

**GOVERNMENT OF THE PUNJAB  
PLANNING & DEVELOPMENT DEPARTMENT  
PROGRAM IMPLEMENTATION UNIT (PIU)**

**CAREER OPPORTUNITIES**

Planning & Development Department, Government of Punjab is establishing a “Program Implementation Unit (PIU)” for implementation of donor funded programs. The posts mentioned below are required to be filled in for operationalization of the PIU. Eligible candidates, both from private and public sectors are encouraged to apply for these posts. Qualifications and Experience required for these posts are mentioned below;

<b>Sr. No.</b>	<b>Position</b>	<b>Qualifications/ Experience/Skills</b>	<b>No. of Posts</b>
01	Program Director/ Unit Head	<p><b>Qualification &amp; Experience:</b></p> <p>i. Master Degree/BSc. BS Hons. in Economics, Finance, Business Administration, Public Administration, Business Economics, Development Studies, Management &amp; Planning from a reputed/recognized foreign university;</p> <p>ii. At least ten years of experience in Public sector, private or non-government sector or international organization;</p>	01
02	Program Manager	<p><b>Qualification &amp; Experience:</b></p> <p>i. Master degree/BSc. BS Hons. in Economics, Finance, Business Administration, Public Administration, Business Economics, Development Studies, Management &amp; Planning etc. from a reputed/recognized foreign university;</p> <p>ii. At least eight years of experience in Public sector, private or non-government sector or international organization;</p>	02
03	Procurement Specialist	<p><b>Qualification &amp; Experience:</b></p> <p>i. Master degree/BSc. BS Hons. in Business Administration, Public Administration, Economics, Project Management, Procurement or related discipline from a reputed local/foreign university;</p> <p>ii. At least five (5) years of work experience in procurement of goods/ services/ works;</p>	01
04	Financial Management Specialist	<p><b>Qualification &amp; Experience:</b></p> <p>i. ACCA, ACMA, MBA, M.Com from reputed local/foreign university with 5 years’ experience in financial management, audit or accounts;</p> <p>ii. CA/CFA with 3 years’ experience in financial management, audit or accounts;</p>	01
05	Monitoring & Evaluation Specialist	<p><b>Qualification &amp; Experience:</b></p> <p>i. Master degree/BSc. BS Hons. in social sciences, preferably Finance, Business Administration, Project Management, Economics from a reputed local/foreign</p>	01

		<p>university;</p> <p>ii. At least five (5) years of relevant work experience;</p>	
06	Communication Specialist	<p><b>Qualification &amp; Experience:</b></p> <p>i. Master degree/BSc. BS Hons. in Public relations, Communications, Journalism, marketing, development economics or relevant field;</p> <p>ii. At least 5 years of relevant work experience in the field of communication, marketing, journalism and/or communications sectors or related field;</p>	01
07	Program Officers	<p><b>Qualification &amp; Experience:</b></p> <p>i. Master degree/BSc. BS Hons. in Development Studies, Finance, Project Management, Economics, Public Administration, Business Administration, Business Economics, Marketing from reputed local/foreign university;</p> <p>ii. At least one year of work experience. Fresh candidates with exceptional qualification may also be considered for this position;</p>	06
08	Account/Admin Officer	<p><b>Qualification &amp; Experience:</b></p> <p>i. Master degree/BSc. BS Hons. in Finance, commerce, Project Management, Business Economics, Economics, Business Administration from local/foreign university;</p> <p>ii. At least three years of related work experience;</p>	01
09	Office Executive (IT)	<p><b>Qualification &amp; Experience:</b></p> <p>i. Master degree/BSc. BS Hons.in Computer Sciences, Information Technology, Management Information System, Business Administration or related field from reputed local/foreign university;</p> <p>ii. At least one year of relevant work experience;</p>	01
10	Office Executive (HR/Admin)	<p><b>Qualification &amp; Experience:</b></p> <p>i. Master degree/BSc. BS Hons.in Finance, commerce, Project Management, Economics, Business Administration, Business Economics from reputed local/foreign university;</p> <p>ii. At least one year of relevant work experience;</p>	01

Applications along with updated CV, latest photograph, CNIC and photocopies of all educational degrees from HEC recognized universities should be submitted at the below mentioned address. The applicants should clearly mention years of experience and qualification at the top of the CV. Government servants are required to submit N.O.C from their present employer with their application and should send their applications through proper channel. Incomplete applications or applications received after due date will not be considered. Only short-listed candidates will be invited for interview and no TA/DA will be paid in this regard. The service of those selected applicants will be terminated whose degree(s)/educational certificates are found bogus. Market based/competitive remuneration package for above mentioned posts will be offered to the selected

candidates. The detailed job description, experience, qualification and skills may be viewed at [www.pndpunjab.gov.pk](http://www.pndpunjab.gov.pk).

Applications complete in all respect should reach at the following address by **12<sup>th</sup> October, 2017** **(Thursday) during office hours.**

**Secretary, Planning & Development Department**  
**Planning & Development Department, Government of the Punjab,**  
**New P&D Building, Church Road, Civil Secretariat, Lahore.**  
**Ph. # 042-99210017**

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