. • Age: blow 40	01
13.	**Accounts Officer (Expenditure)**	• At least, CA, ACMA/ACCA or Master's degree or equivalent (sixteen (16) years of education) in Business Administration/ Accounting/ Finance/ Management Sciences, or any other related qualifications, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • At least, four (04) years of documentary verifiable experience, after acquiring stipulated qualifications, in Book-keeping, Accounting, record maintenance and payment processing in a donor funded project or a reputed private/multinational organization. Preparation of budgets, financial statements and analytical reports. • Age: blow 40	01
14.	**Admin Officer I&II**	• Undergraduate degree in Business Administration/ Business Studies/ Social Sciences or relevant discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • At least, four (04) years of documentary verifiable experience, after acquiring stipulated qualifications, as an office assistant, office administrator, or handling administrative responsibilities in a related field. • Age: blow 40	02
15.	**Program Officer**	• Undergraduate degree in Social Policy, Economics, Public Administration, Social/ Management Sciences, or relevant discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • Project Management Professional (PMP) or any other relevant certification shall be accorded due weightage. • At least, four (04) years of relevant experience, after acquiring stipulated qualifications, in the design and implementation of social protection programmes or community development projects. • Age: blow 40	01
16.	**Procurement Officer**	• Undergraduate degree in Social Sciences/ Economics/Engineering/Business Administration or relevant discipline from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan • At least, three (04) years of documentary verifiable experience, after acquiring stipulated qualifications, in procurement (Goods, Works, & Consulting Services), preferably in the development sector. • Age: blow 40	01
17.	**Reconciliation Officer**	• Undergraduate degree in Accounts, Finance, or relevant discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • At least, four (04) years of documentary verifiable experience, after acquiring stipulated qualifications, in financial management, planning and budgeting, preparation of financial statements and analytical reports. • Age: blow 40	01
18.	**Human Resource Officer**	• Undergraduate degree in Business Administration/Management or Human Resource or relevant discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • At least, three (03) years of documentary verifiable experience, after acquiring stipulated qualification, in recruitment, selection, performance management, compensation and reward, preparation of contracts and job description, staff orientation, and employee relations besides other HR functions. • Age: blow 40	01
19.	**Records and Archives Officer**	• Undergraduate degree in records management, archival/library science or other related field from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • At least, four (04) years of documentary verifiable experience, after acquiring stipulated qualifications, in professional records management experience with a minimum of one (01) year in supervisory role with emphasis on providing technical direction to record management administrative staff. • Age: blow 40	01

1). Recruitment will be made on contractual basis for one (01) year initially, extendable on annual performance report.

2). Interested candidates having above qualification and experience should send their applications along with hard copies of their CVs along with attested copies of CNIC/Domicile certificate/Educational certificates/degrees/experience certificates/last salary statement, one passport size photograph addressed to the undersigned, latest by **August 17, 2020**.

3). Government employees should apply through proper channel.

4). Only Shortlisted candidates with relevant experience will be called for interview.

5). No TA/DA shall be admissible to those called for test/interview.

6). Market based salary shall be offered based upon education, relevant experience and last drawn salary of the candidate.

7.) The detailed job description including experience, qualification and skills may be viewed at **www.pspa.punjab.gov.pk.**

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