



**GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT BOARD
PUNJAB POVERTY GRADUATION INITIATIVES**

Positions Available

Government of the Punjab has launched the Punjab Poverty Graduation Initiatives (PPGI) in Ten districts of Punjab i.e., Lodhran, Vehari, Khanewal, Multan, Okara, Pakpattan, Chiniot, Jhang, Hafizabad and Mandi Bahauddin.

In order to achieve the goals of PPGI, applications are invited for the following posts for the Project Management Unit-PPGI located at Lahore as per given qualifications and criteria: -

Sr. No	Name of the Post	No. of Posts	Qualification & Experience	Age Limit		Pay Package /Month (Rs.)
				Min	Max	
1	Project Director (PPS-11 or PPS-12)	1	At least, sixteen (16) years of education in Development Studies/ Social sciences, Business Administration/ Public Policy/ Social Policy/ Economic Development/ Public Administration / from a recognized foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Project Management Professional (PMP) or any other relevant certification will be accorded due weightage. At least, ten (10) years professional experience including five years in senior management position in development sector in public and/or private sector national/international organizations. Must have team building and organizational development experience and understanding. Experience in project management/implementation, planning and design of large-scale social sector/development programs.	40	65	450,000
2	Infrastructure Specialist (PPS-10)	1	At least, sixteen (16) years of education in civil engineering from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Project Management Professional (PMP) or any other relevant certification will be accorded due weightage. At least ten (10) years of relevant experience with increasing responsibilities in public and/or private sector national/international organizations. Experience in community driven infrastructure will be preferred. Participatory community development approaches related to infrastructure development. Familiarity with government and NGO structures, operations, and procedures.	34	40	350,000
3	Training & Enterprise Specialist (PPS-10)	1	At least, sixteen (16) years of education in commerce, business management or finance from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Project Management Professional (PMP) or any other relevant certification will be accorded due weightage. At least ten (10) years of	34	40	350,000

			relevant experience with increasing responsibilities in public and/or private sector national/international organizations. Previous experience in grassroots micro-enterprise development and/or micro-finance will be preferred. Hands on experience in implementing community based micro-enterprise/micro-finance projects and programmes. Familiarity with government and NGO structures, operations, and procedures.			
4	Gender & Poverty Specialist (PPS-10)	1	At least, sixteen (16) years of education in social sciences and/or gender studies from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Project Management Professional (PMP) or any other relevant certification will be accorded due weightage. At least (10) years of relevant experience with increasing responsibilities in public and/or private sector national/international organizations in relevant field (s). Previous experience in similar role in a development project/programme or in managerial position in an organization. Hands on experience in implementing gender sensitive and poverty graduation programmes. Familiarity with government and NGO structures, operations, and procedures.	34	40	350,000
5	Knowledge Management and M&E Specialist (PPS-10)	1	At least, sixteen (16) years of education in statistics, demographics, public policy, international development, economics, agriculture or related field from an HEC-recognized university. Equivalent foreign qualification from an accredited university/institution shall be accorded due weightage. Advanced certificate in M&E, statistics or economics shall be accorded due weightage. At least eight (8) years of relevant experience in monitoring/evaluation of social protection/poverty alleviation programs/projects.	34	40	350,000
6	Livestock Expert (PPS-09)	1	Ph.D in animal sciences /related Biological Sciences from HEC recognized institution with 5 years of relevant experience or Master degree in animal sciences (2 nd Division) from HEC recognized institution. 10 years of relevant Professional Experience in livestock development projects. Working with community-based organization would be an added advantage.	34	40	250,000
7	M&E Officer (PPS-09)	5	Master Degree in Commerce, Management Sciences, Finance, Economics, Agriculture or Sociology (2 nd Division). 5 years of relevant Professional in Development Organizations or projects including experience in the area of planning, Monitoring and Evaluation. Those having experience with designing and managing Log Frame based planning/RBM shall be preferred.	30	40	250,000
8	Finance & Accounts Manager	1	MBA / MSc Accounting/ Finance, CA, ACMA /ACCA, Management Sciences or any other related qualifications from an HEC-recognized university. Advanced certificate	30	40	250,000

	(PPS-09)		in M&E, statistics or economics shall be accorded due weightage. Good verbal, written and presentation skills. Ability to coach, mentor and develop financial capacity of PMU and implementing partner's staff. At least five (05) years of relevant experience in financial management, book-keeping, Accounting, record maintenance and payment processing in a government or donor funded project or a reputed private/multinational organization. Demonstrated experience in preparation of budgets, financial statements and analytical reports. Demonstrated knowledge and skills in financial planning and management. Knowledge on financial software applications and spreadsheets etc.			
9	Procurement Officer (PPS-08)	1	At least sixteen years of education in Procurement Management/ Project Management/ Supply Chain Management/ Engineering or MBA (preferably in IT). A diploma/degree in the field of Procurement Management from a local or foreign institution shall be preferred. Knowledge and implementation experience of various international/ national/subnational public procurement rules may be accorded due weightage. Candidates with ICT related qualification shall be preferred. At least three (04) years of documentary verifiable experience in procurement (Goods, Works, & consulting services), preferably in the development sector. Demonstrated in-depth understanding of procurement cycle management. Knowledge and implementation experience of various international/ national/subnational public procurement rules shall be accorded due weightage.	30	40	175,000
10	Admin & Accounts Officer (PPS-08)	1	M.COM/MBA / MSc Accounting/ Finance, CA, ACMA /ACCA, Management Sciences or any other related qualifications from an HEC-recognized university. At least three (03) years of relevant experience in Book-keeping, Accounting, record maintenance and payment processing in a donor funded project or a reputed private/multinational organization. Preparation of budgets, financial statements and analytical reports.	30	40	175,000
11	Communication Officer (PPS-08)	1	At least sixteen (16) years of education, in Mass Communications, Journalism/Media or related field from an HEC-recognized university. Equivalent foreign qualification from an accredited university/institution, shall be accorded due weightage. At least seven (05) years of demonstrated experience in the formulation of communication strategy/plan and handling major communication initiatives. Demonstrated experience in developing communication strategies/campaigns in both print and electronic media, with a focus on marginalized and poverty-stricken/vulnerable segments of society. Expertise in media outreach and excellence in originating and preparing written material such as issue briefings, press releases, web content and layout- for use in various	30	40	175,000

			communication media. Experience in social and behavioral change communication.			
12	IT Officer (PPS-08)	1	Master Degree / Bachelors (Hons) / 16 years of Education in Information Technology. 5 years of relevant Professional Experience preferably in Development Sector.	30	40	175,000
13	Accounts Assistant (PPS-06)	2	B. Com/ CA Inter or equivalent qualification (2 nd Division) from HEC recognized institute. 3-5 years of relevant experience in finance and accounts matter with strong IT skills.	28	40	100,000
14	Computer Operator (M&E) (PPS-06)	1	Master degree (16 years) in Computer Sciences/IT (2 nd Division) from HEC recognized institute. 3-5 years of relevant experience of development of program, database development and maintenance of LAN/website management and hosting.	28	40	100,000
15	Office Secretary (PPS-05)	1	Graduation (2 nd Division) HEC recognized institute. 3 years of relevant experience with strong IT skills.	28	40	60,000
16	M&E Assistant (PPS-05)	5	Graduation (2 nd Division) from HEC recognized institute. Strong IT skills having at least 04 years of relevant professional experience in the area of monitoring and evaluation in Development Organizations or Projects, Experience with maintaining the Management Information System (MIS) & M&E System will be advantage.	28	40	60,000
17	Driver (PPS-04)	6	Middle with LTV License and 3-5 years of driving experience	22	40	30,000
18	Office Boy (PPS-03)	2	Matriculate at least 2 nd division, 2 years of relevant experience	22	35	25,000
19	Guard (PPS-03)	3	Matriculate at least 2 nd division, 3 years of relevant experience. Preference will be given to Ex-Army Persons	22	35	25,000
20	Sweeper (PPS-01)	1	2 years of relevant experience.	22	35	25,000

Instructions:

- a) Applicants should apply online through www.jobs.punjab.gov.pk latest by **03.06.2022**.
- b) Detailed eligibility criteria and job descriptions are available on Punjab Job Portal website www.jobs.punjab.gov.pk.
- c) Only on-line applications will be accepted. No hard copy of application will be accepted.
- d) It is mandatory for all candidates to upload the soft copies of their academic and job experience certificates while applying against position/s.
- e) Incomplete applications or those received without relevant documents shall not be considered for shortlisting.
- f) Submission of fake documents or concealment of any fact will lead to disqualification of the candidate.
- g) The above positions will be offered purely on merit and on contract basis.
- h) Only shortlisted candidates shall be invited for interviews. Shortlisted candidates shall bring their original documents at the time of interview. No TA/DA will be admissible.
- i) Government employees may apply through proper channel. Government employees will be paid as per prevailing government policy.

- j) Punjab Poverty Graduation Initiatives reserves the right to increase or decrease total number of posts or not to fill any of the above position.
- k) The appointment of incumbent will neither confer any right of regular appointment to the same post nor service counts towards seniority/pension etc.
- l) Only Punjab domicile will be considered.
- m) Separate application is necessary for each post.
- n) The age of candidate will be calculated on the last date of submission of application and maximum age given for each job includes age relaxation. No separate age relaxation will be given.
- o) Females are strongly encouraged to apply for the posts mentioned at Serial No 1-16.

Project Director,
Punjab Poverty Graduation Initiatives
Room No 112, Planning and Development Board, Civil
Secretariat, Lahore.