

1. CHIEF INTERNAL AUDITOR (CIA)

Chief Internal Auditor will be responsible for all internal audit related activities of the Punjab Public Private Partnership Authority and will report to the Executive Committee of PPPP Authority.

Qualification:-

- i. CA/ CPA/ ACMA/ ACCA/ MBA (Finance) from a local or foreign University /well reputed Institute recognized from the Higher Education Commission (HEC) of Pakistan.
- ii. Higher education in the same discipline will be preferred

Experience:

- Having at least 15 years post-qualification professional experience in auditing and controlling risk management, designing of internal control procedures, effective compliance of financial reliability in public/private sector preferably donor-funded projects with understanding of governance, risks and risk controls especially in PPPs projects.

Age: 55 years (maximum)

Salary package: MP-II to MP-I

Domicile: Punjab

Skills/Abilities:

- i. Expertise in conducting large scale internal audits of a multidimensional public/private organization(s).
- ii. Sound understanding and working knowledge of finance, audit, accounting system, corporate finance to carry out transparent and intelligent internal audit.
- iii. Excellent analytical, financial and communication skills
- iv. Proficiency in MS Office Suite and other financial/audit related software(s).

Job Description: Specific Tasks of Chief Internal Auditor shall include but not limited to the following:

- Draw up the internal audit strategy and annual plan for giving the annual audit opinion that the organization fulfills its overall purpose, achieves its intended outcomes for the stakeholders and partners;
- conduct research and assess how well risk management processes are working in the Punjab PPPA and communicate the results to the Executive Committee
- Develop the operational framework and procedures for an effective Internal Auditing system.

- Ensure compliance with statutory obligations, requirement of various laws applicable.
- Analyze and evaluate adequacy, effectiveness, efficiency and reliability of internal controls and propose recommendations for improvement.
- Prepare necessary reviews, recommendations and conclusions of auditing activities for the Board and Executive Committee in line with the International Standards on Auditing.
- Prepare audit reports highlighting issues/problems along with solution, and distributing the same to the relevant people.
- Forecasting, recommending preventative strategies to avoid any upcoming audit issues/bottlenecks
- Coordinate with external auditing bodies.
- Assess financial reporting mechanism and review financial reports in accordance with the relevant accounting policies and financial reporting standards as approved by Executive Committee of the Authority.
- Any other task assigned by the Competent Authority

2. DEPUTY DIRECTOR GENERAL (MONITORING)

The Deputy Director General will report to DG Appraisal & Quality Assurance. The incumbent will be responsible for the frontline operations of PPP projects and their monitoring. The incumbent will continuously interact and liaise with project sponsors and ensure operation and maintenance of PPP projects in accordance with terms and conditions of Concession Agreement.

Qualification:-

- i. Master in Project Management/Civil Engineering/Engineering Management/Business Administration from a local or foreign university / a well reputed Institute recognized from the HEC.
- ii. Higher education in the same discipline will be preferred.

Experience:

- at least 7 years post-qualification professional experience of monitoring and quality assurance in public or private sector development projects;
- Experience of Monitoring, operations and strategic management of leading public-private partnership infrastructure project(s) will be preferred.

Skills/Abilities:

- i. Expertise in conducting monitoring of project operations/procedures for compliance and quality control.
- ii. Act as catalyst for change and improvement in performance and quality.
- iii. Expertise in designing comprehensive monitoring tools.
- iv. Demonstrated monitoring experience of a large scale multi-sectorial public/private sector organization(s).
- v. Excellent monitoring, analytical and communication skill.
- vi. Proficiency in MS office Suite and other monitoring related software(s)

Age: 45 years (maximum)

Salary package: MP-II to MP-I

Domicile: Punjab

Job Description: The Deputy DG (Project Monitoring), shall:

- Assist DG-Appraisal and Quality Assurance in Appraisal & Quality Assurance of PPP Projects.
- Assist in supporting the functions of the Project Appraisal, Quality Assurance, Evaluation and Monitoring of PPPs;

- Analyze and recommend PPP risk allocation and develop an appropriate risk profile for each project under operation, report to DG Appraisal & Quality Assurance for building risk controls;
- Monitor and report internally on the progress of each assigned project;
- Observe regulatory compliance in project operations and ensure project' compliance in line with rules/regulatory/policies/procedures/requirements and in accordance with PPP Act.
- Act as the compliance manager and expert, for implementing standards and procedures established to ensure that the compliance programs throughout the operations are effective and efficient in identifying, preventing, detecting and correcting non-compliance of the PPP policies and regulations;
- Provide reasonable assurance to DG, COO, CEO and the P&M Board that there are effective and efficient policies and procedures in place, well understood and being implemented by the executing staff;
- Record report and analyze data against indicators listed in the Performance Monitoring Plan (PMP).
- Develop a detailed monitoring plan for projects outlining data collection analysis and reporting tools and processes.
- Develop and implement monitoring strategic plans and roadmaps for initiatives promoting Quality Management and Governance, Quality Control.
- Perform field visits as per need to ensure the quality of the data of project and to verify the accuracy of the reported data

3. DEPUTY DIRECTOR GENERAL (EVALUATION)

The Deputy Director General Evaluations will report to DG Appraisal & Quality Assurance. The incumbent will be responsible for evaluation of PPP projects in pre and post implementation phases.

Qualification:-

- i. Master in Project Management/Civil Engineering/Engineering Management/
- ii. Business Administration from a local or foreign university / a well reputed Institute recognized from the HEC.
- iii. Higher education in the same discipline will be preferred.

Experience:

- Having at least 7 years post-qualification professional experience in evaluation of public or private sector projects;
- Experience of evaluation and strategic management of leading public-private partnership infrastructure project(s) will be preferred.

Skills/Abilities:

- i. Act as catalyst for change and improvement in performance and quality.
- ii. Expertise in designing comprehensive evaluation tools.
- iii. Demonstrated monitoring experience of a large scale multi-sectorial public/private sector organization(s).
- iv. Excellent evaluation, analytical and communication skills.
- v. Proficiency in MS office Suite and other monitoring related software(s)
- vi. Expertise in conducting evaluation of project operations/procedures for compliance and quality control.

Age: 45 years (maximum)

Salary package: MP-II to MP-I

Domicile: Punjab

Job Description: The Deputy DG (Evaluation), shall:

- Assist DG-Appraisal and Quality Assurance in Appraisal & Quality Assurance of PPP Projects.
- Assist in supporting the functions of the Project Appraisal, Quality Assurance, Evaluation of PPPs;

- Analyze and recommend PPP risk allocation and develop an appropriate risk profile for each project under operation, report to DG Appraisal & Quality Assurance for building risk controls;
- Evaluate and report internally on the progress of each assigned project;
- Observe regulatory compliance in project operations and ensure project' compliance in line with rules/regulatory/policies/procedures/requirements and in accordance with PPP Act.
- Act as a Compliance Evaluation Manager and expert, for analyzing standards and procedures established to evaluate that the compliance programs throughout the operations are effective and efficient in identifying, preventing, detecting and correcting non-compliance of the PPP policies and regulations;
- Provide reasonable assurance to DG, COO, CEO and the P&M Board that there are effective and efficient policies and procedures in place, well understood and being implemented by the executing staff;
- Record report and analyze data against indicators listed in the Performance Monitoring Plan (PMP).
- Develop a detailed evaluation plan for projects outlining data collection analysis and reporting tools and processes.
- Develop and implement monitoring strategic plans and roadmaps for initiatives promoting Quality Management and Governance, Quality Control.
- Perform field visits as per need to ensure the quality of the data of project and to verify the accuracy of the reported data

4. DEPUTY DIRECTOR GENERAL (ADMINISTRATION)

Deputy Director General (DDG), Administration shall be responsible for Administrative and operational matters of the Authority. DDG (Admin) shall report to DG Funds Management and admin of the PPPP Authority.

Qualification:-

- i. Master in Business Administration/ Public Administration from a local or foreign university / a well reputed Institute recognized from the Higher Education Commission of Pakistan.
- ii. Higher education in the same discipline will be preferred

Experience:

- At least 07 years post-qualification professional experience of administration and operations in public or private sector.

Skills/Abilities:

- i. Practical experience of developing annual procurement plan in line with Punjab Procurement Rules
- ii. Well conversant with the Government of the Punjab service rules, efficiency and disciplinary rules, contract appointment policies and settlement of complaints related to recruitment(s)
- iii. Strong to develop and work within approved plans / events to meet time bound goals
- iv. Possess quality in trouble shooting the common problems generally faced in a fast tracked operating organization
- v. Proficiency in MS Word, MS Excel and MS PowerPoint

Age: 45 years (maximum)

Salary package: MP-II to MP-I

Domicile: Punjab.

Job Description: Deputy Director General (DDG), Administration shall be responsible for Administrative and Operational matters of the Authority. The DDG (Admin), therefore, shall:

- Should have practical experience of developing annual procurement plans for the Authority and fully conversant with procurements in line with Punjab Procurement Rules;
- develop annual procurement plans for the Authority and effect procurements in line with Punjab Procurement Rules;

- Well conversant with Government of the Punjab Service Rules and efficiently & disciplinary rules, Contract Appointment policies and settling of complaints related to recruitment(s).
- Should be capable to meet day to day office requirements, vehicle fleet management, and professional capacity building of the employees through orientation and trainings.
- Demonstrated ability to manage, negotiate and coordinate with private and public sector vendors.
- Strong experience to develop and work within approved plans / events to meet time bound goals.
- Must possess quality in trouble shooting the common problems generally faced in a fast tracked operating organization.
- Maintain the work structure of the Authority by updating job requirements and job descriptions for all positions;
- responsible to meet human resource requirements, capacity development of the Authority by recruiting, orientation and training employees;
- Ensure planning, monitoring, and appraisal of employee work results and maintain their APRs.
- Perform duties of drawing and disbursing officer (DDO) for the Authority

5. DEPUTY DIRECTOR GENERAL (FUND MANAGEMENT)

A qualified, experienced and motivated professional is required for the position of DEPUTY DIRECTOR GENERAL (FUND MANAGEMENT) of the Punjab Public Private Partnership Authority (PPPPA) to carry out smooth, effective and efficient fund management operations of the Authority. The DDG (Fund Management) shall report to the DG Funds Management & admin of the Authority.

Qualification:-

- i. CFA/CA/ACMA/ACCA or Masters in Finance/ Accounting from a local or foreign university / a well reputed Institute recognized from the HEC.
- ii. Higher education in the same discipline will be preferred

Experience:

- i. At least 7 years post-qualification experience of administration or finance in public or private sector;

Skills/Abilities:

- i. Expertise in managing funds of a multidimensional public/private organization.
- ii. Sound understanding and working knowledge of financial management carried out in a large scale, well reputed public/private sector organization.
- iii. Excellent analytical, financial, and communication skills
- iv. Proficiency in MS Office Suite and other finance -related software(s).

Age: 45 years (maximum)

Salary package: MP-II to MP-I

Domicile: Punjab

Job Description: Deputy Director General (DDG), Fund Management shall be responsible for planning, directing and controlling finances, preparing budget; conducting financial analysis and preparing financial reports; developing and implementing an effective system of accounting and maintaining accounting records. The DDG (FM), therefore, shall:

- Prepare budget, execute budget and maintain accounting record of receipts and expenditure of the Authority;
- Manage and maintain PDF for engaging 'transaction advisors' and VGF for PPPs project financing;
- Develop financial reports and financial forecasts of the Authority and the projects;
- Supervise the work of accounting, payroll and supervise associated accounting personnel;

- Establish and maintain daily cash position, cash controls, monitor payment practices; reconcile general ledger accounts, manage investments and reserves;
- Design, analyze, interpret and implement fiscal procedures and policies;
- Act as liaison with other departments charged with the responsibility of the Authority's funds release, control and / or expenditure;
- Perform financial analysis of projects; and
- Ensure conduct audit annually and responsible to respond to auditor's comments concerning finances and operations and oversee required compliance action to address deficiencies.
- Responsible for conducting annual audit of Authority accounts to be conducted by Auditor General of Pakistan.
- Take appropriate remedial or other actions in the light of audit report by Auditor General of Pakistan.
- Any other task assigned by the Competent Authority

6. DEPUTY DIRECTOR GENERAL (ENGINEERING MARKET DEVELOPMENT)

Deputy Director General (DDG) (Engineering Market Development) shall report to the DG (Policy Development & Strategy). The incumbent will be responsible to develop policies for securing leverage of the private sector' fund and expertise, to promote the cause of the PPPs.

Qualification:-

- i. Master in Engineering/ Engineering Management/ Project Management from a local or foreign university / a well reputed Institute recognized from the HEC.
- ii. Higher education in the same discipline will be preferred

Experience:

- At least 7 years post-qualification professional experience of projects in Public/Private sector (especially PPP Projects) with good understanding of Engineering Market Development and various PPP Business models/methodologies.

Skills/Abilities:

- i. Expertise in developing Engineering Markets at a large scale level
- ii. Analytical skills of Engineering Market Development in well reputed public/private sector organization
- iii. Excellent analytical and communication skills
- iv. Proficiency in MS Office Suite and other software(s) related to filed

Age: 45 years (maximum)

Domicile: Punjab

Salary package: MP-II to MP-I

Job Description: Deputy Director General (DDG) Engineering Market Development shall assist the DG Policy development and Strategy in business policy development. The DDG (Engineering Market Development), therefore, shall be responsible for: -

- Analyzing potential and existing engineering markets in order to identify business opportunities
- Establish customer base relations and its management data base
- Carry out engineering market research in order to develop strategies and roadmaps to secure more business relations
- Develop and maintain good customer relationship for the future growth of Authority
- Provide support to DG Policy Development and Strategy, in the area of developing engineering market strategies for authority

- Develop engineering market development campaigns and other promotional activities that will help in increasing the recognition of PPPA.
- conducting analysis of national and international engineering markets, developing policies for attracting national and international investments;
- suggesting ways and means for overcoming constraints with donors for private sector's assistance;
- defining corporate mission, business regulations and practices;
- suggesting and promote PPP best practices and demonstrate awareness about the impact and implications of different PPP policy models;
- formulating standard guidelines / methodologies on PPP developmental processes and implementation procedures;
- developing inventory/ pipeline of viable and bankable PPP projects;
- conducting economic and business related surveys for projects under the PPP mode;
- overviewing and analysis of local and international engineering markets
- Prepare Business modes for PPP projects.

7. DEPUTY DIRECTOR GENERAL (CAPITAL MARKET DEVELOPMENT)

Deputy Director General (DDG) (Capital Market Development) shall report to the DG (Policy Development & Strategy). The incumbent will be responsible to develop policies for securing leverage of the private sector' fund and expertise, to promote the cause of the PPPs.

Qualification:-

- i. CFA/CA/ACMA/ACCA or Master in Finance from a local or foreign university / a well reputed Institute recognized from the HEC.
- ii. Higher education in the same discipline will be preferred.

Experience:

- Having at least 7 years post- qualification professional experience of working with Financial Institutions/Capital Markets/Investments Funds and good understating of PPP Business Models/Methodologies.

Skills/Abilities:

- Sound working knowledge of large scale complex public/private organization(s)
- Excellent analytical , financial and communication skill
- Proficiency in MS Word, MS Excel and MS PowerPoint

Age: 45 years (maximum)

Domicile: Punjab

Salary package: MP-II to MP-I

Job Description: Deputy Director General (DDG) Capital Market Development shall assist the DG Policy development and Strategy in business policy development. The DDG (Capital Market Development), therefore, shall be responsible for: -

- development of capital institutional and financial capacity to promote PPPs;
- conducting analysis of local and international financial markets, developing policies for attracting best local and international investments;
- suggesting ways and means for overcoming constraints with donors for private sector's assistance;
- defining corporate mission, business regulations and business practices;
- defining needs for different PPP models / experts and their procurement;
- suggesting and promoting PPP best practices and demonstrate awareness about the impact and implications of different PPP policy models;

- formulating standard guidelines / methodologies on PPP developmental processes and implementation procedures;
- developing risk assessment standards, analyze risks involved, recommend risk allocation and develop an appropriate risk profile for each project;
- developing inventory/ pipeline of viable and bankable PPP projects;
- prepare and submit recommendations on PPP projects with the proposed activities, strengths, weaknesses, and opportunities;
- keeping liaison with the Authority' legal experts, financial specialist and advisors and coordinate / incorporate their inputs into project proposals;
- reviewing all project documents and prepare work plans for implementation by the Authority;
- conducting initial project screening, provide assistance in the appointment of Transaction Advisors and check accuracy of input provided and evaluate capacity of the parties to successfully implement the proposed projects;
- assisting in evaluation of bids received, identification, prioritization of the PPP Projects;
- conducting economic and business-related surveys for projects under the PPP mode;
- development of PPP projects related SOPs, rules, laws, tariff design, etc. in consultation with other wings;
- development of standard toolkits for PPP projects besides risk analysis and mitigation;
- Overseeing and analysis of local and international financial markets.

8. DEPUTY DIRECTOR GENERAL (PROJECTS INFRASTRUCTURE SECTOR)

Deputy Director General (DDG) Project Infrastructure Sector shall work under the DG Projects. The incumbent will be responsible to initiate project proposals, identify priority public investment project, engage Advisors for conducting transaction structuring and transaction implementation and facilitates in approval of project and shall make the PPPs agreement a success.

Qualification:-

- i. Master in Project Management/Civil Engineering/Engineering Management from a local or foreign university / a well reputed Institute recognized from the HEC.
- ii. Higher education in the same discipline will be preferred

Experience:

- i. At least 7 years post-qualification experience in large scale Infrastructure Development Projects/Project Management/Contract Management.
- ii. Experience in PPP projects will be given weightage
- iii. Foreign qualification from well reputed international organization will also be given weightage.

Skills/Abilities:

- i. Strong public sector understanding and knowledge
- ii. Excellent communication skill
- iii. proficiency in MS Word, MS Excel and MS PowerPoint

Age: 45 years (Maximum)

Domicile: Punjab

Salary package: MP-II to MP-I

Job Description: The DDG Project Infrastructure sector shall:-

- conduct initial project screening, interview potential project sponsors, assist in the appointment of Transaction Advisors and check accuracy of information provided and evaluate capacity of the parties to successfully implement the proposed project;
- provide guidance to sponsors and make recommendations to improve the proposals, where needed;
- Prepare and submit recommendations on PPP projects to DG Projects. Each recommendation will cover the proposed PPP activity and describe the strengths, weaknesses, opportunities and threats;

- Liaise with PPP Unit, legal experts and financial advisors for each application and coordinate their inputs into the proposal;
- contribute to the development of the Management Information Systems component that tracks and monitors progress on projects
- Contribute to the development of PPP Methodologies;
- preparing project feasibility studies, preparing tender documents, evaluating proposals, negotiating contracts, monitoring contracts etc.;
- ensure that all upcoming Concession Contracts/Agreements are consistent with the PPP Law and ensure efficient implementation;
- conduct local, regional and international seminars for attracting investment and promotion of technology transfers;
- suggest development of alternate PPP options; importing and developing international operational and implementation experiences;

9. DEPUTY DIRECTOR GENERAL (PROJECTS SOCIAL SECTOR)

Deputy Director General (DDG) Projects Social Sector shall work under the DG Projects. The incumbent will be responsible to initiate project proposals, identify priority public investment project, engage Advisors for conducting transaction structuring and transaction implementation and facilitates in approval of project and shall make the PPPs agreement a success.

Qualification:-

- i. Master in Project Management/Engineering Management/Business
- ii. Administration (Finance) from a local or foreign university / a well reputed Institute recognized from the HEC.
- iii. Higher education in the same discipline will be weightage
- iv. Foreign qualification from well reputed international organization will also be given weightage.

Experience:

- i. At least 7 years post-qualification experience in large scale Infrastructure Community Development Projects/Public Project Management/Contract Management.
- ii. Experience in PPP projects will be preferred

Skills/Abilities:

- i. Strong public sector understanding and knowledge
- ii. Excellent communication skill
- iii. proficiency in MS Word, MS Excel and MS PowerPoint

Age: 45 years (Maximum)

Salary package: MP-II to MP-I

Domicile: Punjab

Job Description: The DDG Project Social sector shall:-

- conduct initial project screening, interview potential project sponsors, assist in the appointment of Transaction Advisors and check accuracy of information provided and evaluate capacity of the parties to successfully implement the proposed project;
- provide guidance to sponsors and make recommendations to improve the proposals, where needed;

- Prepare and submit recommendations on PPP projects to the CEO. Each recommendation should cover the proposed PPP activity and describe the strengths, weaknesses, opportunities and threats;
- liaise with PPP Unit, legal experts and financial advisors for each application and coordinate their inputs into the proposal;
- contribute to the development of the Management Information Systems component that tracks and monitors progress on projects
- Contribute to the development of PPP Methodologies;
- preparing project feasibility studies, preparing tender documents, evaluating proposals, negotiating contracts, monitoring contracts etc.;
- ensure that all upcoming Concession Contracts/Agreements are consistent with the PPP Law and ensure efficient implementation;
- conduct local, regional and international seminars for attracting investment and promotion of technology transfers;
- suggest development of alternate PPP options; importing and developing international operational and implementation experiences;
- assist in overcoming constraints with donors for private sector's assistance; and
- Over all planning of PPP projects in consultation with the line Departments and Agencies.

10. LEGAL ADVISOR

A qualified, experienced and motivated professional having sound knowledge regarding Public Private Partnerships and developing & implementing laws and regulations in Public sector organizations is required for the position of **LEGAL ADVISOR** of the Punjab Public Private Partnership Authority (PPPPA). Legal advisor will report to DG (Projects) of the PPPP Authority.

Qualification:-

- i. LLM/ Barrister at Law from a local or foreign university / a well reputed Institute recognized from the HEC.
- ii. Higher education in the same discipline will be preferred.

Experience:

- At least 7 years post-qualification experience and registered with Bar;
- Knowledge of Public Financial Rules as well as Legal Documentation of PPP Agreements/Contract Management.

Skills/Abilities:

Drafting of PPP-like agreements or drafting of legal and regulatory instruments will be added experience

Age: 45 years (maximum)

Salary package: MP-III to MP-II

Domicile: Punjab

Job Description: The Legal Advisor shall work under the DG Project. The incumbent will be a principal legal aid to the Authority. The incumbent, therefore, shall:

- Assist the Authority in the preparation of a PPP model project contract agreement;
- Draft pre-qualification documentation and assist in the implementation of the pre-qualification procedure;
- Assist in the assessment of pre-qualification applications;
- Assist in preparation of bid evaluation criteria and methodology; Support the technical and financial team in developing operational and legal criteria to be used in assessing the suitability of prospective bidders;
- Draft the Concession Agreements (CA), land lease agreement and any other required legal arrangements / PPP Methodologies;
- Review project assumptions as to whether those are legally viable;

- Assess the financial management and accounting structures proposed to identify efficiency gains available through PPP transactions;
- Review the risk allocation assumptions to assess whether those risks can legally be allocated to the private sector e.g. land access, collection of tariffs and safety monitoring, etc; identify licensing, permitting, land access or acquisition and other legal risks that need to be addressed and allocated under the chosen PPP approach;
- Ensure all necessary approvals and permissions are obtained for PPP processes before commencement of tender processes;
- Assess risk allocation; approaches to ensure that they correspond with private sector appetite and lender requirements;
- Develop and provide detail to the legal architecture and design of the PPP transaction;
- Advice on mechanisms to maximize competition;
- Arbitration and Mediation Laws and Interfacing with tax authorities

11. FINANCIAL ADVISOR

The PPP Financial Advisor shall work under the DG Project. The incumbent will be responsible to provide expert input into all PPP projects on the financial structuring and explicit and implicit financial costs to Government. The Advisor shall be someone with solid project finance experience on a number of projects in a number of sectors from a private sector financing perspective as well as experience in understanding the project risks to both public and private sector participants.

Qualification:-

- i. CFA/ CA/ ACMA/ ACCA from a local or foreign university / a well reputed Institute recognized from the HEC.
- ii. Higher education in the same discipline will be preferred

Experience:

- 7 years post-qualification professional experience in leading program / projects (preferably PPP Projects) with through understating of Financial Models and Financial Appraisal Tools for evaluation of PPP Projects proposals.
- Knowledge of Capital Markets and Investment Funds will be an added advantage.

Skills/Abilities:

- i. Strong public sector understanding and knowledge
- ii. Excellent interpersonal and communication skills
- iii. Investment strategies
- iv. Risk assessment

Age: 45 years (maximum)

Salary package: MP-III to MP-II

Domicile: Punjab

Job Description The Financial Advisor, therefore, shall:

- Assist to unlock the financial potential of private partners and promoting new investment models that encourage the investment in public sector;
- Develop and design the financial aspects during the process of project identification, preparation and execution;
- Evaluate the level of direct and contingent Government of the Punjab support sought for PPP projects;
- Manage and maintain PDF for engaging 'transaction advisors';

- Prioritize project proposals, received from concerned department according to their alignment with the overall PPP policy as well as with their development impact, financial attractiveness, and readiness for implementation;
- Assist in negotiation on concession agreements with successful bidders;
- Review bid evaluation reports for compliance with prescribed procedures;
- Advise on the feasibility studies required in order to demonstrate project viability;
- Advise on the appropriate financial structure for these projects based on a knowledge of the market's ability to provide finance and bear risk;
- Ensure that the government's explicit and implicit fiscal obligations and risks are determined in the feasibility study stage and that these are communicated to the Government for risk and debt management including guarantees and other instruments;
- Analyze all financial models, both in the feasibility studies and in proposals submitted as part of the competitive bidding process to ensure that the projects are affordable, financially sound and sustainable with appropriate risk allocation;
- Contribute to the development of the Financial Information System in terms of developing a database of relevant legislative and regulatory material, global best practice and development of standardized contractual provisions and security documents;
- Contribute to the development of PPP Methodologies.

12. Information Technology (IT) SPECIALIST

IT Specialist to carry out IT related operations of the authority and shall work under the supervision of Deputy Director General Admin.

Qualification:-

- i. Master degree in Computer's Science/Bachelors (Hons.) in Computer System Engineering/ Computer Software Engineering

Experience:

- At least five (05) years professional experience of Network Development/Management, Database Management Systems (DBMS), Computer Programming and Software Development in working in public or private sector organizations.

Skills/Abilities:

- i. Creative thinking out of the box in developing and designing newsletters and brochures
- ii. Expertise in making highly graphic complex presentations on power point and other applicable software's
- iii. Excellent communications skills
- iv. High expertise in MS Word, MS Excel and MS PowerPoint

Age: 35 years (maximum) (on the closing date of advertisement)

Salary package: MP-III to MP-II

Domicile: Punjab

Job Description: IT Specialist shall report to Deputy Director General Administration for development, execution and implementation of IT based solutions for the authority IT Specialist, therefore, shall:

- Manage and update Official website;
- Develop and implement a robust communication system to facilitate real time connectivity;
- Creates a shared document portal for information sharing and uploading;
- Able to develop and maintain Data Base Management system;
- Compilation and Technical arrangement of authority information in a secured atmosphere by the use of cloud computing and other new IT based system and technologies;
- Develop HR , Projects and other authority related software's;
- Install and support LANs, WANs, network segments, Internet, and intranet systems;

- Install and maintain network hardware and software;
- Evaluate and modify system's performance;
- Deals with connectivity problems and ensures that the internet is always available;
- Design and deploy networks;
- Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers, scanners;
- Implement network security including firewalls, applying inscription to network applications, manages host security, file permissions, backup

13. PROCUREMENT SPECIALIST

Procurement Specialist shall report to the Deputy Director General Administration and shall oversee the procurement of goods/works and services for the authority. The main responsibility of procurement specialist is to ensure that the supply chain needs of the authority are met in a timely and cost-effective manner.

Qualification:-

- i. Master in Business Administration/ Supply Chain Management (focus on large scale complex procurement) from a local or foreign university / a well reputed Institute recognized from the Higher Education Commission of Pakistan

Experience:

- Having at least 05 years post-qualification professional experience of dealing with procuring Goods/Works/Services in large scale development projects in Public/Private Sector; with deep understanding of Procurement Process in PPP projects.
- Well conversant with public procurement procedures under Punjab Procurement Rules or other applicable laws/ rules/ policies as well as PPP Act 2019;

Skills/Abilities:

- i. Expertise in making annual procurement plans of authority in line with Punjab Procurement Rules and other applicable laws
- ii. On hands experience on procurement related software's
- iii. Excellent analytical skills
- iv. Proficiency in MS Word, MS Excel and MS Power Point, and/or other procurement management-related software

Age: 40 years (maximum)

Domicile: Punjab

Salary package: MP-III to MP-II

Job Description: Procurement Specialist shall report to the Director Administration. He shall oversee the procurement of goods and services in the organization. The main responsibility of procurement specialist is to ensure that the supply chain needs of the organization are met in a timely and cost-effective manner. Procurement Specialist shall thereof :-

- Effect and oversee procurement of the Authority goods, services and works;
- Prepare Tender Notices, Tender Documents, Request for Proposal
- Expertise in evaluation of bids submitted in line with applicable procurement rules

- Ensure the supply chain needs of the organization in a timely and cost-effective manner;
- Manage inventory
- Manage, expedite, and support contractors and consultant's document submittals, budgets, and schedules
- Structuring large-scale procurement contracts, particularly the fulfillments of public sector regulatory approvals and procedures
- Conduct commercial negotiations, preferably an experience with international vendors.

14. HUMAN RESOURCE (HR) SPECIALIST

Human Resource (HR) Specialist shall report to the Deputy Director General Administration and will assist to recruitment, training and development programs and oversee performance of employee's evaluation.

Qualification:-

- i. Master in Business Administration (HR)/Human Resource Management/Human Resource Development from a local or foreign university / a well reputed Institute recognized from the Higher Education Commission of Pakistan.
- ii. Higher education in the same discipline will be given preference.

Experience:

- At least 05 years post-qualification professional experience of human resource hiring, management, training and development, formulation and implementation of HR Policies in large scale public or private sector organization(s).

Skills/Abilities:

- i. Should have practical experience of developing management guidelines, human resource policies and procedures.
- ii. Should design and implement effective plans for performance evaluation, employees compensation, bonuses
- iii. Proficiency in MS Word, MS Excel and MS PowerPoint

Age: 40 years (maximum)

Domicile: Punjab

Salary package: MP-III to MP-II

Job Description: Human Resource (HR) Specialist shall report to the Deputy Director General Administration and will assist to recruitment, training and development programs and oversee performance of employee's evaluation. The HR Specialists, therefore, shall:

- Assist to recruit, support, train, and place employees of the organization;
- Oversee performance reviews and maintaining employee records;
- Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures;
- Manage health and life insurance programs;
- Design and implement effective training and development plans;
- Conduct annual employee performance reviews;

- Ensure all employees particulars and profile is updated as per their respective employment status;
- Identify the organization's hiring needs and manage the recruitment process to ensure that it runs smoothly;
- Track department budgets;
- Respond to employees' queries and resolve issue in a timely and professional manner
- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counselling employees and supervisors;

15. ENVIRONMENT SPECIALIST

The Environment Specialist shall report to the DDG Project Infrastructure and DDG Projects Social Sector. He shall be responsible for environmental engineering, planning and management of the PPP project/s.

Qualification:

- i. Master degree in Environment Sciences, Environment Engineering, Environment Management from a local or foreign university / a well-reputed university / Institute recognized from the HEC.
- ii. Higher qualification will be preferred

Experience:

- i. At least 7 years' post-qualification experience of working in a similar position in Public/Private sector organization(s).

Salary: MP-III to MP-II

Domicile: Punjab

Age: 40 Years (maximum)

Job Description: To prepare IEE & EIA of a project in accordance with EPA Law and Policies of EPD.

- To liaison with EPD for approval of IEE and EIA.
- Respond to queries of EPD and stack holders.
- Responsible for monitoring of EPD guide lines during execution of projects.
- Develop system to reduce environmental hazard during construction of projects.
- Prepare Environmental Management System for PPP projects;
- Identify, monitor and report environmental issues particularly for PPP Projects;
- Review Environmental Impact Assessment and Initial Environment Examination reports;
- Provide technical advice on environmental compliance issues;
- Review and update Environment and Social Safeguard Management System periodically
- Provide input on environment issues for the preparation of working paper on PPP project proposals for competent relevant forums under PPP Act2019;
- Prepare periodic environmental monitoring reports;
- Assess potential environmental impacts and risks associated with PPP projects;
- To amylase pollution in order to identify to its resources, access the effect and recommend for control and prevention.
- Liaison with the environment related regulatory authorities like Environment Protection Agency (EPA) etc.;
- Any other task assigned by the Competent Authority.

16. GENDER AND SAFEGUARD SPECIALIST

The Gender and Safeguard Specialist shall report to the DDG Project Infrastructure and DDG Projects Social Sector. He shall be responsible for gender mainstreaming of the project.

Qualification:

- i. Master in Gender Studies / Sociology / Social Work from a local or foreign university / a well-reputed university / Institute recognized from the HEC.
- ii. Higher qualification will be preferred.

Experience:

- 7 years of post- qualification professional experience of working in a similar position in Public/Private sector organization(s)
- Demonstrated experience in designing/developing a gender strategy and policy, providing gender training to various target groups

Salary: MP-III to MP-II

Domicile: Punjab

Age: 40 Years (maximum)

Job Description: Gender and Social Safeguard Specialist will:

- conduct policy gaps analysis on gender responsiveness of the projects,
- Develop a Gender strategy and work plan for better inclusion of gender aspects in implementation of the PPP projects.
- prepare a project concept note or initial project profile
- conduct stakeholder analysis and gender analysis
- screen project impacts on gender
- identify gender needs and opportunities in the project;
- establish a baseline with regard to gender issues and considerations for each project
- prepare a Gender responsiveness checklist for PPP projects
- assess PPP project design using checklists to determine its responsiveness to gender
- incorporate Gender responsiveness in the TORs of the consulting firms preparing Feasibility Studies (FS) and the Design and Monitoring Framework for the PPP project
- assess potential impacts of the project's design using a project impact checklist for gender
- formulate strategies and measures to safeguard women's rights and enhance equal opportunities with men using the results of project evaluation

- develop sex disaggregated monitoring and performance indicators for Gender
- develop a M&E system including a reporting system for Gender -generate format for regularly performance reports on gender progress
- monitor compliance of the PPP project to Gender plan and evaluate performance of gender indicators

17. COMMUNICATION SPECIALIST

Communication Specialist shall assist Deputy Director General Administration in developing, managing and implementing communication strategies for authority.

Qualification:-

- i. Masters in Mass Communication, Journalism, Media Studies from a local or foreign university / a well reputed Institute recognized from the Higher Education Commission of Pakistan.
- ii. Higher education in the same discipline will be preference

Experience:

- At least 7 years post-qualification professional experience of developing and implementing communication strategies in Public and Private sector organization(s).

Skills/Abilities:

- i. Should have practical experience of developing and implementing communication strategies as per international standards
- ii. Should be able to develop press releases both in English and Urdu,
- iii. Possess the ability to organize seminars, conferences, investors event and engage print and electronic media for proper coverage
- iv. Excellent communications skills
- v. Proficiency in MS Word, MS Excel and MS PowerPoint

Age: 40 years (maximum)

Domicile: Punjab

Salary package: MP-III to MP-II

Job Description: Communication Specialist shall report to the Deputy Director General Administration and will in developing, managing and implementing communication strategies for authority. The Communication Specialist, therefore, shall:

- Create and maintain positive relationships between Authority and the public by using media outlets, producing press releases and managing public events.
- Develop a comprehensive communication framework to design and deliver a coherent strategic and differentiated communications and marketing strategy, reaching out to multiple levels of target audience.
- Encouraging and coalescing key institutions and stakeholders to work towards a shared vision of promoting Environmental awareness

- Collaborating with team staff, and local partners to create and implement marketing campaigns for target destinations both for the local and international audience through conferences, workshops, website, road shows, documentary etc.
- Launch a multi-pronged, high profile image building campaign to promote PPP Awareness through print, digital and social media, achieving consistency, recall and reach through developing new channels of engagement and knowledge sharing; creatively engaging users and recipients in new and innovative ways.
- Manage internal communications (memos, newsletters etc.)
- Organize initiatives and plan events or press conferences.
- Liaise with media and handle requests for interviews, statements etc.
- Draft and send press releases that contain important updates about the Environmental awareness to print and broadcast media outlets.
- Any other task assigned by the Competent Authority.

18. CONTRACT SPECIALIST

The Contract Specialist shall report to the DDG Project Infrastructure and DDG Projects Social Sector. He shall be responsible for contract administration of projects.

Qualification:

- i. Masters in Civil Engineering/Contract Management/Project Management / Engineering Management from a local or foreign university / a well-reputed university / Institute recognized from the HEC.
- ii. Candidates having an additional degree in Law will be given preference.
- iii. Higher qualification will be preferred.

Experience:

- 07 years post qualification professional experience in contract management (preferably in PPP Projects) in Public and Private sector organization(s).

Salary: MP-III to MP-II

Age: 40 Years (maximum)

Domicile: Punjab

Job Description:

- Monitor contractor performance for compliance with applicable laws, delivery schedules, payment provisions, contract data reporting requirements, and other contractual requirements.
- Ensure that contractor performance, estimated costs, pricing systems, financial policies, and cost control procedures are monitored, analyzed, and evaluated in accordance with financial and contract administration requirements.
- Resolve delivery schedule problems with contractor and buying activity, and negotiate delivery schedule changes.
- Negotiate with contractors for consideration when delinquencies occur.
- Receive requests from procuring activities for specific services and/or products specified under budget allocation.
- Review requests and meet with the contractor to assure understanding of the requirements.
- Liaise with the contractors regarding price agreement and prepare supplemental agreement for the contracting officer's signatures.
- Perform final closeout of assigned contracts; e.g., assure delivery, inspection and acceptance of contractual end items and that all administrative and reporting actions have been resolved before recommending final closeout of the contract.
- Works to resolve disposition of funds decided to be surrendered and/or re-appropriated.
- Perform related duties and fulfill responsibilities as required.
- Any other task assigned by the Authority.

19. MANAGER (ADMINISTRATION)

Manager Administration shall be responsible for managing administration of the Authority under the guidance and supervision of the DDG Administration.

Qualification:-

- i. Master in Business/Public Administration from a local or foreign university recognized from Higher Education Commission of Pakistan.

Professional Experience:

- At least 5 years post-qualification professional experience of working in a similar position in large scale Public/Private sector organization(s).

Skills/Abilities:

- i. Able to manage and administer an organization
- ii. Strong public sector understanding and knowledge
- iii. Excellent communication skill
- iv. Proficiency in MS Word, MS Excel and MS PowerPoint

Age: 40 years (Maximum)

Domicile: Punjab

Salary package: MP-III to MP-II

Job Description: Manager Administration shall be responsible for Administrative matters of the Authority. The Manager (Admin), therefore, shall assist DDG Administration in:

- Motivated, having strong analytical, interpersonal and leadership skills to manage lead and guide team of administration staff in enhancing their effectiveness in a professional environment.
- Should have knowledge of developing annual procurement plans for the Authority and fully conversant with procurements in line with Punjab Procurement Rules;
- Knowledge of Government of the Punjab Service Rules and Efficiency & Disciplinary Rules, Contract Appointment policies and settling of complaints related to recruitment(s).
- Should be able to run day to day office affairs
- Demonstrated ability to manage, negotiate and coordinate with private and public sector vendors.

- Knowledge to develop and work within approved plans / events to meet time bound goals.
- Must possess quality in trouble shooting the common problems generally faced in a fast tracked operating organization.
- Ensure planning, monitoring, and appraisal of employee work results and maintain their APRs.

20. MANAGER (BUDGET & ACCOUNT)

A qualified, experienced and motivated professional is required for the position of **MANAGER (Budget and Account)** of the Punjab Public Private Partnership Authority (PPPPA). Manager (Budget & Account) shall be responsible for managing fund of the Authority under the guidance and supervision of DDG (Fund Management).

Qualification:-

- i. Master in Business Administration (Accounting or Finance)/Economics/Finance/Commerce from a local or foreign university / a well reputed Institute recognized from the HEC.
- ii. Higher education in the same discipline will be preferred.

Experience:

- having at least 5 years post-qualification professional experience in a similar position with good hands on expertise in dealing with Budget, Finance and Accounts of large Public/Private sector organization(s);

Skills/Abilities:

- i. Able to manage funds of an organization
- ii. Strong public sector understanding and knowledge
- iii. Excellent communication skill
- iv. Proficiency in MS Word, MS Excel and MS PowerPoint

Age: 40 years (maximum) (on the closing date of advertisement)

Domicile: Punjab

Salary package: MP-III to MP-II

Job Description: Manager (B&A) shall assist DDG Fund management in planning, directing and controlling finances, preparing budget; conducting financial analysis and preparing financial reports; developing and implementing an effective system of accounting and maintaining accounting records. The Manager (B&A), therefore, shall:

- Prepare budget, execute budget and maintain accounting record of receipts and expenditure of the Authority;
- Manage and maintain PDF for engaging 'transaction advisors' and VGF for PPPs project financing;
- Develop financial reports and financial forecasts of the Authority and the projects;
- Supervise the work of accounting, payroll and supervise associated accounting personnel;

- Develop annual procurement plans for the Authority and effect procurements;
- Ensure planning, monitoring, and appraisal of employee work results and maintain their APRs.
- Establish and maintain daily cash position, cash controls, monitor payment practices; reconcile general ledger accounts, manage investments and reserves;
- Design, analyze, interpret and implement fiscal procedures and policies;
- Act as liaison with other departments charged with the responsibility of the Authority's funds release, control and / or expenditure;
- Perform financial analysis of projects; and
- Ensure conduct audit annually and responsible to respond to auditor's comments concerning finances and operations and oversee required compliance action to address deficiencies

21. Assistant Manager (Monitoring)

A qualified, experienced and motivated professional with strong leadership capabilities is required for the position of Assistant Manager (Monitoring) of the Punjab Public Private Partnership Authority (PPPPA) to carry out smooth, effective and efficient operations and management of Authority. The A.M (Monitoring) shall report to the DDG (Monitoring)

Qualification:-

- i. Master in Project Management/MBA(Finance)/Economics/Finance, or BSc./BS(Hons) in Civil Engineering/Engineering Management from a local or foreign university / a well reputed Institute recognized from the Higher Education Commission of the Pakistan
- ii. Higher education in the same discipline will be preferred.

Experience:

- having at least 4 years post-qualification professional experience of monitoring and quality assurance in public or private sector development projects/organizations;
- Experience of Monitoring, operations and strategic management in public- private partnership infrastructure project(s) will be preferred.

Skills/Abilities:

- Good communication, English writing and analytical skill
- 4+ experience in development sector, programme coordination/project management
- Must be comfortable in traveling across the country for related project activities
- Good hands on knowledge of MS Office
- Previous work experience in monitoring, reporting and evaluation
- Experience of community based engagement, road-shows, advocacy work

Age: 35 years (maximum)

Salary package: Rs.150,000 to Rs.200,000/-

Domicile: Punjab

Job Description: Assistant Manager (Monitoring) Officer will be responsible for smooth, effective and efficient operations and management of the Punjab PPP Authority (PPPA). The incumbent will:

- Develops individual Monitoring activity plans and inputs into the Project Monitoring activity plan
- To conduct monitoring visits effectively communicate with peers and senior team members to keep them abreast of field activities.
- To devise risk management tasks as per field requirement and discuss these with DDG (Monitoring) for possible inclusion in monitoring SOP.
- Assist the project team with developing overall monitoring and reporting plans for all the activities of the project.
- Assist in the development of Monitoring and Reporting tools towards effective and efficient performance tracking and measurement.
- Develop and strengthen the monitoring inspection and evaluation procedures for all the activities of the project.
- Develop monitoring and impact indicators for tracking project activities progress.
- Actively contribute during project planning, where required and review meetings to ensure M&E activities will be impact-based and result-oriented, and reflect detailed result framework to sustainability of each engagement.
- Maintain list of activities, checklist and monitor the progress based on earned-value.
- Prepare draft result based project reports and support the documentation processes for recording the project's best practices and lessons learned.
- Carry out field visits as and when required to physically monitor activities and events.
- Provide regular feedback to reporting line manager and senior management on project agreed timelines and activities with the implementers.
- Assist in coordinating across the available components of the engagements and training to ensure effective implementation and reporting of the project, whenever required.
- To serve as focal person on behalf of the project for external communication with implementers and partners, whenever required.
- Design, update, conduct evaluation and monitoring procedures to assess and measure impact of the project activities.
- Prepare and regularly monitor the issue log and risk log of the project activities and flag accordingly, if needed.
- Prepare weekly, monthly and quarterly reports on the assigned project activities.
- Prepare progress reports for relevant stakeholders.
- Perform any other duties as required.

22. Assistant Manager (Evaluation)

A qualified, experienced and motivated professional with strong leadership capabilities is required for the position of Assistant Manager (Evaluation) of the Punjab Public Private Partnership Authority (PPPPA) to carry out smooth, effective and efficient operations and management of Authority. The A.M (Evaluation) shall report to the DDG (Evaluation)

Qualification:-

- i. Master in Project Management/MBA(Finance)/Economics/Finance, or BSc./BS(Hons) in Civil Engineering/Engineering Management from a local or foreign university / a well reputed Institute recognized from the Higher Education Commission of the Pakistan
- ii. Higher education in the same discipline will be preferred.

Experience:

- Having at least 4 years post-qualification professional experience of evaluations in public or private sector development projects/organizations;
- Experience of evaluation and strategic management of public-private partnership infrastructure project(s) will be preferred.

Skills/Abilities:

- Good communication, English writing and analytical skill
- 4+ experience in development sector, Programme coordination/project management
- Must be comfortable in traveling across the country for related project activities
- Good hands on knowledge of MS Office
- Previous work experience in Evaluation and reporting
- Experience of community based engagement, road-shows, advocacy work

Age: 35 years (maximum)

Domicile: Punjab

Salary package: Rs.150,000 to Rs.200,000/-

Job Description: Assistant Manager (Evaluation) Officer will be responsible for smooth, effective and efficient operations and management of the Punjab PPP Authority (PPPA). The incumbent will:

- Develops individual Evaluation activity plans and inputs into the Project Evaluation activity plan
- To conduct Evaluation visits effectively communicate with peers and senior team members to keep them abreast of field activities.
- To devise risk management tasks as per field requirement and discuss these with DDG (Evaluation) for possible inclusion in monitoring SOP.
- Assist the project team with developing overall Evaluation and reporting plans for all the activities of the project.
- Assist in the development of Evaluation and Reporting tools towards effective and efficient performance tracking and measurement.
- Develop and strengthen the Evaluation inspection and procedures for all the activities of the project.
- Develop Evaluation and impact indicators for tracking project activities progress.
- Actively contribute during project planning, where required and review meetings to ensure M&E activities will be impact-based and result-oriented, and reflect detailed result framework to sustainability of each engagement.
- Maintain list of activities, checklist and monitor the progress based on earned-value.
- Prepare draft result based project reports and support the documentation processes for recording the project's best practices and lessons learned.
- Carry out field visits as and when required to physically monitor activities and events.
- Provide regular feedback to reporting line manager and senior management on project agreed timelines and activities with the implementers.
- Assist in coordinating across the available components of the engagements and training to ensure effective implementation and reporting of the project, whenever required.
- To serve as focal person on behalf of the project for external communication with implementers and partners, whenever required.
- Design, update, conduct evaluation and monitoring procedures to assess and measure impact of the project activities.
- Prepare and regularly monitor the issue log and risk log of the project activities and flag accordingly, if needed.
- Prepare weekly, monthly and quarterly reports on the assigned project activities.
- Prepare progress reports for relevant stakeholders.
- Perform any other duties as required.

23. Assistant Manager (Engineering Market Development)

A qualified, experienced and motivated professional with strong leadership capabilities is required for the position of Assistant Manager (Engineering Market Development) of the Punjab Public Private Partnership Authority (PPPPA) to carry out smooth, effective and efficient operations and management of Authority. The A.M (Engineering Market Development) shall report to the DDG (Engineering Market Development)

Qualification:-

- i. BSc./BS(Hons) in Engineering/ Engineering Management/ Masters in Project Management from a local or foreign university / a well reputed Institute recognized from the Higher Education Commission of the Pakistan
- ii. Higher education in the same discipline will be preferred.

Experience:

- Having at least 4 years post-qualification professional experience of projects in Public/Private sector (especially PPP Projects) with good understanding of Engineering Market Development and various PPP Business models/methodologies.

Skills/Abilities:

- Good communication, English writing and analytical skill
- 4+ experience in development sector, Business Development/Market Development /project management
- Good business sense
- A deep understanding of marketing principles
- Good communication skills
- A positive attitude
- Negotiation skills
- Plenty of initiative
- Good hands on knowledge of MS Office/Excel/PowerPoint/Engineering Tools and Softwares

Age: 35 years (maximum)

Domicile: Punjab

Salary package: Rs.150,000 to Rs.200,000/-

Job Description: Assistant Manager (Engineering Market Development) Officer will be responsible for smooth, effective and efficient operations and management of the Punjab PPP Authority (PPPA). The incumbent will:

- Following up new business opportunities and setting up meetings
- Build sustainable relationships and trust with Clients that you onboard through open and interactive communication, while serving as the primary point of contact for Client service requests.
- Assist in designing and developing marketing collaterals and promotional materials.
- Communicating new Projects developments to prospective clients
- Overseeing the development of marketing literature
- Ability to develop rapport, influence others and maintain strong working relationships
- Cooperate with the management in the development of marketing programs and criteria to achieve sales goals
- Focus on growing existing accounts and acquiring new clients.
- Conduct meetings and Make Business nurturing presentations.
- Generate and describe creative, results-focused marketing concepts to a diverse client base.
- Assess client's promotional needs.
- Evaluate demographics, Costs, distribution channels, Projects Feasibility
- Meet with clients to ascertain marketing goals.
- Create questionnaires and surveys.
- Conduct secondary research, including finding information from industry associations, statisticians and marketing experts.
- Generate reports that analyze competition and customers.
- Be familiar with advanced statistical analysis and research methodologies, along with common computer programs.

24. Assistant Manager (Capital Market Development)

A qualified, experienced and motivated professional with strong leadership capabilities is required for the position of Assistant Manager (Capital Market Development) of the Punjab Public Private Partnership Authority (PPPPA) to carry out smooth, effective and efficient operations and management of Authority. The A.M (Capital Market Development) shall report to the DDG (Capital Market Development)

Qualification:-

- i. Masters in Finance/ MBA (Finance) from a local or foreign university / a well reputed Institute recognized from the Higher Education Commission of the Pakistan
- ii. Higher education in the same discipline will be preferred.

Experience:

- Having at least 4 years post-qualification professional experience of working with Financial Institutions/Capital Markets/Investments Funds and good understating of PPP Business Models/Methodologies.

Skills/Abilities:

- Good communication, English writing and analytical skill
- 4+ experience in development sector, Business Development/ Market Development /project management
- Good business sense
- A deep understanding of marketing principles
- Good communication skills
- A positive attitude
- Negotiation skills
- Plenty of initiative
- Prior experience in major investment bank
- Good hands on knowledge of MS Office/Excel/PowerPoint/Engineering Tools and Softwares

Age: 35 years (maximum) (on the closing date of advertisement)

Domicile: Punjab

Salary package: Rs.150,000 to Rs.200,000/-

Job Description: Assistant Manager (Capital Market Development) Officer will be responsible for smooth, effective and efficient operations and management of the Punjab PPP Authority (PPPA). The incumbent will:

- Build sustainable relationships and trust with Clients that you onboard through open and interactive communication, while serving as the primary point of contact for Client service requests.
- Communicating new Projects developments to prospective clients
- Ability to develop rapport, influence others and maintain strong working relationships
- Focus on growing existing accounts and acquiring new clients.
- Generate and describe creative, results-focused Capital marketing concepts to a diverse client base.
- Evaluate demographics, Costs, distribution channels, Projects Feasibility
- Meet with clients to ascertain marketing goals.
- Create questionnaires and surveys.
- Conduct secondary research, including finding information from industry associations, statisticians and marketing experts.
- Generate reports that analyze competition and customers.
- Be familiar with advanced statistical analysis and research methodologies, along with common computer programs.
- Coordinates the provision of advisory services and technical guidance in matters related to capital markets to IDB organizational units
- Develops key results' targets and performance indicators (KPIs) related to strategy and operational plans of the unit
- Coordinates with the Treasury Operations & Settlements unit and Financial Control unit on payments outstanding and received and the issuance of payment confirmations
- Selects lead managers, trustees, paying agents and other related parties for capital markets' activities
- Structures the issues and obtains clearance from the relevant committees as well as approval from Management and Board of Executive Directors
- Working with fellow managers to increase revenues

25. ASSISTANT MANAGER LEGAL

A qualified, experienced, hardworking and self-motivated professional having sound knowledge of Government financial and PPP regulations legalities and laws prevail in Pakistan is required for the position of ASSISTANT MANAGER LEGAL of the Punjab Public Private Partnership Authority (PPPPA). The A.M (Legal) Will report to the Legal Advisor of the PPPP Authority.

Qualification:-

- i. LLB from a local or foreign university / a well reputed Institute recognized from the HEC.
- ii. Higher education in the same discipline will be preferred

Experience:

- at least 4 years post-qualification professional experience and registration with relevant Bar Council;
- Knowledge of Public Financial Rules as well as Legal Documentation of PPP
- Agreements/Contract Management.

Skills/Abilities:

- i. Critical thinking skills
- ii. Strong understanding of finance practices and concepts
- iii. Legal problem solving skills

Age: 35 years (maximum)

Domicile: Punjab

Salary package: Rs.150,000 to Rs.200,000/-

Job Description: AM legal will be responsible for smooth, effective and efficient legal operations and management of the Punjab PPP Authority (PPPA). The incumbent will:

- Develop and review authority policies;
- Ensure and formulate authority legal policies.
- Advise management on the Authority's compliance with laws and regulations through detailed reports.
- Create and manage effective action plans in response to audit discoveries and compliance violations.
- Understanding of Rules and Regulations as per SECP and Government.
- Regularly audit authority's procedures, practices, and documents to identify possible weaknesses or risk.
- Deal with legal & Compliance notifications issued by Courts.
- Any other task assigned by the management of Legal Advisor.

26. ASSISTANT MANAGER FINANCIAL ANALYST

An experienced professional who will be responsible for financial analysis & modeling and coordinating with internal stake holders of the organization. He shall be fully versed with financial techniques used in government departments / financial institutions. He shall support the department regarding financial activities and shall report to the Financial Advisor of the Authority. He must have familiarity / concept of Public Private Partnership (PPP) projects.

Qualification:-

- i. Master's in Finance/ MBA (Finance) from a local or foreign university / a well reputed Institute recognized from the Higher Education Commission of the Pakistan.

Experience:

- Having at least 4 years post-qualification professional experience in leading program / projects (preferably PPP Projects) with thorough understating of Financial Models and Financial Appraisal Tools for evaluation of PPP Projects proposals.
- Knowledge of Capital Markets and Investment Funds will be an added advantage.

Skills/Abilities:

- i. Strong public sector understanding and knowledge
- ii. Excellent Financial skills
- iii. Microsoft Excel, power point skill
- iv. Strong analysis and evaluation skills

Age: 35 years (maximum)

Domicile: Punjab

Salary package: Rs.150,000 to Rs.200,000/-

Job Description: AM Financial Analyst will be responsible for the following duties and responsibilities:

- Identifies financial status by comparing and analyzing actual results with plans and forecasts.
- Improves financial status by analyzing results; monitoring variances; identifying trends; recommending actions to the management.
- Reconciles transactions by comparing and correcting data.
- Protects operations by keeping financial information confidential.
- Work closely with the accounts team to ensure accurate financial reporting.

- Evaluate and analyze the PPP's project finances;
- Liaison with finance department and Risk Management Unit (RMU).
- Assist the Financial Advisor regarding financial operations of the Authority.
- Any other task assigned by the Authority.

27. ACCOUNTS OFFICER

An experienced professional who will be responsible for maintaining accounts and record keeping of the department. He shall be fully versed with accounting techniques and procedures used in government departments / financial institutions. He shall also fulfill the requirements of external auditors and support the department regarding annual audit of the organization by AG Office. The Accounts Officer shall report to the Manager B & A of the Authority.

Qualification:-

- i. Master in Business Administration (Accounting or Finance)/Finance/
- ii. Commerce from a recognized local or foreign university / a well reputed Institute recognized from the Higher Education Commission of the Pakistan.
- iii. Higher education in the same discipline will be preferred

Experience:

- i. having at least 4 years post-qualification professional experience in a similar position with good hands on expertise in dealing with Budget, Finance
- ii. and Accounts of large Public/Private sector organization(s).
- iii. Experience in the similar position will be preferred;

Skills/Abilities:

- i. Strong public sector understanding and knowledge
- ii. Budget & Accounts knowlege
- iii. Problem solving skills
- iv. Analytical skills

Age: 35 years (maximum)

Domicile: Punjab

Salary package: Rs.150,000/- to Rs.200,000/-

Job Description: Accounts Officer will be responsible for the following duties and responsibilities:

- To work as drawing and disbursing officer.
- Checking and signing the utility bills, contingent bills, T.A bills and medical bills etc.;
- To pursue the clearance of all kinds of claims / bills submitted to AG Office;

- Maintenance of Accounts of Expenditure and preparation of monthly Expenditure Statement.
- To conduct reconciliation of expenditure in office of the AG Office monthly, quarterly and annually.
- Visit and follow-up with Finance Department / AG on regular basis.
- Correspondence with Finance Department, regarding Additional Funds, Re-appropriation etc.
- Maintenance of Common Pool Fund Accounts; Cash Books, Cheque Books, etc.
- Assist the Manager Budget & Accounts in the official duties as assigned from time to time.
- Any other task assigned by the Authority

28. QUANTITY SURVEYOR

A Quantity Surveyor will perform under the guidance and supervision of Deputy DG Projects (Infrastructure and Social sector). The incumbent will be responsible for providing input on costs of the projects involving construction.

Qualification:-

- i. DAE(Civil) from a well reputed Institute recognized from the HEC
- ii. Candidates having Diploma/Certification in Quantity Surveying from a well reputed organization will be given advantage.

Experience:

- Atleast at least 05 years post-qualification professional experience in a similar position in a well reputed Public/Private sector organization(s).

Skills/ Abilities:

- Strong numeracy and financial management skills
- Detailed knowledge of past and current building and construction technology, processes, materials, business and legal matters
- Ability to write clear and precise reports
- Negotiation and team work skills
- Analytical thinking skills
- Proficiency in MS Office and related softwares.

Age: 35 years (Maximum)

Domicile: Punjab

Salary package: Rs.100,000 to Rs.125,000/-

Job Description:

- Liaise with the client and other construction professionals, such as site managers, project managers and site engineers;
- Price/ forecast the cost of different materials, labour and time needed for the project;
- Conduct site visits, assessments and projections for future work;
- Track changes to the design and/or construction work and advice on adjusting budget projections accordingly;
- Prepare work progress reports;
- Identify, analyse and develop responses to commercial risks;

- Provide input on procurement of the services of contractors and/or subcontractors, who work on the construction of the project;
- Measure and value the work done on site;
- Maintain awareness of the different building contracts in current use;
- Understand the implications of health and safety regulations;
- Any other task assigned by the competent authority

29. LAND SURVEYOR

A Land Surveyor will perform under the guidance and supervision of Deputy DG Projects (Infrastructure and Social sector). The incumbent will be responsible for measuring land using special tools and determining land features, accordingly will draft survey documents.

Qualification:-

- i. DAE (Civil) from a well reputed Institute recognized from the HEC.
- ii. Candidates having Diploma/Certification in Land Surveying from a well-reputed organization will be given advantage.

Experience:

- Atleast 05 years post-qualification experience in related field.
- Land surveying experience in large scale construction projects will be Preferred.

Skills/ Abilities:

- i. Ability to write clear and precise reports
- ii. Negotiation and team work skills
- iii. Excellent communication skills
- iv. Proficiency in MS Office and related softwares

Age: 35 years (Maximum)

Domicile: Punjab

Salary package: Rs.100,000 to Rs.125,000/-

Job Description:

- Perform duties related to land surveying and property boundaries;
- Conduct record management activities and perform historical and legal land ownership research;
- Conduct Field survey for data collection;
- Record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features;
- Develop criteria for survey methods and procedures;
- Prepare and maintain all data, charts, plots, sketches, maps, reports, legal descriptions and documents related to surveys;
- Verify the accuracy of survey data, including measurements and calculations conducted at survey sites;

- Provide in writing descriptions of property boundary surveys for use in deeds, leases, or other legal documents;
- Interpret and utilize design drawings and topographic maps;
- Utilize and Interpret CAD computer applications;
- Any other task assigned by the competent authority

30. LIAISON OFFICER/ COORDINATOR

A Liaison officer/ coordinator will perform under the guidance and supervision of Deputy DG Projects (Infrastructure and Social sector). The incumbent will be responsible for coordinating with the project stakeholders for collecting information related to projects.

Qualification:-

- i. Master's degree in Communication Studies/ MPA/ MBA from a local or foreign university / a well reputed Institute recognized from the HEC.

Experience:

- at least 03 years post-qualification professional experience in a similar position in a well reputed Public/Private sector organization(s).

Skills/ Abilities:

- i. Good verbal and written communication skills
- ii. Proficiency in MS Office
- iii. Excellent report writing and research skills.

Age: 35 years (Maximum)

Domicile: Punjab

Salary package: Rs.100,000 to Rs.125,000/-

Job Description:

- Facilitate in communication and coordination between different department;
- Coordinate and support in meetings, events, workshops and development of awareness materials and activities;
- Raise awareness of project objectives, outputs & mutual benefits;
- Liaise to collate information about projects;
- Compile reports about particular incidents, events, or updates about projects;
- Coordinate and communicate the strategic objectives of the projects;
- Promptly respond to incidents and other events as necessary;
- Act as a positive representation of the entity;
- Any other task assigned by the competent authority

31. GRAPHIC DESIGNER

Graphic Designer shall assist Communication Specialist in developing and designing of newsletters, magazines, brochures and making documentaries.

Qualification:-

- i. Graduate Degree in Graphic Design/Fine Arts from a local or foreign university / a well reputed Institute recognized from the Higher Education Commission of Pakistan

Experience:

- having at least 03 years post- qualification professional experience in a similar position in a well reputed Public/Private sector organization(s).
- Hands on experience of working on latest graphic designing softwares.

Skills/Abilities:

- i. Creative thinking out of the box in developing and designing newsletters and brochures
- ii. Expertise in making highly graphic complex presentations on power point and other applicable software's
- iii. Excellent communications skills
- iv. High expertise in MS Word, MS Excel and MS PowerPoint

Age: 35 years (maximum)

Domicile : Punjab

Salary package: Rs.100,000/- to Rs.125,000/-

Job Description: Graphic Designer shall assist Communication Specialist in developing and designing of newsletters, magazines, brochures and making documentaries.

The Graphic Designer, therefore, shall:

- Have hands on experience of working on latest graphic designing softwares;
- In-depth knowledge of graphic designing techniques and technologies;
- Should be able to work independently as well as part of a team;
- Hands on experience of 3D and Flash, Photoshop, Illustrator.
- Well conversant with making high graphic quality documentaries
- Any other task assigned by the authority

32. CASHIER

A qualified, experienced and motivated professional is required for the position of **CASHIER** of the Punjab Public Private Partnership Authority (PPPPA). The Cashier shall report to the Accounts Officer of the Authority.

Qualification:-

- i. Bachelor's degree in Business Administration/Commerce/Accounting from a reputed Institute recognized from the Higher Education Commission of the Pakistan.
- ii. Higher education in the same discipline will be preferred.

Experience:

- Having at least 03 years post-qualification professional experience in Accounts/Cash Management in a similar position in a well reputed Public/Private sector organization(s).

Skills/Abilities:

- i. Dependability
- ii. Efficiency
- iii. Data Entry
- iv. Basic (PC) Computer Knowledge

Age: 35 years (maximum) (on the closing date of advertisement)

Domicile: Punjab

Salary package: Rs.100,000/- to Rs.125,000/-

Job Description: The incumbent will:

- Handle cash and check daily transactions;
- Keep records of the cash spend.
- Responsible for securing cash and records.
- Any other task assigned by the Manager B&A or Accounts Officer

33. Assistant

A qualified, experienced and motivated professional with is required for the position of Assistant in the Punjab Public Private Partnership Authority (PPPPA) to carry out smooth, effective and efficient operations and management of Authority.

Qualification:-

- i. Bachelor's degree/BS(Hons.) from HEC recognized university;

Experience:

- Having at least 03 years of post- qualification professional experience in a similar position in a well reputed Public/Private sector organization(s).
- Proficiency in basic computer skills, e.g. MS Office, Excel, Power Point Email etc.;

Skills/Abilities:

- i. Expertise in Drafting Letters/Reports, Secretarial work and Record Keeping.

Age: 30 years (maximum) (on the closing date of advertisement)

Salary package: Rs. 60,000 to Rs.80,000/-

Domicile: Punjab

Job Description: Assistant will be responsible for smooth, effective and efficient operations and management of the Punjab PPP Authority (PPPA). The incumbent will:

- Communication
- Message Taking
- Routing Phone Calls
- Verbal Communication
- Correspondence
- Typing
- Word Processing
- Written Communication
- Customer Service
- Directing Visitors
- Greet Guests
- Administrative Support
- Appointments
- Billing
- Clerical
- Data Entry
- Filing

- Front Desk Operations
- Office Duties
- Office Equipment
- Office Supply Inventory
- Office Supplies
- Office Support
- Coordinate Office Activities
- Problem Solving Skills
- Respond to Inquiries
- Time Management
- Travel Arrangements

34. OFFICE SECRETARY

A qualified, experienced and motivated professional with is required for the position of Office Secretary in the Punjab Public Private Partnership Authority (PPPPA) to carry out smooth, effective and efficient operations and management of Authority.

Qualification:-

- i. Bachelor's degree/BS(Hons.) from HEC recognized university;

Experience:

- At least 03 years of post- qualification professional experience in a similar position in a well reputed Public/Private sector organization(s).
- Proficiency in basic computer skills, e.g. MS Office, Excel, Power Point Email etc.;
- Experience of provision of Secretarial support, maintenance of record, co-Ordination and liaison with other departments and keeping schedule of the Meetings of concerned officers is required.

Skills/Abilities:

- i. Excellent Communication Skills
- ii. Attention to Detail
- iii. Scheduling
- iv. Clerical Skills
- v. MS Office
- vi. Customer Service
- vii. Data Entry
- viii. Coordinating
- ix. Office Management
- x. Secretarial

Age: 30 years (maximum) (on the closing date of advertisement)

Domicile: Punjab

Salary package: Rs.80,000 to Rs.100,000/-

Job Description: Office Secretary will be responsible for smooth, effective and efficient operations and management of the Punjab PPP Authority (PPPA). The incumbent will:

- Communication
- Message Taking
- Routing Phone Calls
- Verbal Communication

- Correspondence
- Typing
- Word Processing
- Written Communication
- Customer Service
- Directing Visitors
- Greet Guests
- Administrative Support
- Appointments
- Billing
- Clerical
- Data Entry
- Filing
- Front Desk Operations
- Office Duties
- Office Equipment
- Office Supply Inventory
- Office Supplies
- Office Support
- Coordinate Office Activities
- Problem Solving Skills
- Respond to Inquiries
- Time Management
- Travel Arrangements

35. Stenographer

A qualified, experienced and motivated professional with is required for the position of Stenographer in the Punjab Public Private Partnership Authority (PPPPA) to carry out smooth, effective and efficient operations and management of Authority.

Qualification:-

- i. Intermediate or Equivalent Qualification from recognized Board;

Experience:

- 02 years post-qualification professional experience in a similar position in a well reputed Public/Private sector organization(s).
- Three (03) months Office Automation Certificate in computer operations covering MS Word, MS Excel, MS PowerPoint, usage of Internet and Email from a recognized institute.
- Speed of 70 W.P.M in shorthand in English and 35 W.P.M typing speed on typewriter or on Computer.

Skills/Abilities:

- i. Excellent Communication Skills
- ii. Attention to Detail
- iii. Scheduling
- iv. Clerical Skills
- v. MS Office
- vi. Customer Service
- vii. Data Entry
- viii. Coordinating
- ix. Office Management
- x. Secretarial

Age: 30 years (maximum) (on the closing date of advertisement)

Domicile: Punjab

Salary package: Rs.50,000 to Rs. 75,000/-

Job Description: Stenographer will be responsible for smooth, effective and efficient operations and management of the Punjab PPP Authority (PPPA). The incumbent will:

- i. Use of computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

- ii. Receiving and handling inquiries, complaints and requests concerning department/division activities; Receives callers, ascertaining their business and answers their questions or refers them to the proper person/division;
- iii. Take and transcribes important and confidential dictation; Takes stenographic notes of meetings and hearings, and prepares the minutes;
- iv. Utilizes a full range of skill in the operation of computer software applications to perform a variety of complex typing and clerical tasks; Arranges appointments and meetings, and prepares materials for them;
- v. Compiles or researches data and prepares reports; As delegated, relays directives to subordinate personnel and follows up on their completion;
- vi. Opens and screens mail, and answers it independently or routes it with background material as necessary;
- vii. Handles other correspondence independently, as delegated or from brief direction; Handles special and confidential assignments for superior; Maintains and directs the maintenance of files, both general and confidential;

36. Daak Runner

A qualified, experienced and motivated professional with is required for the position of Stenographer in the Punjab Public Private Partnership Authority (PPPPA) to carry out smooth, effective and efficient operations and management of Authority.

Qualification:-

- i. Middle from recognized Board ;

Experience:

- having 2 years relevant experience with a valid Motorcycle /Motor Car driving license;
- Candidate should be well versed with all Public Offices at Lahore and their dispatch/Diary & Receipt systems.

Skills/Abilities:

- i. Excellent Communication Skills
- ii. Attention to Detail
- iii. Scheduling

Age: 35 years (maximum)

Domicile: Punjab

Salary package: Rs.25,000 to Rs.40,000/-

Job Description: Daak Runner will be responsible for smooth, effective and efficient operations and management of the Punjab PPP Authority (PPPA). The incumbent will:

- i. Ride official motorcycle to accomplish official duties
- ii. Responsible for internal and external official mails distribution and dispatch, when necessary.
- iii. Transporting and receiving invoices and documents items quickly by motorcycle
- iv. Record information of official dak , such as items received and delivered
- v. Must ensure that assigned motorcycle documents/ particulars are updated and valid
- vi. Ensure prompt and correct official documents/files/notes pickup and recording
- vii. Plan and follow the most efficient routes for making deliveries
- viii. Must ensure that the motorcycle is cleaned/ maintained routinely or when the need arises.
- ix. Must observe all HSE driving related policies to ensure the consistent safety of documents and motorcycle

- x. Responsible for updating the vehicle logbook on a daily basis with the required information.
- xi. Dispatch riders sign for the package on the collection and get an appropriate person to sign for it upon delivery
- xii. Any other task assigned by the Competent Authority.

37. Driver

A qualified, experienced and motivated professional with is required for the position of Driver in the Punjab Public Private Partnership Authority (PPPPA) to carry out smooth, effective and efficient operations and management of Authority.

Qualification:-

- i. Middle Qualification from recognized Board ;
- ii. At least 05 years of LTV driving experience
- iii. Valid LTV driving License;

Experience:

- i. At least 05 years of LTV driving experience

Age: 35 years (maximum) (on the closing date of advertisement)

Domicile: Punjab

Salary package: Rs.25,000 to Rs.40,000/-

Job Description: Driver will be responsible for smooth, effective and efficient operations and management of the Punjab PPP Authority (PPPA). The incumbent will:

- i. Pick up officers from the place and at the time they've requested;
- ii. Schedule regular vehicle service appointments and report any issues;
- iii. Listen to traffic and weather reports to stay up-to-date on road conditions;
- iv. Assist officers with loading and unloading their luggage;
- v. Completing documentation such as logs, mileage, or cargo and passenger reports;
- vi. Keeping interior & exterior of vehicle clean of debris and clutter and comfortable for all riders;
- vii. Maintaining vehicle equipment, replacing oil, filling gas tank, general motor vehicle maintenance as needed for safety;
- viii. Practicing safe driving habits and Following all state and national safety regulations and standards;
- ix. Any other task assigned by the Competent Authority.

38. Office Boy

A qualified, experienced and motivated professional with is required for the position of Office Boy in the Punjab Public Private Partnership Authority (PPPPA) to carry out smooth, effective and efficient operations and management of Authority.

Qualification:-

- i. Primary Qualification from recognized Board ;

Experience:

- Should be physically fit having at least 1 year experience in a similar position in a Public/Private organization

Age: 35 years (maximum)

Domicile: Punjab

Salary package: Rs.18,000 to Rs.25,000/-

Job Description:

- i. Carrying official files/papers from one place to another.
- ii. General arrangement and tidiness of the office, furniture including re-dusting of office furniture, record.
- iii. Providing drinking water/tea/serving lunch to the officers and official guests.
- iv. Shifting of articles of light furniture from one place to another within office premises.
- v. Any other duties assigned by the Competent Authority.