



**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 12 poorest districts of Punjab. The PHCIP intends to fill the following vacant positions:

Sr. No.	Positions	No. of Post
01.	Deputy Director (Data Base Administrator (DBA))	01
02.	Reconciliation Officer	01
03.	Accounts Officer (Grants/Donor Projects)	01
04.	Evaluation Officer	01
05.	GRM Officer	01
06.	Assistant Director (Field Officer)	05
07.	Driver	02

* NOTE: The positions mentioned at Sr # 01 to 05 & at Sr # 07 are based in Head Office Lahore however, the position mentioned at Sr # 06 is field based and selected candidate will be placed in project districts as per requirements (Bahawalpur, Bahawalnagar, Bhakkar, D.G Khan, Kot Addy, Mianwali, Muzaffargarh, Lodhian, Layyah, Khushab, Rahim Yar Khan and Rajanpur).

- Interested candidates who intend to apply for the position mentioned at Sr # 01 to Sr # 06 having qualification and experience mentioned at www.pspa.punjab.gov.pk/careers or www.phcip.com.pk/careers **MUST** apply at www.jobs.punjab.gov.pk. However, it is **MANDATORY** to send application along with hard copies of CV, one pass-port size photograph, Attested copies of CNIC, Educational Certificates, Degrees and Experience Certificates through postal/courier services.
- Interested candidates who intend to apply for the position mentioned at Sr # 07 (Driver) will only apply by submitting a hard copy of the application along with CV, one pass-port size photograph, Attested copies of CNIC, Educational Certificates, and Experience Certificates through postal/courier services.
- Interested Candidates must send their Job application latest by **25th Feb 2025 (Tuesday)** application received after due date will not be considered.
- The applicants applied for the positions mentioned at Sr # 01 to Sr # 06 must have to mention the job application reference number or attach an e-mail received from the Punjab Job Portal in response to online application submission, along with a hard copy of the application.
- Only one application will be considered for one post and candidates who intend to apply for more than one post shall submit separate applications for each post.
- For positions mentioned at Sr # 01 to Sr # 06, complete job applications (applied online and sent via postal/courier along with supporting documents) and for Sr # 07 (only hard copy sent via postal/courier along with supporting documents) received before the deadline will be considered for further processing.
- Appointment will be made on a contractual basis as per the Contract Appointment Policy 2004.
- 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
- Applicants are required to clearly mention the position for which they are applying.
- Applicant possesses relevant qualification and experience supported by documentary evidence shall be shortlisted and called for an interview.
- No TA/DA shall be admissible to the shortlisted candidates for interview.
- Applicants who are serving in Government/Semi-Government/Autonomous organizations must apply through proper channel. The application without No Objection Certificate (NOC) or old NOC will not be entertained.
- The competent authority reserves the right to increase or decrease the number of positions subject to PC-I and as per project requirements or cancel the recruitment process at any stage.

IPL-518

**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. 042-99232369-60**



**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 12 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
01.	Deputy Director (Data Base Administrator (DBA))	Qualifications <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. Experience <ul style="list-style-type: none">At least, three 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 <ul style="list-style-type: none">Database Administration and implementationPerformance tuningPL/SQLBackup and recovery, replication servicesInstallation and configuration of Oracle EBS Application Server.	01.
02.	Reconciliation Officer	Qualification: <ul style="list-style-type: none">CA/ACCA/CIMA or equivalent degree or master's degree (16 years of education) in Accounts, Finance, or relevant 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, three years of documentary verifiable experience, after acquiring stipulated qualifications, in financial management, planning and budgeting, preparation of financial statements and analytical reports.Experience in reconciling accounting figures and financial data. Skills: <ul style="list-style-type: none">Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.	01.

		<ul style="list-style-type: none"> • 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.	Accounts Officer (Grants/Donor Projects)	<p>Qualification:</p> <ul style="list-style-type: none"> • At least Master's degree or equivalent (16 years of education) in Business Administration/ Accounting/ Finance/ Management Sciences, or CA, ACMA /ACCA, or any other related qualifications 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 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. <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.
04.	Evaluation Officer	<p>Qualification:</p> <ul style="list-style-type: none"> • Master's degree or equivalent (16 years of education in in social sciences, statistics, public policy, international development, economics, or related field. An advanced certificate in M&E, statistics, or economics preferred. <p>Experience:</p> <ul style="list-style-type: none"> • At least three years of work experience in evaluation of development projects preferably in public sector. • Well conversant with public sector monitoring & evaluation reports and related documents. • Adept in preparation of project planning and scheduling. • Good writing and analytical skills, prior academic research or reporting experience would be an asset. • Self-motivation and ability to work on multiple tasks. • Strong team spirit with effective interpersonal and communication skills. <p>Skills:</p> <ul style="list-style-type: none"> • Basic skills in data collection, management and/or analysis. • Microsoft Office Proficiency (Word, Excel, PowerPoint), SPSS, STATA. 	01

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05.	GRM Officer	<p>Qualification:</p> <ul style="list-style-type: none"> Master's degree (16 years of qualification) in Business Administration/Management Sciences/Public Administration/Public Policy/Law from a HEC recognized university. <p>Experience:</p> <ul style="list-style-type: none"> At least three years of post-qualification experience of managing grievances preferably in public sector organizations, autonomous bodies, or corporations. Two years of working experience for the Digital Complainant Management Cell/Grievance Redressal Mechanism/legal department. Well versed in handling complaints and legal affairs related to cash transfers/financial matters, beneficiaries, and procurement. Coordinating and handling matters with agencies, wings, firms, and partners active in grievance management, including the World Bank and the Ombudsman, etc. <p>Skills:</p> <ul style="list-style-type: none"> Excellent ability to prepare replies or presentations in legal or complaint matters. Excellent ability to effectively communicate highly complex issues in a language that non-technical audiences can understand. Fluency in written English and understanding of escalation matrixes, priority matrixes, call centers, and workflows of GRM architectures. Familiarity with the background and rationale for the Social Cash Transfer Schemes is desirable. 	01
06.	Assistant Director (Field Officer)	<p>Qualification:</p> <ul style="list-style-type: none"> Master's Degree or equivalent (16 Years of Education), in Development Studies/Business Administration/Public Policy/Social Sciences/Economics /Public Administration or relevant discipline, from a reputed university, duly recognized by the Higher Education Commission (HEC) of Pakistan. <p>Experience:</p> <ul style="list-style-type: none"> Minimum three years of experience; after acquiring stipulated qualification, in Development Sector with direct involvement in operations and management. Experience of working in field in Donor-funded Projects is a plus but is not mandatory Familiarity with Government structures, operations, and procedures. <p>Skills:</p> <ul style="list-style-type: none"> Knowledge of project planning, implementation and monitoring. Ability to identify, analyse, resolve disputes and eliminate bottlenecks. Knowledge of Management Information Systems (MIS), and IT (Technological Equipment). Ability to work independently and meet targets on time. Written and oral fluency in Urdu, English and Punjabi/Siraiki. Command on MS office (MS Word, MS Excel etc.). 	05
07.	Driver	<p>Qualification:</p> <ul style="list-style-type: none"> Matric <p>Experience:</p> <ul style="list-style-type: none"> Two years relevant experience with a Driving License. 	

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Phone No. 042-99232359-60**

John

Deputy Director (Database Administrator (DBA))

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.

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- 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, three 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 implementation
- Performance tuning
- PL/SQL
- Backup and recovery, replication services
- Installation and configuration of Oracle EBS Application Server.

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Reconciliation Officer

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 "Reconciliation Officer" to perform the below mentioned roles and responsibilities.

- 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.
- Develop a sound understanding of existing payment system/procedures and the management of funding received by PSPA from government and donor agencies.
- Liaise and coordinate with banks to resolve any issues relating to cheque issuance, bank deposits and other transactions.
- Ensure payment compliances to vendors/service providers of PHCIP and PSPA, as per contract(s).
- Reconciliation of payments to beneficiaries to ensure the accounting system reflects the correct transactions.
- Manage tasks including, but not limited to, cash reconciliations including Foreign funded assignment account, Bank statements, check runs, accounts receivable transactions, fixed asset activity, payroll, accounts payable transactions, advances activity, recording of revenue and expenses, etc.
- Assist in preparing and maintaining reports on Cash withdrawal, De-crediting/Re-crediting beneficiaries and their amounts by PAs, notifying discrepancies to PAs for correction as well as new beneficiary enrolment, beneficiary deposit and beneficiary withdrawal.
- Report on reconciliation matters to reporting officer.
- Perform any other task assigned by the competent authority in furtherance of mandate and objectives of PSPA and PHCIP.

Qualification and professional experience:

Qualifications

- CA/ACCA/CIMA or equivalent degree or master's degree (16 years of education) in Accounts, Finance, or relevant 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 financial management, planning and budgeting, preparation of financial statements and analytical reports.
- Experience in reconciling accounting figures and financial data.

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).

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Accounts Officer-II (Grants/Donor Projects)

Objective 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 an "Accounts Officer" to perform the below mentioned roles and responsibilities.

- Acquire full familiarization with the PSPA mandate, structure and activities including all government and donor funded programmes and their specific financial management and accounting needs and requirements.
- Be responsible for management of all financial and accounting records (hard and soft) pertaining to various donors/ loan and grant providers as per individual requirements of each as outlined in the Grant/Loan agreements and ensuring full traceability of funds from each source.
- Maintain complete database of beneficiaries receiving assistance based on their CNICs. Develop various financial reports based on the said database regarding CCT/UCT related transactions, details of expenditures/ liabilities and budget forecasts for planning and decision making by the management.
- Assist in budget update, budget reconciliation and grant management functions as required by the concerned implementing wings and departments.
- Ensure the procurement funds are spent efficiently in accordance with the procurement plan.
- Assist in administering bank account(s) and budgets for PSPA as well as perform tax audit and prepare reports.
- Process payments related to CCT/UCT based on beneficiary data and other information provided by the management.
- Prepare and distribute periodic invoices for reimbursement.
- Share financial status on project funds, expenditures and liabilities with project staff on regular basis with approval and supervision of the Additional Director payments.
- 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 Business Administration/ Accounting/ Finance/ Management Sciences, or CA, ACMA /ACCA, or any other related qualifications 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 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.

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).

Evaluation Officer

Objectives of the Assignment

In order to achieve the objectives of the program, 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 "Evaluation Officer" to perform the below mentioned roles and responsibilities:

- Participate in impact evaluation meetings
- Engage with IAs and the World Bank technical assistance team on design and implementation questions as they arise
- Participate in the evaluation of the technical proposals submitted by the participating survey firms
- Review deliverables submitted by the survey firm(s)
- Assist in development of the questionnaires
- Review the quality of field survey firm's work (data collection, data management, transcription, survey administration, etc.)
- Engage with IAs and the World Bank technical assistance team, on data analysis and development of the impact evaluation report(s)
- Impact evaluation plans (including budgeting) for PSPA led and/or coordinated SP interventions
- Selecting appropriate impact evaluation methodologies and designing impact evaluations
- Development of TORs for impact evaluations and other quantitative and qualitative evaluation research
- Power calculations and sampling (design and implementation)
- Participation in the procurement process of the hiring of research firms (pre-bid meetings, evaluation of the technical proposals submitted by the participating research firms, negotiations meetings, etc.)
- Review deliverables submitted by the impact evaluation and operation review firms
- Review the quality of above listed firms' work (data collection, data management, transcription, survey administration, etc.)
- Data analysis, report writing and presentation of findings

Qualification:

- Master's degree or equivalent (16 years of education in in social sciences, statistics, public policy, international development, economics, or related field. An advanced certificate in M&E, statistics, or economics preferred.

Experience:

- At least three years of work experience in evaluation of development projects preferably in public sector.
- Well conversant with public sector monitoring & evaluation reports and related documents.
- Adept in preparation of project planning and scheduling.
- Good writing and analytical skills, prior academic research or reporting experience would be an asset



- Self-motivation and ability to work on multiple tasks.
- Strong team spirit with effective interpersonal and communication skills.

Skills:

- Basic skills in data collection, management and/or analysis.
- Microsoft Office Proficiency (Word, Excel, PowerPoint), SPSS, STATA.

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GRM Officer

Objectives of the Assignment

In order to achieve the objectives of the program, 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 "GRM Officer" to perform the below mentioned roles and responsibilities.

- Directly report to Addl. Director GRM in day-to-day affairs.
- Assist in preparation and submission of replies to resolve Ombudsman Complaints.
- Assist in preparation and submission received from Pakistan Citizen Portal.
- Assist in preparation and resolving of complaints from different means as and when directed.
- Assist in planning and oversee the overall roll-out of the grievance mechanism to all beneficiaries.
- Assist to provide training to all officers and stakeholders involved in the implementation of the grievance mechanism.
- Assist to oversee the development / improvement of IT structures supporting the grievance mechanism and ensure adequate functionality throughout the country.
- Assist to ensure lessons learning from grievance mechanism pilots and overall implementation.
- Assist to coordinate the grievance mechanism with other Agencies/Wings/firms/Partners active in grievance management, including the World Bank.
- Assist to ensure a solid communication campaign for the grievance mechanism.
- Assist to integrate Prevention of Sexual Exploitation and Abuse into the grievance mechanism.
- Assist in monitoring the overall performance of the grievance mechanism and make recommendations of high-level design improvements to the management, as required, to improve performance of the grievance mechanism.
- Assist to ensure solid financial management related to the grievance mechanism.
- Assist to submit performance reports.
- Assist to respond to emergency-related demands on the grievance mechanism.
- Any other task as and when assigned by the Additional Director GRM.

Qualification:

- Master's degree (16 years of qualification) in Business Administration/Management Sciences/Public Administration/Public Policy/Law from a HEC recognized university.

Experience:

- At least three years of post-qualification experience of managing grievances preferably in public sector organizations, autonomous bodies, or corporations.
- Two years of working experience for the Digital Complainant Management Cell/Grievance Redressal Mechanism/legal department.
- Well versed in handling complaints and legal affairs related to cash transfers/financial matters, beneficiaries, and procurement.

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- Coordinating and handling matters with agencies, wings, firms, and partners active in grievance management, including the World Bank and the Ombudsman, etc.

Skills:

- Excellent ability to prepare replies or presentations in legal or complaint matters.
- Excellent ability to effectively communicate highly complex issues in a language that non-technical audiences can understand.
- Fluency in written English and understanding of escalation matrixes, priority matrixes, call centers, and workflows of GRM architectures.
- Familiarity with the background and rationale for the Social Cash Transfer Schemes is desirable.

John

Assistant Director (Field Officers)

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 "Assistant Director (Field Officers)" to perform the below mentioned roles and responsibilities.

- Manage field office/s in respective districts & tehsils, if desired by the management and ensure their visibility for target audiences through use of appropriate means of communication tools such as sign boards, banners, posters etc.
- Follow protocols for office management under the guidance and support of the Programme officer at PSPA.
- With support and coordination of PHCIP-PSPA office at Lahore, equip office with necessary supplies, IEC material and other requisites needed for smooth functioning of the office.
- Work as a principal support staff with Additional Director Field Operations, PHCIP to assist in whole range of programme management functions including coordination, implementation, monitoring, and quality assessment of activities at the field level for the PHCIP in particular, and PSPA's interventions in general.
- Manage day to day activities and administration of the project activities at district and local level.
- Represent PHCIP team in District Coordination Committees (DCC) meetings and other local level coordination meetings.
- Liaise with implementing partners and field offices of Implementing Agencies (Health and Educations Departments), the District Coordination Committees, and any consulting firms contracted under the project, in respective districts to keep abreast of progress of the project interventions.
- Work closely with PHCIP Project Directorate and the M&E Operational Review firm hired under the project to ensure careful monitoring of project operations.
- Manage relationships with relevant stakeholders/partner organisations including, Government departments at local levels, project beneficiaries, community and local organisations etc.
- Identify project implementation bottlenecks and conflicts at the field level, communicate these to the project management, and take appropriate measures in consultation with the management.
- Support Grievance Redressal Mechanism as per the guidelines provided in the Operations Manual with focus to ensure complaints are recorded, reported and resolved, and also assist in ongoing review of GRM
- Attend and/or deliver/participate in training events conducted on PHCIP/other local level initiatives of PSPA.
- Develop district level Monthly/Quarterly Work Plans with clear indication of list of activities and milestones to be achieved.
- Prepare progress reports on a monthly basis, or more frequently, as desired by the management.
- Ensure dissemination of IEC and publicity material at the district and tehsil level.
- Travel regularly to partner districts or PSPA HQ for individual meetings, events and project related activities/trainings.

- Undertake random field visits to project sites to oversee/facilitate project activities.
- Accompany PHCIP-PSPA staff to project sites during their field visits.
- Maintain proper record of IEC and publicity material before and after its dissemination and distribution.
- Maintain project documents, progress and monitoring reports, photographs, emails and other official letters for reference.
- Perform any other tasks assigned by the competent authority.

Qualification and professional experience Qualifications

- Master's Degree or equivalent (16 Years of Education), in Development Studies/Business Administration/Public Policy/Social Sciences/Economics /Public Administration or relevant discipline, from a reputed university, duly recognized by the Higher Education Commission (HEC) of Pakistan.

Experience

- Minimum three years of experience; after acquiring stipulated qualification, in Development Sector with direct involvement in operations and management.
- Experience of working in field in Donor-funded Projects is a plus but is not mandatory
- Familiarity with Government structures, operations, and procedures.

Knowledge, Skills and Abilities

- Knowledge of project planning, implementation and monitoring.
- Ability to identify, analyse, resolve disputes and eliminate bottlenecks.
- Knowledge of Management Information Systems (MIS), and IT (Technological Equipment).
- Ability to work independently and meet targets on time.
- Written and oral fluency in Urdu, English and Punjabi/Siraiki.
- Command on MS office (MS Word, MS Excel etc.).

John

Driver

Responsibilities

- Transport competent authority to their destinations, or handle office pick-up duties, and deliver parcels and documents.
- Perform daily inspections on all assigned vehicles.
- Ensure that all cars are properly cleaned and maintained and that any need for repairs is outlined and reported.
- Receive items and documents for transport and ensure that they are safely transported to their destinations.
- Use standard maps or the GPS to map safe routes to destinations, ensuring that timelines are met.
- Ensuring that the company vehicle is always parked in areas that permit parking in order to avoid towing.
- Keeping the company vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance.
- Providing accurate time records of the company vehicle's coming and goings.
- Safely drive assigned office vehicles by following set rules and regulations.
- Reporting any accidents, injuries, and vehicle damage to management.
- Maintain contact with the dispatch team or team member to ensure that he is made aware of delivery or transport situation.
- Perform both preventative and regular maintenance on assigned vehicles and ensure that proper detailing is performed.
- Keep mileage records and repair records up-to-date.
- Any other duty that may be assigned from time to time.

Qualification and professional experience

- Matric
- Two years relevant experience with Driving License