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 aims 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	Positions	Qualifications/ Experience/Skills	No. of Post
01.	**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 relevant 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.	01
02.	**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 relevant 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.	01

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

- Interested candidates having above qualification and experience may apply online at **www.jobs.punjab.gov.pk** or **www.rozee.pk** but should also send their applications through postal services addressed to the undersigned latest by **August 26, 2021 (Monday),** along with hard copies of their CVs', one passport size photograph, attested copies of CNIC, Educational Certificates, Degrees, Experience Certificates and last salary slip/statement.

- Only complete job applications received till the closing date will be considered. The applicants possessing relevant qualification and experience will be shortlisted and called for interview.

- No TA/DA shall be admissible to the shortlisted candidates for test/interview.

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

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

- The competent authority reserves the rights to cancel the recruitment process at any stage.

Project Director
Project Management Unit (PMU)
Punjab Human Capital Investment Project (PHCIP)
Punjab Social Protection Authority (PSPA)
78-79, D Block, Wahdat Road, New Muslim Town, Lahore
Phone No. 042-99232359-60

Background

The Government of Punjab (GoPb) is implementing the **Punjab Human Capital Investment Project** (PHCIP) with the assistance of the World Bank to increase the utilization of quality health services, and economic and social inclusion programmes, among poor and vulnerable households in select districts in Punjab.

The project has the following three components:

Component 1: Health services quality and utilization (approximately US$115 million equivalent): This component aims to improve the availability and utilization of high impact, cost efficient health services by pregnant and lactating women (PLWs), as well as children living in poverty, through improvements in healthcare service delivery and a nutrition-sensitive CCT program.

Component 2: Economic and social inclusion (approximately US$65 million equivalent):
  a. Economic Inclusion: This sub-component aims to support income-generating activities of young parents (ages 18 to 29) from poor and vulnerable households who have children under the age of 5, through: (i) a labour market (LM) readiness package providing training on basic literacy, numeracy, financial literacy and business skills, (ii) livelihood support through asset transfer (cash or in-kind), and (iii) intensive coaching.
  b. Social Inclusion for Education: This sub-component aims to strengthen select education initiatives in Punjab to support the inclusion of poor and vulnerable households and help ensure their children build a strong foundation.

Component 3: Efficiency and sustainability through social protection services delivery systems and project management (approximately US$20 million equivalent). This component will involve modernizing and improving coordination and interoperability of Punjab's SP systems and programmes by strengthening the administrative, operational, policy and planning functions and capabilities of the Punjab Social Protection Authority (PSPA), including establishing a SP service delivery platform.

Objectives of the Assignment

In order to achieve the objectives of the project, PSPA, being the lead implementing agency for PHCIP, is in the process of putting in place the required technical staff under the Project Directorate based in PSPA's Headquarters at Lahore. To that end, PSPA requires services of a "Deputy Director, Database Administrator" to perform the below mentioned roles and responsibilities.

Scope of Functions

1. Work under the overall supervision and direction of Additional Director, IT infrastructure.
2. Acquire full familiarization with the PSPA mandate, structure and activities including all government and donor funded programmes and their data requirements.
3. Perform data analysis, based on requirements articulated by PSPA management and relevant wings, to capture data requirements for Unified Beneficiary Registry clearly, completely, and accurately while, at the same time, representing them in a formal and visual way through data models.
4. Prepare/assist in development of System Requirement Specifications (SRS).

5. Design and develop the required operational database procedures, ancillary processes as well as the hardware systems to ensure an effective and efficient continued operation of database environment.

6. Assist in developing/suggesting policies and procedures for data security (such as strong passwords, two factor authentications, restricted data accessibility within controlled environment, CCTV monitoring), and data sharing mechanisms (e.g. emails/CD/USB etc.) including rules for approving/disapproving data requests and their compliances, maintaining log files and others associated functions.

7. Provide database related essential support to other MIS staff and user wings in accordance with design requirements and implementation of application systems, database(s) and other data files. The support may include the use of data dictionaries, database, table designs, database modelling and development of technical procedures to support the application's implementation process.

8. Develop and implement disaster recovery policies/plans and procedures

9. Design, install and maintain current databases.

10. Perform routine data backups and restore functions.

11. Perform a wide range of database administration functions such as configuring database tables, views, and stored procedures; running test queries; troubleshooting database problems; maintaining version control and proper security policies and procedures.

12. Conduct periodic maintenance of database(s), tuning to optimize data management processes, perform load balancing, redundancy, fault tolerance and system optimization.

13. Produce regular analytical reports on database performance to identity gaps and improve overall quality in terms of data reliability, data security and maintenance, including the use of periodic data backups and data restoration procedures.

14. Provide lead support in the development of service level agreements (SLAs) for common needs, especially, cross government services (Like NADRA, PITB etc); ToRs/Requirement Specifications for procurement of IT equipment and technical software development.

15. Participate in technical pre-bid and negotiation meetings, as well as manage IT related contracts. Maintain software licensing and maintenance agreements.

16. Perform any other task assigned by CEO PSPA and /or Additional Director IT Infrastructure in furtherance of PSPA mandate and objectives.

Qualification and professional experience Qualifications
- 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.
- Any additional Certification/Diploma, such as SQL, SQL Database Administration or related certification, shall be accorded due weightage

Experience
- 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.
- Knowledge and experience of software development and programming languages, relational databases, SQL, SQL Express or SQL Server (applications running these backend DBs) and its tuning, .NET, IIS (Internet Information Services), Visual Studio for performance, automating database and server-side application maintenance and monitoring.

Skills
- Strong leadership and negotiation skills.
- Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
- Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations.
- Written and oral fluency in the English language.
- Proficient in using MS Office (Word, Excel, & Power Point).

Selection Process
The appointment will be made in accordance with the recruitment polices of PSPA

Background

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Component 3: Efficiency and sustainability through social protection services delivery systems and project management (approximately US$20 million equivalent). This component will involve modernizing and improving coordination and interoperability of Punjab's SP systems and programmes by strengthening the administrative, operational, policy and planning functions and capabilities of the Punjab Social Protection Authority (PSPA), including establishing a SP service delivery platform.

Objectives of the Assignment

In order to achieve the objectives of the project, PSPA, being the lead implementing agency for PHCIP, is in the process of putting in place the required technical staff under the Project Directorate based in PSPA's Headquarters at Lahore. To that end, PSPA requires services of a "Deputy Director, Unified Beneficiary Registry" to perform the below mentioned roles and responsibilities.

Scope of Functions
1. Be overall responsible for the development and management of a Unified Beneficiary Registry under the overall direction of Additional Director, IT Infrastructure.
2. Acquire full familiarization with the PSPA mandate, structure and activities including all government and donor funded programmes and their data requirements.
3. Interface with PSPA management team and user wings develop requirements and protocols for a data analysis exercise for informing the design of a Unified Beneficiary Registry.
4. Perform data analysis activities to capture data requirements for Unified Beneficiary Registry clearly, completely, and accurately while, at the same time, representing them in a formal and visual way through data models.
5. Finalize design and operationalize a Unified beneficiary Registry for PSPA.
6. Prepare/assist in development of System Requirement Specifications (SRS).

7. Design and develop the required operational database procedures, ancillary processes as well as selection of appropriate hardware systems to ensure an effective and efficient continued operation of database environment.
8. Assist in developing policies and procedures for data security including rules for approving/disapproving data requests and their compliances, maintaining log files and others associated functions.
9. Provide database related essential support to other MIS staff and user wings in accordance with design requirements and implementation of application systems, database(s) and other data files. The support may include the use of data dictionaries, database, table designs, database modelling and development of technical procedures to support the application's implementation process.
10. Develop and implement disaster recovery policies/plans and procedures
11. Design, install and maintain current databases.
12. Perform routine data backups and restore functions.
13. Perform a wide range of database administration functions such as configuring database tables, views, and stored procedures; running test queries; troubleshooting database problems; maintaining version control and proper security policies and procedures.
14. Conduct periodic maintenance of database(s), tuning to optimize data management processes, perform load balancing, redundancy, fault tolerance and system optimization.
15. Produce regular analytical reports on database performance to identity gaps and improve overall quality in terms of data reliability, data security and maintenance, including the use of periodic data backups and data restoration procedures.
16. Provide lead support in the development of service level agreements (SLAs) for common needs, especially, cross government services (Like NADRA, PITB etc); ToRs/Requirement Specifications for procurement of IT equipment and technical software development. Participate in technical pre-bid and negotiation meetings, as well as manage contracts. Maintain software licensing and maintenance agreements.
17. Perform any other task assigned by Additional Director, IR Infrastructure and/or CEO PSPA in furtherance of PSPA mandate and objectives.

Qualification and professional experience Qualifications

- 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.
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