



GOVERNMENT OF THE PUNJAB PLANNING & DEVELOPMENT DEPARTMENT

POSITIONS AVAILABLE

The Multi Sectoral Nutrition Center (MSNC), Planning and Development Department (P&D), Government of the Punjab is looking for energetic and qualified individuals with a passion to work in the development sector. Individuals who are motivated towards reducing Malnutrition in Punjab with a special focus of reducing Stunting in Southern Punjab through dedicated hard work and innovative approach are encouraged to apply.

Applications are invited for the following positions:

Name of Post	Requirements	No. of posts	Age Limit
Project Director	a) A postgraduate qualification in Economics/Public Health/Public Policy or Public Administration from HEC recognized University b) At least 12 years of relevant professional experience with 5 years at a senior management level c) Preference will be given to those who have headed a project in the development sector and Managed/supervised Health/Nutrition provincial level program with clear evidence of successful implementation	1	Maximum 55 years
Finance Specialist	a) CA/ACCA/ACMA/ Master's Degree in Finance / Accounting from HEC recognized university b) 10 years experience in financial management, audit or accounts c) Prior Experience of working in the development sector or with INGOs will be preferred	1	Maximum 50 years
Procurement Specialists	a) MBA/Master's degree in Economics/Law/Accounting/ACCA/CA from* HEC recognized University b) 5 years experience in the field of procurement or supply chain management in Public sector will be preferred	1	Maximum 50 years
Program Manager	a) A postgraduate qualification in Economics/Business Management/Public Health or Public Policy or MBBS with MPH from a HEC recognized University b) At least 7 years of relevant professional experience preferably in Public Health Sector and Managed / supervised Health/Nutrition provincial level program with clear evidence of successful implementation	1	Maximum 50 years
Sector Specialists (05)	Education Sector: a) A postgraduate qualification in Public Policy or Public Administration from HEC recognized institute. b) At least 5 years of professional experience preferably with Development partners/INGOs or Government in planning/policy making and/or implementation of development projects in the Education sector Population Sector: a) A postgraduate qualification in Public Health, Public Policy, Demography, Population Studies or Management Sciences, from a HEC recognized institute. b) At least 5 years of professional experience preferably with Development partners/INGOs or Government in planning/policy making and/ or implementation of development projects in the Population sector	05	Maximum 50

	<p>HUD/PHE/ WASH Sector</p> <p>a) Civil Engineer with a postgraduate degree in Public Health Engineering or equivalent from HEC recognized university.</p> <p>b) At least 5 years of experience preferably in the public health engineering sector working with Development partners, INGOs or Government in planning/policy making and/ or implementation of development projects</p>		
	<p>Agriculture/ Livestock/ Fisheries/ Food Sector</p> <p>a) A postgraduate qualification in Agribiotechnology/AgriEconomics/ Nutrition/ Public Policy or Management Sciences, from HEC recognized institution.</p> <p>b) At least 5 years of professional experience preferably with Development partners/INGOs or Government in planning/policy making and/ or implementation of development projects in the field of Agriculture/Livestock/Fisheries and/or Food</p>		
	<p>Social Protection Sector</p> <p>a) A postgraduate qualification in Public Policy or Management Sciences, from a HEC-recognized institute.</p> <p>b) At least 5 years of relevant professional experience preferably with development partners/INGOs or Government in planning/policy making and/ or implementation of social protection projects</p>		
Communication Specialist	<p>a) Master's Degree in Mass Comm /PR/ Management sciences from HEC recognised university</p> <p>b) More than 3 years of experience in developing communication strategy preferably for INGO's and development partners</p> <p>c) Experience in health promotion activities will be a plus.</p> <p>d) Excellent presentation and writing skills.</p> <p>e) Strong interpersonal, communication and coordination skills</p> <p>f) Adept at using Coral Draw/ Photo shop will be an added advantage</p>	01	Maximum 45
IT Manager	<p>a) Master's in Computer Sciences/IT from HEC recognized institute.</p> <p>b) Must have at least 05 years of experience in web development, designing, networking and data base maintenance</p>	01	Maximum 50
Research Associate	<p>a) Master's in Public Policy/Public Health/Social Sciences/Management Sciences from HEC recognized university</p> <p>b) 01 year experience</p> <p>c) Proficient in the use of MS Office and good research skills</p>	01	Maximum 30
Office Assistant	<p>a) Bachelor degree</p> <p>b) 1 year job experience in government/private sector</p> <p>c) Knowledge of MS Office</p> <p>d) Good typing speed and file maintenance skills</p>	01	Maximum 35
Office Boy	<p>a) Middle Pass</p>	01	Maximum 30

- 1) Recruitment will be made on contractual basis for 01 year initially, extendable on the basis of annual performance.
- 2) Salary will be market based/ Negotiable as per credentials of the candidate.
- 3) Interested candidates having above qualification and experience may apply along with their CV, attested copies of CNIC/Domicile certificate/Educational certificates/degrees/experience certificates/last salary statement addressed to the undersigned latest by **12th June, 2017**.
- 4) Government employees should apply through proper channel.
- 5) Only Shortlisted candidates will be called for interview. No TA/DA shall be admissible to those called for test/interview.

SECRETARY
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