



GOVERNMENT OF THE PUNJAB
PUNJAB HUMAN CAPITAL INVESTMENT PROJECT (PHCIP)
PUNJAB SOCIAL PROTECTION AUTHORITY (PSPA)

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.	Additional Director Grievance Redress Mechanism	<ul style="list-style-type: none"> 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 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. 	01
02.	Additional Director, IT Infrastructure	<ul style="list-style-type: none"> 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 completing stipulated qualifications, in software/system design, (preferably commercial) development and deployment experience in large scale service architectures with IT applications. 	01
03.	Deputy Director, Database Administrator (Optimization)	<ul style="list-style-type: none"> 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
04.	Deputy Director, Unified Beneficiary Registry (UBR)	<ul style="list-style-type: none"> 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
05.	Deputy Director, Network Operations Centre (NOC)	<ul style="list-style-type: none"> 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 relevant 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
06.	Deputy Director Audit	<ul style="list-style-type: none"> 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. 	01

07.	Content Development Specialist	<ul style="list-style-type: none"> 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 (07) years of documentary verifiable relevant 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. 	01
08.	Graphics Designer/ Web-Developer	<ul style="list-style-type: none"> 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 relevant experience, after acquiring stipulated qualifications, in visual communication, digital arts and design, multimedia production, Web application programming and publishing, interactivity and usability testing. 	01
09.	Human Resource Officer	<ul style="list-style-type: none"> 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 relevant 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. 	01
10.	Records and Archives Officer	<ul style="list-style-type: none"> 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 relevant 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 	01
11.	Field Officers	<ul style="list-style-type: none"> MPhil in Social Sciences with 1-2 years of relevant work experience in the public sector, preferably in Education, or MA/MSc/Bachelor's (Hons.) with 3-4 years of experience in the public sector, preferably in education/ Early Childhood Education and/or monitoring and evaluation. Experience of working on large scale government + donor funded projects is a plus. Extensive travel experience in the Punjab with good working knowledge of Punjabi and other regional languages. Experience of implementing projects in the field and coordinating with various stakeholders. Strong project management and human resource management skills. Comprehensive understanding of the public sector and broader educational challenges in Pakistan. NOTE: Positions are based in field offices of the Project Districts (Bahawalpur, Bahawalnagar, Bhakkar, D.G Khan, Khushab, Layyah, Lodhran, Mianwali, Muzaffargarh, Rahim Yar Khan and Rajanpur). 	34

- Recruitment will be made on contractual basis for one (01) year initially, extendable on annual performance report.
- Interested candidates having above qualification and experience should send their applications along with hard copies of their CVs along with attested copies of CNIC, Educational certificates, degrees, experience certificates, last salary statement and one passport size photograph addressed to the undersigned, latest by March 26, 2021 (Friday).
- Only Shortlisted candidates with relevant experience will be called for interview.
- No TA/DA shall be admissible to those called 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 increase/decrease the number of positions or cancellation of any position without any reason.

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 Punjab Human Capital Investment Project (PHCIP)
 Punjab Social Protection Authority (PSPA)
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