



GOVERNMENT OF THE PUNJAB
PUNJAB HUMAN CAPITAL INVESTMENT PROJECT
PUNJAB SOCIAL PROTECTION AUTHORITY

VACANCIES ANNOUNCEMENT

Punjab Human Capital Investment Project (PHCIP) is a World Bank-assisted project which aims to increase access to quality health services, economic and social inclusion programs, among poor and vulnerable households in 11 poorest districts of Punjab. The PHCIP intends to fill the following vacant positions based at Lahore:-

Sr. No	Positions	No. of Post
01.	Deputy Director Human Resource (HR)	01.
02.	Deputy Director Audit	01.
03.	Deputy Director Database Administrator	01.
04.	Program Officer	01.
05.	Content Developer	01.

- The detailed job description including experience, qualification and skills may be viewed at www.pspa.punjab.gov.pk/careers or www.phcip.com.pk/careers/ or www.jobs.punjab.gov.pk.
- Interested candidates having qualification and experience mentioned at above websites must apply at www.jobs.punjab.gov.pk however they must send their applications along with hard copies of their CV; one passport size photograph; attested copies of CNIC, educational certificates, degrees and experience certificates through postal/courier services, addressed to the undersigned latest by 2nd Oct, 2023 (Monday) till 4:00 P.M.
- The applicants have to mention the job application reference number or attach e-mail received from Punjab Job Portal in response to online application submission, along with hard copy of the application.
- Only complete job applications (applied online and sent via postal/courier along with supporting documents) received before the deadline will be considered for further processing.
- Appointment will be made on contractual basis for one year initially, and will be extended subject to satisfactory performance of the incumbent.
- Applications received after the closing date will not be entertained and the applicants possessing relevant qualification and experience supported by documentary evidence will be shortlisted and called for interview.
- No TA/DA will be admissible to the shortlisted candidates for test/interview.
- The competent authority reserves the right to increase or decrease the number of positions as per project requirement or cancel the recruitment process at any stage.

Project Director
Project Management Unit (PMU)
Punjab Human Capital Investment Project (PHCIP)
Punjab Social Protection Authority (PSPA)
78-79, D Block, Wahdat Road, New Muslim Town, Lahore
Phone No. 042-99232359-60

IPL-7654



**GOVERNMENT OF THE PUNJAB
PUNJAB HUMAN CAPITAL INVESTMENT PROJECT (PHCIP)
PUNJAB SOCIAL PROTECTION AUTHORITY (PSPA)**

VACANCIES ANNOUNCEMENT

Punjab Human Capital Investment Project (PHCIP) is a World Bank-assisted project which aims to increase access to quality health services, and economic and social inclusion programs, among poor and vulnerable households in 11 poorest districts of Punjab. The PHCIP intends to hire the services of the following individuals having the qualifications and experience mentioned below:

Sr. No	Positions	Qualifications/ Experience/Skills	No. of Post
	Deputy Director, Human Resource (HR)	Qualification: <ul style="list-style-type: none">At least, Master's degree or equivalent (16 years of education) in Human Resource Management/Development, Social Sciences or related discipline from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Experience: <ul style="list-style-type: none">At least, six years of HR experience, after acquiring stipulated qualification, in public or private sector organizations, autonomous bodies and corporations.Experience in recruitment, writing job descriptions, conducting performance appraisals, interviews, devising policies for staff welfare including grievance handling.Excellent knowledge of HR relevant polices, rules and regulations for recruitment, termination, promotion and retention shall be accorded due weightage. Skills: <ul style="list-style-type: none">Strong leadership and negotiation skills.Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations.Written and oral fluency in the English language.Proficient in using MS Office (Word, Excel, & Power Point).	01.
02.	Deputy Director, Audit	Qualification: <ul style="list-style-type: none">CA/ACCA/ CIMA or equivalent qualification, or Master's Degree or equivalent (16 years of education), in Business Administration (with major in Finance)/Finance/Accounting or related discipline, from an HEC-recognized university/ institute shall be accorded due weightage.Completion of articles from a registered audit firm shall be accorded due weightage Experience: <ul style="list-style-type: none">At least, six years of documentary verifiable relevant audit experience, after acquiring stipulated qualifications, with a reputable organization.Strong knowledge of government audit related rules and regulations.	01.

		<p>Skills:</p> <ul style="list-style-type: none"> • Ability to work on any accounting software or Enterprise Resource Planning Package like SAP/ Oracle/ Peoplesoft etc. • Demonstrated ability to collect and/or analyze data generated from the field and produce progress reports. • Demonstrated ability to make clinical audits. • Strong leadership and negotiation skills. • Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills. • Ability to work in a team, develop synergies and establish effective working relations with various stakeholders. • Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations. • Written and oral fluency in the English language. • Proficient in using MS Office (Word, Excel, & Power Point). 	
03.	<p align="center">Deputy Director, Database Administrator</p>	<p>Qualification:</p> <ul style="list-style-type: none"> • At least, Master’s degree or equivalent (16 years of education) in Computer Science, Information Systems, or related discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • Any additional Certification, such as PostgreSQL, Oracle, SQL Database Administration or related certification, shall be accorded due weightage • International certification from product owner on any major databases (Oracle/MySQL/SQL Server) optimization, security & redundancy will be given additional weightage. <p>Experience:</p> <ul style="list-style-type: none"> • At least, five years of documentary verifiable progressive experience, after acquiring the stipulated qualification, as a database administrator in addition to having experience in applications software analysis, design, and development. • Knowledge and experience of relational databases, PostgreSQL, Oracle, or SQL Server (applications running these backend DBs) with redundancy and automated backup are required. • Opensource technology and implementation experience of Analytic tools will be accorded due weightage <p>Skills:</p> <ul style="list-style-type: none"> • Database Administration and management • Performance tuning • PL/SQL • Backup and recovery, replication services • Audit Vault & DB Firewall • Installation and configuration of Oracle EBS ApplicationServer. • Upgradation of Oracle EBS server software and related products • Administration of Oracle EBS R12 Application. • EBS Cloning, Patching for fixing bugs 	01.

04.	Content Developer	<p>Qualification and professional experience</p> <p>Qualifications</p> <ul style="list-style-type: none"> At least, Master's degree or equivalent (16 years of education) in Communications, Journalism/Media or related discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. <p>Experience</p> <ul style="list-style-type: none"> At least, three years of documentary verifiable experience, after acquiring stipulated qualifications, in content creation/management. Experience in preparing high quality reports using qualitative/quantitative analytics and writing press releases including columns/articles for print media will be accorded due weightage. <p>Skills</p> <ul style="list-style-type: none"> Strong leadership and negotiation skills. Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills. Ability to work in a team, develop synergies and establish effective working relations with various stakeholders. Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations. Written and oral fluency in the English language. Proficient in using MS Office (Word, Excel, & Power Point). 	01.
05.	Program Officer	<p>Qualifications</p> <ul style="list-style-type: none"> Master's degree (16 years of education) in Social Policy, Economics, Public Administration, Social/ Management Sciences, or relevant discipline, 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 shall be accorded due weightage. <p>Experience</p> <ul style="list-style-type: none"> At least, three years of relevant experience, after acquiring stipulated qualifications, in the implementation of socio-economic development programs. Familiarity with government structure, operations and procedures shall be accorded due weightage. Applicants with working knowledge of project design documents (concept notes, working papers, proposals and TORs etc.) shall be given preference. <p>Skills</p> <ul style="list-style-type: none"> Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills. Ability to work in a team, develop synergies and establish effective working relations with various stakeholders. Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations. Written and oral fluency in the English language. Proficient in using MS Office (Word, Excel, & Power Point). 	01.

- Interested candidates having qualification and experience mentioned at above websites **must** apply at www.jobs.punjab.gov.pk **however they must send their applications along with hard copies of their CV; one passport size photograph; attested copies of CNIC, educational certificates, degrees and experience certificates through postal/courier services, addressed to the undersigned latest by 2nd Oct 2023 (Monday) till 4:00 P.M.**
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- No TA/DA will be admissible to the shortlisted candidates for test/interview.
- The competent authority reserves the right to increase or decrease the number of positions as per project requirement or cancel the recruitment process at any stage.

**Project Director
Project Management Unit (PMU)
Punjab Human Capital Investment Project (PHCIP)
Punjab Social Protection Authority (PSPA)
78-79, D Block, Wahdat Road, New Muslim Town, Lahore
Phone No. 042-99232359-60**

Deputy Director, Human Resource (HR)

Background:

The Government of Punjab (GoPb) is implementing the **Punjab Human Capital Investment Project (PHCIP)** with the assistance of the World Bank to increase the utilization of quality health services, and economic and social inclusion programmes, among poor and vulnerable households in select districts in Punjab.

The project has the following three components:

Component 1: Health services quality and utilization (approximately US\$115 million equivalent): This component aims to improve the availability and utilization of high impact, cost efficient health services by pregnant and lactating women (PLWs), as well as children living in poverty, through improvements in healthcare service delivery and a nutrition-sensitive CCT program.

Component 2: Economic and social inclusion (approximately US\$65 million equivalent):

- a. **Economic Inclusion:** This sub-component aims to support income-generating activities of young parents (ages 18 to 29) from poor and vulnerable households who have children under the age of 5, through: (i) a labour market (LM) readiness package providing training on basic literacy, numeracy, financial literacy and business skills, (ii) livelihood support through asset transfer (cash or in-kind), and (iii) intensive coaching.
- b. **Social Inclusion for Education:** This sub-component aims to strengthen select education initiatives in Punjab to support the inclusion of poor and vulnerable households and help ensure their children build a strong foundation.

Component 3: Efficiency and sustainability through social protection services delivery systems and project management (approximately US\$20 million equivalent). This component will involve modernizing and improving coordination and interoperability of Punjab's SP systems and programmes by strengthening the administrative, operational, policy and planning functions and capabilities of the Punjab Social Protection Authority (PSPA), including establishing a SP service delivery platform.

Objectives of the Assignment

In order to achieve the objectives of the project, PSPA, being the lead implementing agency for PHCIP, is in the process of putting in place the required technical staff under the Project Directorate based in PSPA's Headquarters at Lahore. To that end, PSPA requires services of a "Deputy Director, Human Resource" to perform the below mentioned roles and responsibilities.

- Be overall responsible for the effective and efficient functioning of the Human Resource Wing of PSPA.
- Acquire full familiarization with the PSPA mandate, structure and activities including all government and donor funded programmes and their HR related guidelines and requirements.
- Review and assess PSPA's existing service regulations and procedures for identification of possible shortcomings.

- Develop/update the Human Resource Manual, entailing policies and procedures for recruitment of regular, contractual and contingent employees, training, conflict of interest, discrimination, physical/sexual harassment, conflict resolution including others as under:
- Pay package, TA/DA in addition to Special/Monetization allowances.
- Leave, medical care, Code of Conduct and Discipline.
- Seniority and Deputation.
- Ensure that policies and guidelines are kept up-to-date, employee awareness is raised, and that local employment laws are interpreted and applied correctly.
- In collaboration and consultation with PSPA projects and programmes/wings prepare annual and purpose specific recruitment plans and oversee and coordinate the planned recruitment processes including advertisements through appropriate media, application processing, antecedents verification, evaluation and short listing, selection process, testing and interview panels, preparation of results and recommendations and approvals from competent authority.
- Assist the relevant wings in preparation of TOR and qualifications for vacant positions.
- Prepare job agreements/contracts and maintain individual staff record for his/her tenure of service at PSPA.
- Develop effective onboarding plans and lead the onboarding/orientation of new staff.
- Maintenance and custody of confidential employee record. Respond to inquiries such as for employment verification etc.
- Coordinate the staff appraisal and performance management process; assist with the development and progression of employee performance standards and expectations; coordinate and track the annual performance review and performance goal setting process.
- Coordinate all HR training programmes; provide necessary education and materials to relevant managers and employees including workshops, manuals, and standardized reports. Maintains employee training records.
- Work closely with the Director MIS to support the development of HR Database for better management and record keeping of all employees, Utilizes the HR database to eliminate administrative tasks, empower employees, and meet the other needs of the organization.
- Assists with the development of and monitor the spending of the corporate training budget.
- Manage the development and maintenance of the Human Resources sections of the PSPA website, particularly recruiting, culture, and company information;
- Supervise the maintenance and regular update of staff employment and short-term consultant hiring files on regular basis and maintain checklists and trackers for these purposes.
- Supports rostering exercises.
- Keep the reporting officer, informed of significant problems that jeopardize the achievement of PSPA's goals, and those that are not being addressed adequately at the line management level.
- Perform any other task assigned by the competent authority in furtherance of PSPA mandate and objectives.

Qualification and professional experience

Qualifications

- At least, Master's degree or equivalent (16 years of education) in Human Resource Management/Development, Social Sciences or related discipline from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan.

Experience

- At least, six years of HR experience, after acquiring stipulated qualification, in public or private sector organizations, autonomous bodies and corporations.
- Experience in recruitment, writing job descriptions, conducting performance appraisals, interviews, devising policies for staff welfare including grievance handling.
- Excellent knowledge of HR relevant polices, rules and regulations for recruitment, termination, promotion and retention shall be accorded due weightage.

Skills

- Strong leadership and negotiation skills.
- Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
- Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations.
- Written and oral fluency in the English language.
- Proficient in using MS Office (Word, Excel, & Power Point).

Deputy Director, Audit

Background:

The Government of Punjab (GoPb) is implementing the **Punjab Human Capital Investment Project** (PHCIP) with the assistance of the World Bank to increase the utilization of quality health services, and economic and social inclusion programmes, among poor and vulnerable households in select districts in Punjab.

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Component 2: Economic and social inclusion (approximately US\$65 million equivalent):

- a. **Economic Inclusion:** This sub-component aims to support income-generating activities of young parents (ages 18 to 29) from poor and vulnerable households who have children under the age of 5, through: (i) a labour market (LM) readiness package providing training on basic literacy, numeracy, financial literacy and business skills, (ii) livelihood support through asset transfer (cash or in-kind), and (iii) intensive coaching.
- b. **Social Inclusion for Education:** This sub-component aims to strengthen select education initiatives in Punjab to support the inclusion of poor and vulnerable households and help ensure their children build a strong foundation.

Component 3: Efficiency and sustainability through social protection services delivery systems and project management (approximately US\$20 million equivalent). This component will involve modernizing and improving coordination and interoperability of Punjab's SP systems and programmes by strengthening the administrative, operational, policy and planning functions and capabilities of the Punjab Social Protection Authority (PSPA), including establishing a SP service delivery platform.

Objectives of the Assignment

In order to achieve the objectives of the project, PSPA, being the lead implementing agency for PHCIP, is in the process of putting in place the required technical staff under the Project Directorate based in PSPA's Headquarters at Lahore. To that end, PSPA requires services of a "Deputy Director, Audit" to perform the below mentioned roles and responsibilities.

Scope of Functions

- Report to the PSPA Board and have overall responsibility for the effective and efficient functioning of the internal audit wing of PSPA.
- Acquire full familiarization with the PSPA mandate, structure and activities including all government and donor funded programmes and their internal and external audit requirements and protocols.
- Develop/update the Internal Audit Charter and Audit Manual for PSPA, including policies and procedures, in accordance with the International Internal Audit Standards.

- Prepare an Annual Audit Plan to guide internal audit assignments, allocating audit resources, defining deadlines and ensuring that a comprehensive and appropriate Terms of Reference (ToR) is available for each.
- Implement and control the full internal audit cycle, of PSPA, including risks and control management for ensuring the operations' effectiveness, financial reliability and compliance with all applicable directives and regulations.
- Make arrangements for the timely initiation and completion of audit of all functions of PSPA, including field offices in accordance with the Audit Plan and prepare high quality audit reports while ensuring veracity of the information and compliance with audit requirements of the Governments and the donor agencies.
- Regularly examine records, reports, operating practices, and documentation to determine the efficacy of operative internal controls in ensuring efficiency, accuracy and good value for money.
- Discuss findings of the audit with the PSPA management, highlight identified anomalies and risks and make recommendations to management for internal control system improvements.
- Assist the Additional Director, Procurement in establishing necessary safeguards, to ensure that all procurement actions are taken in accordance with Government procedures and guidelines, as well as the Procurement Guidelines of the donor agencies.
- Proffer advice when requested on technical evaluations of procurement activities and/or appropriate mode or variation being contemplated.
- Review and take account of available funds, expenditure and liabilities on regular basis.
- Maintain audit records in hard and soft form.
- Assist PSPA management, in course of selection of a third-party audit firms, in assessing audit firms / auditors in terms of independence, competence, compliance with international auditing standards, adequacy of working papers, etc.
- Attend entry and exit meetings with external auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions in meeting audit objections
- Prepare working papers on audit observations raised by external auditors and arrange meetings to settle the audit observations to the extent legally and logically possible.
- Coordinate with donors, government and other stakeholders to improve project financial management, particularly in terms of following up action points agreed in the project legal documents, supervision mission reports, Aide Memoires and the recommendations of external auditors and internal auditors.
- Perform any other task assigned by competent authority in furtherance of PSPA mandate and objectives.

Qualification and professional experience

Qualifications

- CA/ACCA/ CIMA or equivalent qualification, or Master's Degree or equivalent (16 years of education), in Business Administration (with major in Finance)/Finance/Accounting or related discipline, from an HEC-recognized university/ institute shall be accorded due weightage.
- Completion of articles from a registered audit firm shall be accorded due weightage.

Experience

- At least, six years of documentary verifiable relevant audit experience, after acquiring stipulated qualifications, with a reputable organization.

- Strong knowledge of government audit related rules and regulations.

Skills

- Ability to work on any accounting software or Enterprise Resource Planning Package like SAP/ Oracle/ Peoplesoft etc.
- Demonstrated ability to collect and/or analyze data generated from the field and produce progress reports.
- Demonstrated ability to make clinical audits
- Strong leadership and negotiation skills.
- Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
- Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations.
- Written and oral fluency in the English language.
- Proficient in using MS Office (Word, Excel, & Power Point).

Deputy Director, Database Administrator (Optimization)

Background:

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Objectives of the Assignment

In order to achieve the objectives of the project, PSPA, being the lead implementing agency for PHCIP, is in the process of putting in place the required technical staff under the Project Directorate based in PSPA's Headquarters at Lahore. To that end, PSPA requires services of a "Deputy Director, Database Administrator" to perform the below mentioned roles and responsibilities.

Scope of Functions

- Play a crucial role in the design and implementation of databases, collaborating with sub-contractors and consultants to ensure efficient and scalable structures that meet the organization's data requirements
- Prepare/ update standard SOPs for administering data, databases, test, development and production environment. Get them updated/approved.
- Maintain all databases and related documentation as approved and inline to organizational policy.

- Perform data analysis, based on requirements articulated by PSPA management and relevant wings, to capture data requirements for Unified Beneficiary Registry clearly, completely, and accurately while, at the same time, representing them in a formal and visual way through data models.
- Prepare/assist in development of System Requirement Specifications (SRS) and data model.
- Design and develop the required operational database procedures, ancillary processes documentation to ensure an effective and efficient continued operation of database environment.
- Develop & enforce policies and procedures for data security (such as strong passwords, two factor authentications, restricted data accessibility within controlled environment, CCTV monitoring), and data sharing mechanisms (e.g. emails/CD/USB etc.) including rules for approving/disapproving data requests and their compliances, maintaining log files and others associated functions.
- Closely coordinate with Manager database for data consistency, security, availability, optimization and best practices for administering the database(s). Keep the documentation current and consistent to implementation.
- Provide database related essential support to other MIS staff and user wings in accordance with design requirements and implementation of application systems, database(s) and other data files. The support may include the use of data dictionaries, database, table designs, database modelling and development of technical procedures to support the application's implementation process.
- Develop and implement disaster recovery policies/plans and automated backup procedures related to PHCI systems.
- Update and Maintain required databases for PHCI project.
- Perform/Automate routine data backups and restore functions.
- Perform all of required database administration functions such as installation, configuring database, tables, views, and stored procedures; running test queries; troubleshooting database problems; maintaining version control and proper security policies and procedures.
- Conduct periodic maintenance of database(s), tuning to optimize data management processes, perform load balancing, redundancy, fault tolerance and system optimization.
- Produce regular analytical reports on database performance to identify gaps and improve overall quality in terms of data reliability, data security and maintenance, including the use of periodic data backups and data restoration procedures.
- Provide lead support in the development of service level agreements (SLAs) for common needs, especially, cross government services (Like NADRA, PITB etc); ToRs/Requirement Specifications for procurement of IT equipment and technical software development.
- Participate in technical pre-bid and negotiation meetings, as well as support IT related contracts. Maintain software licensing and maintenance agreements.
- Generate reports as per user requirements
- Perform any other task assigned by management
- Implement and maintain backup and recovery policies and procedures.
- Perform database tuning and performance monitoring.
- Monitoring the application related products like oacore, oafm apache, Concurrent.

Qualification and professional experience

Qualifications

- At least, Master's degree or equivalent (16 years of education) in Computer Science, Information Systems, or related discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan.
- Any additional Certification, such as PostgreSQL, Oracle, SQL Database Administration or related certification, shall be accorded due weightage.
- International certification from product owner on any major databases (Oracle/MySQL/SQL Server) optimization, security & redundancy will be given additional weightage.

Experience

- At least, five years of documentary verifiable progressive experience, after acquiring the stipulated qualification, as a database administrator in addition to having experience in applications software analysis, design, and development.
- Knowledge and experience of relational databases, PostgreSQL, Oracle, or SQL Server (applications running these backend DBs) with redundancy and automated backup are required.
- Opensource technology and implementation experience of Analytic tools will be accorded due weightage.

Skills

- Database Administration and management
- Performance tuning
- PL/SQL
- Backup and recovery, replication services
- Audit Vault & DB Firewall
- Installation and configuration of Oracle EBS Application Server.
- Upgradation of Oracle EBS server software and related products
- Administration of Oracle EBS R12 Application.
- EBS Cloning, Patching for fixing bugs

Content Developer/Content Development Specialist

Background:

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Objectives of the Assignment

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- Be overall responsible for development of appropriate content for PSPA's communication needs and objectives.
- Acquire full familiarization with the PSPA mandate, structure and activities including all government and donor funded programmes and their specific communication needs and requirements.
- Design and develop a comprehensive social media strategy for promotion of PSPA's initiatives across different medium in an efficient and effective manner.
- Conceptualize, research and advise on the latest trends in new technology industry standards, best practices and benchmarks based on expertise and available business

intelligence, including new emerging digital platforms, to maximize strategic digital engagement in the content strategy implementation and post-launch optimization.

- Create and manage social media accounts including YouTube, Facebook, Twitter and other relevant platforms for PSPA, to achieve wider outreach. Push out regular messages about PSPA and its specific projects' activities, showcasing successes and impacts.
- Develop and design the PHCIP webpage. Regularly update and improve its content.
- Research, interview, write, edit, proof-read and distribute content for electronic media and print communication;
- Create digital content involving audio and video material for posting on Social Media pages
- Ensure presence on any new emerging social platforms.
- Respond to questions on social media related to PSPA's programmes/activities after getting the requisite information from concerned officers.
- Report to management on progress and effectiveness of social media campaigns.
- Assist in integrating social media related performance data with the project dashboard/webpage.
- Develop and propose new concepts/ideas related to social media and submit for appraisal of the management.
- Gather & collect data/content from different wings at PSPA and produce informative and appealing content with technical support of graphics designer for propagation on social media platforms.
- Develop beneficiary's success stories by visiting intervention areas and interacting with PSPA's beneficiaries.
- Share stories and findings of impact studies on social media with the approval of management.
- Undertake measures to increase number of page followers, profile visitors, post impressions, traffic to PSPA's website/social media pages.
- Engage staff in propagating social media content within their social circles through social media accounts.
- Communicate with industry professionals and influencers via social media to create a strong network.
- Perform any other task assigned by the competent authority in furtherance of PSPA mandate and objectives.

Qualification and professional experience

Qualifications

- At least, Master's degree or equivalent (16 years of education) in Communications, Journalism/Media or related discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan.

Experience

- At least, three years of documentary verifiable experience, after acquiring stipulated qualifications, in content creation/management.
- Experience in preparing high quality reports using qualitative/quantitative analytics and writing press releases including columns/articles for print media will be accorded due weightage.

Skills

- Strong leadership and negotiation skills.
- Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
- Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations.
- Written and oral fluency in the English language.
- Proficient in using MS Office (Word, Excel, & Power Point).

Program Officer

Background:

The Government of Punjab (GoPb) is implementing the **Punjab Human Capital Investment Project** (PHCIP) with the assistance of the World Bank to increase the utilization of quality health services, and economic and social inclusion programmes, among poor and vulnerable households in select districts in Punjab.

The project has the following three components:

Component 1: Health services quality and utilization (approximately US\$115 million equivalent): This component aims to improve the availability and utilization of high impact, cost efficient health services by pregnant and lactating women (PLWs), as well as children living in poverty, through improvements in healthcare service delivery and a nutrition-sensitive CCT program.

Component 2: Economic and social inclusion (approximately US\$65 million equivalent):

- a. **Economic Inclusion:** This sub-component aims to support income-generating activities of young parents (ages 18 to 29) from poor and vulnerable households who have children under the age of 5, through: (i) a labour market (LM) readiness package providing training on basic literacy, numeracy, financial literacy and business skills, (ii) livelihood support through asset transfer (cash or in-kind), and (iii) intensive coaching.
- b. **Social Inclusion for Education:** This sub-component aims to strengthen select education initiatives in Punjab to support the inclusion of poor and vulnerable households and help ensure their children build a strong foundation.

Component 3: Efficiency and sustainability through social protection services delivery systems and project management (approximately US\$20 million equivalent). This component will involve modernizing and improving coordination and interoperability of Punjab's SP systems and programmes by strengthening the administrative, operational, policy and planning functions and capabilities of the Punjab Social Protection Authority (PSPA), including establishing a SP service delivery platform.

Objectives of the Assignment

In order to achieve the objectives of the project, PSPA, being the lead implementing agency for PHCIP, is in the process of putting in place the required technical staff under the Project Directorate based in PSPA's Headquarters at Lahore. To that end, PSPA requires services of a "Program Officer" to perform the below mentioned roles and responsibilities.

- Work as a principal support staff with PD, PHCIP and assist the PD in whole range of programme management functions including planning, budgeting, coordination, implementation, monitoring and financial management.
- Acquire full familiarization with the PSPA and PHCIP mandate, structure and activities including all government and donor funded programmes and their specific programmatic and management needs and requirements.
- Assist in the development and regular update of annual and quarterly work plans, and budget.

- Assist in review of Project Procurement Plan prepared by Procurement Wing and ensure the same is uploaded onto Systematic Tracking of Exchanges in Procurement (STEP) portal.
- Assist in regular review of the working of GRM and its improvements.
- Assist in reviewing and sharing feedback on project inception, progress reports submitted by third-party consulting firms, including the Social Mobilization Partner, Third Party Validation firm, and Communications firm.
- Assist in assigning responsibilities to PSPA's field offices and development of a performance management system for the field offices.
- Assist PD in organization of PSC and PCC meetings, preparation of agenda and working papers for the meetings, recording of minutes and circulation and effective follow up on the decisions of PSC and PCC.
- Assist in organizing PD's work schedules including meetings, field visits, and supervision mission visits.
- Assist in organizing internal review meetings, monitoring progress on previous decisions and follow up on decisions made in internal reviews.
- Maintain project design documents, progress and monitoring reports including emails and other official letters for reference and use of PD.
- Ensure minutes are prepared, approved (where critical decisions are needed) and circulated.
- Perform any other task assigned by the competent authority in furtherance of the mandate and objectives of PHCIP.

Qualification and professional experience

Qualifications

- Master's degree (16 years of education) in Social Policy, Economics, Public Administration, Social/ Management Sciences, or relevant discipline, 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 shall be accorded due weightage.

Experience

- At least, three years of relevant experience, after acquiring stipulated qualifications, in the implementation of socio-economic development programmes.
- Familiarity with government structure, operations and procedures shall be accorded due weightage.
- Applicants with working knowledge of project design documents (concept notes, working papers, proposals and TORs etc.) shall be given preference.

Skills

- Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
- Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations.
- Written and oral fluency in the English language.
- Proficient in using MS Office (Word, Excel, & Power Point).