



## POSITION VACANT

The Government of the Punjab is implementing the Punjab Human Capital Investment Project with the assistance of the World Bank. The Project aims to increase access to quality health services and economic and social inclusion programs among poor and vulnerable households in selected districts of Punjab.

Under this Project, PMIU-PESRP invites applications from suitable candidates having the relevant experience / qualifications. The services shall initially be required for a period of one year, which will be further extended on the basis of satisfactory performance.

Sr. No.	Post	Qualification and Experience Required	No. of Post
1	Procurement Officer	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>At least a Master's Degree or equivalent, [sixteen (16) years of education], preferably a Master's degree in Business Administration, Economics, Social Sciences, Management or other relevant fields of study from a foreign or local university, duly recognized by the Higher Education Commission (HEC). Qualification in Supply Chain Management / Procurement Management shall be accorded due weightage.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>At least five (05) years of documentary verifiable relevant experience, after acquiring the stipulated qualifications, in Public and / or Private Sector National / International organizations, at least two (02) years of experience in Procurement Management and Contract Management in the Development Sector or the Public Sector. Knowledge and implementation experience of various international / national / sub-national Public Procurement Rules shall be accorded due weightage.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Written and oral fluency in the English language.</li> <li>Proficient in using MS Office (Word, Excel &amp; PowerPoint).</li> </ul>	01
2	Risk & Compliance Officer	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Graduation in Commerce/Accounting/Finance/Arts/-Science/ Social Sciences/equivalent qualification.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 20 years' Public Sector experience in Budget &amp; Accounts, Accounting Compliance, Internal Auditing / Auditing Profession. Conversant with the rules of AGP and GoPb, WBG and International Standards for Internal Auditing. Preference will be given to those who possess relevant experience with Donors or their organization and Government Institutions.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Proficiency in MS Office.</li> <li>Excellent IT &amp; Communication Skills.</li> <li>Excellent written and spoken communication skills in English; working experience in the Punjab region will be considered favorably.</li> </ul>	01
3	Project Engineer	<p><b>Experience &amp; Qualifications</b></p> <ul style="list-style-type: none"> <li>B.Sc. Civil Engineering with MS Project Management from an HEC-registered institution and PEC-accredited discipline.</li> <li>At least 10 years' relevant working experience.</li> <li>At least 2-year experience in Public Sector Development Programs / Projects, preferably foreign-funded.</li> <li>Experience of working with Community Development Organizations will be an added advantage.</li> <li>Experience in use of ArcGIS and related survey tools for ensuring the safety of structures of buildings will be a preference.</li> <li>Fluent in written and spoken Urdu and English.</li> </ul>	01
4	Project/ Research Associate	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>At least Master's Degree or equivalent [sixteen (16) years of education] in Education, Teaching and Learning / Leadership and Management / Public Policy / Social Policy / Social / Economic Development 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.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>At least five (05) years of documentary verifiable relevant experience, after acquiring the stipulated qualifications, in Public and / or Private Sector National / International Organizations, preferably in Education and Early Childhood Education (ECE).</li> <li>Must have team-building and organizational development understanding.</li> </ul> <p><b>Due weightage shall be accorded to:</b></p> <ul style="list-style-type: none"> <li>Experience in project management / implementation, planning and design of large-scale government or donor-funded programs.</li> <li>Hands-on experience in the evaluation of technical bids, developing annual plans and design documents such as working papers / concept notes, proposals / PCI, ToRs and progress reports.</li> <li>Familiarity with Government structures, operations and procedures.</li> <li>Experience in monitoring and evaluation of Project activities.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Experience conducting research related to Early Childhood Education policies and programs.</li> <li>Familiarity with quantitative and qualitative research methods.</li> <li>Strong analytical and critical thinking skills.</li> <li>Excellent written and verbal communication skills.</li> <li>Ability to work collaboratively in a team environment.</li> <li>Proficiency in Statistical Analysis Software (e.g. Excel, SPSS, SAS, R) preferred.</li> <li>Written and oral fluency in the English language.</li> <li>Proficient in using MS Office (Word, Excel &amp; PowerPoint), and Urdu software.</li> </ul>	04

Interested candidates should submit their application with their Curriculum Vitae (CV), copies of educational degrees & certificates, experience certificates, and CNIC, by October 31, 2023 at 04:00 PM, via courier or in-person. Applicants should clearly mention the relevant years of experience and qualification at the top of the CV. PMIU reserves the right to increase / decrease / suspend / cancel any post.

**Programme Monitoring & Implementation Unit (PMIU-PESRP)**

**School Education Department, Punjab**

**Attn.: Programme Manager**

6-Link Wahdat Road, Asif Block, Allama Iqbal Town, Lahore, Punjab, Pakistan

Tel: +92 (42) 99260133, Fax: +92 (42) 99232189, <https://www.pesrp.edu.pk>