

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:

Director (Policy, Strategy & Technical) (project Payscale – 9 PKR306,250 – 502,250) 01 Position

Qualification: Minimum Master's / M.Phil degree (18 years of education) Public Policy, Education, international Development, Business Administration or a relevant field from an internationally recognized university; Ph.D. holders will be preferred.

Experience: At least twelve (12) years professional experience in the successful implementation of international development programs, including substantial experience in policy design, strategy, training and coaching, process management and operations; Experience working in formal and non-formal education settings; preferably, in the public sector. Demonstrated success working On foreign-funded programming in technical roles; Excellent presentation skills with written and oral communications and diplomatic skills are desired, Excellent IT / computer skills including MS Office (Word, Excel, and PowerPoint) and Outlook.

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 55 Years

Director (Training & Equipment) (Project PayScale – 9 PKR306,250 -502,250) 01 Position

Qualification: Minimum Master's / M.Phil degree (18 years of education) Public Policy, Education, international Development, Business Administration or a relevant field from an internationally recognized university; Ph.D. holders will be preferred.

Experience: At least twelve (12) years professional experience in the successful implementation of international development programs, including substantial experience in policy design, strategy, training and coaching, process management and operations; Experience working in formal and non-formal education settings; preferably, in the public sector. Demonstrated success working on foreign-funded programming in technical roles; Excellent presentation skills with written and oral communications and diplomatic skills are desired, Excellent IT / computer skills including MS Office (Word, Excel, and PowerPoint) and Outlook.

Preference will be given to those who possess relevant experience with foreign funded projects and overseas.

Age: Upto 55 years

Deputy Director (Contract Management and M&E) (Project Payscale – 8 PKR 218,750 – 358,750) 01 Position

Qualification: Minimum Bachelor's degree (16 years of education) in Procurement, Supply Chain, Contract Management, Social Science, Development Studies, Economics, Finance, Business Administration or a suitable discipline. Master's degree will be preferred.

Experience: At least ten (10) years of experience after acquiring stipulated qualification preferable in Procurement, Contract Management and/or Monitoring & Evaluation Demonstrated experience with procurement and contract management of goods, works & services; preferably, in the public sector. Demonstrated experience with monitoring and evaluation frameworks and practices; preferably, in the public sector. Excellent presentation skills with written and oral communications are desired, Excellent IT / computer skills including MS Office (Word, Excel, and PowerPoint) and Outlook. 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. Experience in procurement and contract management of civil works and consultancy services with focus on ADB procedures is an added advantage. **Age:** Upto 55 years

Deputy Director (Digital Platform / Technical Coordinator)

(Project Payscale – 8 PKR 218,750 – 358,750) 01 Position

Qualification: Minimum Bachelor's degree (16 years of education) Public Policy, Education, International Development, Business Administration, IT, Software Engineering, Project Management or a relevant field from an internationally recognized university; Master's degree holders will be preferred.

Experience: At least ten (10) years professional experience in the successful implementation of international development programs, including substantial experience in technical project management and deployment of software systems; Experience working in formal and non-formal education settings; preferably, in the public sector. Demonstrated success working on foreign-funded programming in technical roles and experience in user-centered design; development, testing, and deployment of database systems; training; and client engagement, preferably in the international development sector; Excellent presentation skills with written and oral communications and diplomatic skills are desired, Excellent IT / computer skills including MS Office (Word, Excel, and PowerPoint) and Outlook. Preference will be given to those who possess relevant experience with foreign

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Deputy Director (F&A)
Industries, Commerce, Investment
& Skills Development Department
Govt. of the Punjab

funded projects and overseas relevant experience / relevant experience with international organization and Government Institutions. **Age:** Upto 55 years

Assistant Director (Monitoring & Evaluation – Civil Works)

(Project Payscale – 7 PKR 157,500 – 258,300) 1 Position

Qualification: Bachelor's degree in Civil Engineering / or relevant field preferably master's in civil engineering / Construction Management / Project Management or equivalent.

Experience: Preferably 8 years of general experience and preferably 5 years of relevant experience as M&E Specialist / reporting specialist for major infrastructure projects with proven experience in monitoring, coordination, evaluation, and reporting. 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

Assistant Director (Curriculum) (Project Payscale – 7 PKR 157,500 – 258,300) 1 Position

Qualification: Minimum Bachelor's degree (16 years of education) in Civil, Electrical, mechanical Engineering disciplines. Master's degree or above will be preferred. Research experience will have a competitive advantage.

Experience: At least eight (8) years of experience after acquiring stipulated qualification. Demonstrated experience in curriculum development; preferably, in the public sector. Excellent presentation skills with written and oral communications are desired, Excellent IT / computer skills including MS Office (Word, Excel, and PowerPoint) and Outlook. 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. Extensive experience in providing strategic advice and the development of public policies. Ability to engage with a cross-section of stakeholders in the public and private sectors.

Age: Upto 50 Years

Assistant Director (Technical Content) (Project Payscale – 7 PKR 157,500 – 258,300) 1 Position

Qualification: Minimum Bachelor's degree (16 years of education) in Education, Public Policy or a suitable discipline. Master's degree will be preferred.

Experience: At least eight (8) years of experience after acquiring stipulated qualification. Demonstrated experience in curriculum development specifically with respect to technical content development; preferably, in the public sector. Excellent presentation skills with written and oral communications are desired, Excellent IT / computer skills including MS Office (Word, Excel, and PowerPoint) and Outlook. 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. Extensive experience in providing strategic advice and the development of public policies Ability to engage with a cross-section of stakeholders in the public and private Sectors.

Age: Upto 50 Years

Internal Auditor (Project Payscale – 6 PKR 105,000 – 172,200) 1 Position

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 PKR 105,000- 172,200) 1 Position

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

Driver (Project Payscale – 3 PKR 43,750- 70,000) 2 Position

Qualification: Primary

Experience: Preferably Experienced. Valid Driving License (issued after 2015) **Age:** 18-50 Years

Office Boy/Dispatch Rider (Project Payscale – 2 PKR 35,000 - 56,000) 1 Position

Qualification: Primary Valid Driving License for dispatch runner (issued after 2015)

Experience: Preferably Experienced. **Age:** 18-50 Years

1. The appointment will be made purely on contract basis.
2. ADB's policies regarding Anti-corruption and Ethics shall be applicable.

Handwritten signature
Deputy Director (F&A)
PIU - IWRPP
Industries, Commerce, Investment
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3. Interested candidates may submit applications along with attested copies of all testimonials latest by **10-03-2024** 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
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