



**GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT BOARD
SUSTAINABLE LAND MANAGEMENT PROGRAMME
VACANCY ANNOUNCEMENT**

Government of the Punjab in collaboration with United Nations Development Programme (UNDP) and Global Environment Facility (GEF) has launched the project "Sustainable Land Management Programme to Combat Desertification in Pakistan". The programme focuses on sustainable management of land management and natural resources in the arid and semi-arid regions of Punjab.

In order to achieve the goals of the programme, applications are invited for following post(s) to be filled at Provincial Coordination Unit (PCU – Punjab)/ Punjab Desertification Control Cell, P&D Board, Lahore as per below given qualifications and criteria against each post:

Sr. #	Name of the Post and Scale	No. of Post	Qualification & Experience	Age Limit (Min – Max in Years)	Pay Package per Month (Rs.)
1.	Chief (SLM) (BS-19)	01	i) M. Sc. (Hons.)/ 18 year's qualification in Agricultural Economics/ Environmental Sciences/ Forestry/ Agriculture (Soil Sciences/ Agri. Entomology) from a University recognized by the Higher Education Commission. ii) Five to seven years of professional experience in project planning, development and implementation of NRM projects. Preference will be given to those having three years' relevant experience with the Government Department(s) under donor funded project, in a field closely related to SLM;	30-45	Up to 230,000
2.	Assistant Chief (SLM) (BS-18)	01	i) M. Sc. (Hons.)/ 18 year's qualification in Agricultural Economics/ Environmental Sciences/ Forestry/ Agriculture (Soil Sciences/ Agri. Entomology) from a University recognized by the Higher Education Commission. ii) Three to five years of professional experience in project planning, development and implementation of NRM projects. Preference will be given to those having two years' relevant experience with the Government Department(s) under donor funded project, in a field closely related to SLM;	25-40	Up to 180,000
3.	Planning Officer (BS-17)	01	i) 1st class Master's Degree/ 16 year's qualification in Economics/ Statistics/ Commerce/ Economic Planning/ Economic Policy/ Agricultural Economics/ Business Administration/ Agriculture (Soil Sciences/ Agri. Entomology) from a University recognized by the Higher Education Commission. ii) Two years of professional experience in project planning, development and implementation of NRM projects. Preference will be given to those having relevant experience with the Government Department(s) under donor funded project, in a field closely related to SLM;	24-40	Up to 105,000

4.	Planning Officer (Monitoring) (BS-17)	01	i) 1st class Master's Degree/ 16 year's qualification in Economics/ Agricultural Economics/ Business Administration/ Agriculture (Soil Sciences/ Agri. Entomology) from a University recognized by the Higher Education Commission. ii) Two years of professional experience in project planning, development and implementation of NRM projects. Preference will be given to those having relevant experience with the Government Department(s) under donor funded project, in a field closely related to SLM;	24-40	Up to 105,000
5.	Office Assistant/ Computer Operator (BS-14)	01	i) Bachelors' degree with at least 1 years' experience with relevant references from the development sector;	24-40	Up to 70,000
6.	Naib Qasid (BS-01)	01	i) Middle with minimum 02 years of working experience as an office support staff;	18-30	Up to 25,000

- a) Candidates are required to apply by sending the hard copies of applications, CV's along with attested copies of educational certificates/ degrees, experience certificates, CNIC, Domicile and recent passport size photograph to the given address latest by **16.03.2020**.
- b) Incomplete applications or applications received after due date shall not be entertained.
- c) Candidates already in Government Service should apply through proper channel. Government employees will be paid as per prevailing Government Policy.
- d) Only Punjab domicile will be considered.
- e) Separate application is necessary for each post.
- f) The post is purely on contract basis for a period of 01 year, extendable on performance basis.
- g) Only shortlisted candidates shall be called for the test/ interview and no TA/DA shall be admissible.
- h) Candidates should bring their original documents/ credentials at the time of test/ interview.
- i) Department reserves the right not to fill any of the Advertised Post(s) without assigning any reason thereof.
- j) Title of the post applied must be written on the top right hand corner of the envelope.
- k) The detail job descriptions including qualification, experience are available at website of P&D Board www.pndpunjab.gov.pk/jobs or at www.jobs.punjab.gov.pk.

SECRETARY P&D BOARD/ PROVINCIAL PROGRAMME DIRECTOR (SLMP)

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Web: www.pndpunjab.gov.pk

TERMS OF REFERENCES

Chief (SLM)/ Additional PPD (BS-19)

The Chief (PDCC) will be responsible for day to day management of SLM Unit, including general and financial administration, work planning, progress reporting and monitoring of the implementation of the project. He/she will work under the supervision and guidance of the Secretary, P&D/ PPD. The Chief (SLM) in the capacity of Additional PPD will also have the overall responsibility for the management and coordination of the project operations at the provincial level.

The Chief (SLM) will be responsible for the following tasks:

- Manage the PCU – Punjab/ SLM Unit, applying administrative and financial procedures as required under the Government of Punjab;
- Act as focal person of the provincial government during implementation of the project activities in the province and provide institutional backstopping to the PPD;
- Assist the PPD in coordination of the project activities with provincial line department as well as concerned District Governments;
- Keep close contact with the District Governments in smooth functioning of the projects;
- Establishment of PDCC, including procurement of services/equipment as per prescribed procedures of the government;
- Effectively coordinate implementation of the project activities, including monitoring of implementation of quarterly work plans by the sub-contractor/implementing agency;
- Assist the Programme Specialist, SLM-Punjab in designing and implementing activities related to policy reforms, mainstreaming Provincial Action Plan on Desertification, land use planning, capacity building of stakeholders and GIS/RS activities;
- Documentation and dissemination of lesson learnt and best practices to the provincial line agencies and local communities;
- Timely preparation of quarterly and annual progress reports, expenditure plans and advance budget requests to the donor agencies/National Project Director;
- Identification and resolution of pilot project implementation problems with the assistance of the PPD;
- To perform any other duties as required by the PPD.

TERMS OF REFERENCES

Assistant Chief – SLM/ LD³ (BS-18)

The Assistant Chief (SLM/ LD³) will be an employee of Sustainable Land Management Programme of Planning & Development Board. He/ she will work under the supervision and guidance of the Chief (Environment & Climate Change)/ Additional PPD.

The Assistant Chief, (SLM/ LD³) will be responsible for the following tasks:

- Provide support to Additional Provincial Programme Director (Addl. PPD) to manage the PDCC, applying administrative and financial procedures as required under the Government of the Punjab;
- Act as a bridge during last year of implementation of project between the project staff and Environment & Climate Change Section of P&D Board for sustainability of the initiatives taken under SLMP and provide institutional backstopping to the Addl. PPD and Environment & Climate Change Section (Env & CC);
- Provide necessary assistance to Addl. PPD during last year for closure of the project and prepare an exit strategy of the project if required under the guidance of PPD and Chief (Env&CC).
- Effectively conclude and document the project activities during last year of the project while ensuring transmission of knowledge and learning to Environment & Climate change section of P&D Board;
- Continue follow up with all stakeholders for implementation of long term National/ Provincial Action Programme, (10 years programme 2017-2027) ;
- Ensure that the Provincial Action Plan on Desertification is mainstreamed into sectoral policies and plans;
- Documentation and dissemination of lesson learnt during implementation of SLMP-II and best practices to the provincial line agencies & relevant stakeholders;
- Coordinate with relevant departments and stakeholders for identification and preparation/ appraisal of projects for Annual Development Programme of Govt. of the Punjab to control and combat desertification in Punjab Province.
- Regularly review and upgrade the Job description of Planning Officers (SLM/ LD³) for better coordination and implementation:
- Assist Chief (Env&CC) in appraising and approval of schemes regarding sustainable land management.
- Assist in promoting Public-Private Partnerships for SLM initiatives;
- Continue coordinating with stakeholders and preparing reports with reference to implementation/ compliance of UNCCD and other relevant Multilateral Environmental Agreements (MEAs) in Punjab.
- To perform any other duties as required by the Additional Provincial Programme Coordinator and Chief Environment & Climate Change.

TERMS OF REFERENCES

Planning Officer (BS-17)

The Planning Officer (SLM/ LD³) will basically assist the Assistant Chief (SLM/ LD³) in carrying out his assignments. He/ she will work under the supervision and guidance of the Assistant Chief (SLM/ LD³).

The Planning Officer will be responsible for the following technical tasks:

- Assist the Assistant Chief in holding and organizing official meetings, preparation of meeting notices, working papers, minutes of the meeting etc.
- Preparation of Annual Development Programme (ADP) with respective departments
- Assist Assistant Chief in appraising the new schemes/projects submitted by the departments regarding land management and facilitate approval of schemes by the respective competent forum.
- Ensure timely completion of approval processes monitoring the progress of development schemes of relevant departments,
- Assist Assistant Chief during last year of the SLM project to effectively conclude and document the project activities while ensuring transmission of knowledge and learning to Environment & Climate Change Section of P&D Board;
- Follow up with all stakeholders for implementation of long term National/Provincial Action Programme, (10 years programme 2017-2027) under the guidance of Assistant Chief (Land Management) and Chief (Env&CC);
- Help Assistant Chief that the Provincial Action Plan on Desertification is mainstreamed into sectoral policies and plans;
- Assist Assistant Chief to properly document the lesson learnt and best practices of SLMP for further dissemination to the provincial line agencies and stakeholders;
- Provide effective support to Assistant Chief to coordinate with stakeholders for preparing reports with reference to implementation/compliance of UNCCD and other relevant Multilateral Environmental Agreements (MEAs) in Punjab.
- To perform any other duties as required by the Chief (Env&CC) and Assistant Chief (SLM/ LD³).

TERMS OF REFERENCES

Planning Officer (Monitoring) (BS-17)

The Planning Officer (Monitoring) (SLM/ LD³) will basically assist the Assistant Chief (SLM/ LD³) in carrying out his assignments. He/ she will work under the supervision and guidance of the Assistant Chief (SLM/ LD³).

The Planning Officer (Monitoring) will be responsible for the following technical tasks:

- Assist the Assistant Chief in holding and organizing official meetings, preparation of meeting notices, working papers, minutes of the meeting etc.
- Preparation of Annual Development Programme (ADP) with respective departments
- Assist Assistant Chief in appraising the new schemes/projects submitted by the departments regarding land management and facilitate approval of schemes by the respective competent forum.
- Implement Monitoring and Evaluation strategy/system based on Logical Framework Analysis of the Programme , covering baseline, outcomes, outputs, activities, benchmarks and targets, including key indicators;
- Prepare and implement training programme for enhancing the M&E capacities of the provincial programme team and its partners;
- Keep abreast of new methods and techniques with regard to M&E of sustainable management of land resources based on M&E guidelines;
- Develop targets and performance indicators to be included in the monitoring system for Programme activities, annual reviews and special studies, and develop briefs/special reports as and when required;
- Ensure timely completion of approval processes monitoring the progress of development schemes of relevant departments,
- Assist Assistant Chief during last year of the SLM project to effectively conclude and document the project activities while ensuring transmission of knowledge and learning to Environment & Climate Change Section of P&D Board;
- Follow up with all stakeholders for implementation of long term National/Provincial Action Programme, (10 years programme 2017-2027) under the guidance of Assistant Chief (Land Management) and Chief (Env&CC);
- Help Assistant Chief that the Provincial Action Plan on Desertification is mainstreamed into sectoral policies and plans;
- Assist Assistant Chief to properly document the lesson learnt and best practices of SLMP for further dissemination to the provincial line agencies and stakeholders;
- Provide effective support to Assistant Chief to coordinate with stakeholders for preparing reports with reference to implementation/compliance of UNCCD and other relevant Multilateral Environmental Agreements (MEAs) in Punjab.
- To perform any other duties as required by the Chief (Env&CC) and Assistant Chief (SLM/ LD³).

TERMS OF REFERENCES

Office Assistant/ Computer Operator (BS-14)

The Office Assistant/ Computer Operator will work with PDCC/ PCU team of SLMP. He/ She will be responsible for the following tasks:

- Maintaining office files/ documents/ record;
- Issuing office orders and receiving official documents;
- Handling/movement of files within or outside the office premises;
- To maintain office expenditure documents i.e. pays, bills and etc.
- To perform any other duties as required by the Competent Authority