

**Government of the Punjab**  
**Industries, Commerce, Investment & Skills Development Department**  
**Project Implementation Unit, Improving Workforce Readiness Project in Punjab**



**PROJECT BASED POSITIONS**

Project Implementation Unit, Improving Workforce Readiness Project in Punjab, an Asian Development Bank (ADB) funded project under the Industries, Commerce, Investment & Skills Development Department, Government of the Punjab, requires services of qualified and experienced individuals having Punjab Domicile, for appointment against following positions purely on contract basis:

**Internal Auditor (Project Payscale – 6)**

**Qualification:** Master's in Business Administration, preferably Qualified Accountant (ACMA/ACCA/), Certified Internal Auditor or Certification in Risk Management Assurance or equivalent qualification.

**Experience:** Preferably 12 years' experience in internal auditing/auditing profession. Conversant with the rules of AGP and GoPb, ADB and International standards for internal auditing. Excellent written and spoken communication skills in English; and working experience in the Punjab region will be considered favorably. Preference will be given to those who possess relevant experience with foreign funded projects and overseas relevant experience / relevant experience with international organization and Government Institutions. **Age:** Upto 50 Years

**Admin Officer (Project Payscale – 6 )**


**Qualification:** Preferably Bachelor's degree in disciplines such as Economics, Business Administration, Procurement, HR, Public Administration, Finance, or equivalent qualification.

**Experience:** Preferably 08 years' experience in HR, Procurement and Office administration. Experience in reporting to donors. Good understanding of the laws of Pakistan and Punjab related to tax, insurance, etc. Experience in HR policies and procedures. Experience of setting-up and managing office systems. Preference will be given to those who possess relevant experience with foreign funded projects and overseas relevant experience /relevant experience with international organization of Government Institutions. **Age:** Upto 50 Years

1. The appointment will be made purely on contract basis.
2. ADB's policies regarding Anti-corruption and Ethics shall be applicable.
3. Interested candidates may submit applications along with attested copies of all testimonials latest by **30-09-2024** on the below mentioned address through registered post.
4. Only shortlisted candidates will be called for test and interview.
5. Government employees may apply for project posts through proper channel under the rules.
6. No TA/DA is admissible for applicants to be called for interview.
7. Incomplete applications or applications received after due date shall not be considered and no intimation will be given.
8. The Project Director, PIU (IWRPP) has the right to cancel the advertisement / hiring process at any stage without assigning any reason.

**Project Director**

**Project Implementation Unit - Improving Workforce Readiness in Punjab Project Industries,  
Commerce, Investment & Skills Development Department, Government of the Punjab,  
299-A, New Muslim Town, Lahore  
Phone No. (042) 99232053**

  
**Deputy Director (F&A)**  
**PIU - IWRPP**  
**Industries, Commerce, Investment**  
**& Skills Development Department**  
**Govt of the Punjab**