

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:

<p style="text-align: center;">Project Director (Project Payscale – 11 PKR612,500 - 980,000) 01 Position</p> <p>Qualification: Preferably Master's Degree in Mechanical Engineering, Electrical Engineering, Civil Engineering. Certification in Project Management will be given preference. The candidates with Ph.D. in any of the above- mentioned field will have a competitive edge.</p> <p>Experience: Preferably 15 years of relevant experience. Substantial experience in project management; Demonstrated experience in foreign funded projects and Preferably 5 years of working experience in similar capacity. Preference will be given to the individual having broad based experience with Government Agencies. 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: 40-55 Years</p>
<p style="text-align: center;">Director (Policy, Strategy & Technical) (Project Payscale – 9 PKR306,250 – 502,250) 01 Position</p> <p>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.</p> <p>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.</p> <p>Age: upto 55 Years</p>
<p style="text-align: center;">Director (Training & Equipment) (Project Payscale – 9 PKR306,250 – 502,250) 01 Position</p> <p>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.</p> <p>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</p>
<p style="text-align: center;">Project Manager (Civil Works)/Deputy Director (Project Payscale – 8 PKR 218,750 – 358,750) 01 Position</p> <p>Qualification: Bachelor's degree in Civil Engineering / or relevant field preferably master's in civil engineering / Construction Management / Project Management or equivalent.</p> <p>Experience: Preferably 10 years of relevant professional experience in managing projects in lead positions and experience in contract management. 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.</p> <p>Age: Upto 55 Years</p>
<p style="text-align: center;">MIS Specialist Project Payscale – 8 PKR 218,750 – 358,750) 01 Position</p> <p>Qualification: Preferably Bachelor's degree in Computer Sciences, Systems Engineering, Electrical / Computer / Software Engineering, Project Management, Business Administration, Economics etc. or equivalent qualification.</p> <p>Experience: Preferably 10 years of general experience with five years of particular experience of preparation of MIS. 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 55 Years</p>

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

Qualification: Preferably Master's degree in media relations, journalism, publishing, public affairs, public administration or equivalent qualification

Experience: Preferably 10 years demonstrated relevant professional experience at the national or international level in public relations, communications, social media, knowledge support, external relations, public affairs, and Preferably 5 years' experience in developing gender inclusive communications and knowledge support strategies and products. Excellent written and spoken communication skills in English; 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

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

Qualification: Preferably Master's degree in Social Sciences or another relevant field required.

Experience: Preferably more than 10 years in the field of Gender. ADB or other International foreign-funded project implementation experience would be an added advantage. Experience in reporting to donors. Preference will be given to those who possess relevant experience with foreign or their funded projects and overseas relevant experience / relevant experience with international organization and Government Institutions. **Age:** Upto 55 Years

Deputy Director (Procurement & Contracts) (Project Payscale – 8 PKR 218,750 – 358,750) 01 Position

Qualification: Bachelor's degree in civil engineering, procurement, business administration law or finance or equivalent qualification. A Master's degree in above fields will be preferred.

Experience: Preferably 10 years' experience of procurement and contract administration especially on FIDIC contract agreements, GoP and ADB procurement guidelines for works, goods, and services. 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. Experience in procurement and contract management of civil works and consultancy services with focus on ADB procedures is an added advantage. Experience and advance knowledge of procurement procedures of international organizations / agencies, especially of ADB. **Age:** Upto 55 years

Deputy Director (Finance & Administration) (Project Payscale – 8 PKR 218,750 – 358,750) 01 Position

Qualification: Preferably Master's degree in Economics, Finance, MBA Finance or equivalent qualification

Experience: Preferably 10 years' experience in finance, HR, and office administration. Experience in setting up new accounting systems. Experience in book-keeping and computerized accounting systems. Experience in making improvements to financial systems. 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 and administration systems. 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

Deputy Director (Technical Content / Curriculum) (Project Payscale – 8 PKR 218,750 – 358,750) 01 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 ten (10) 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 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 (Equipment / Technical Sourcing) (Project Payscale – 8 PKR 218,750 – 358,750) 01 Position

Qualification: Minimum Bachelor's degree (16 years of education) in Procurement, Supply Chain, Engineering, IT, 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 of Technical Equipment and deployment of IT projects Demonstrated experience with technical procurement and contract management

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 technical procurement projects which are foreign-financed including procurement of goods 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 funded projects and overseas relevant experience / relevant experience with international organization and Government Institutions. **Age:** Upto 55 years

Deputy Director (Policy, Strategy & Technical) (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 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 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

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

Qualification: Preferably Master's degree in Environmental Sciences / Civil Engineering / Environmental Engineering or equivalent qualification

Experience: Preferably 10 years' experience in preparation, implementation, and monitoring of environmental assessments and monitoring plans. Well conversant with ADB's Safeguards Policy Statement (SPS) 2009 and experience with the application of ADB environmental guidelines is required. Excellent written and spoken communication skills in English; 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

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

Qualification: Preferably Master's degree in social sciences or equivalent qualification in relevant field.

Experience: Preferably, 8 years of relevant experience in resettlement planning and implementation preferably in projects financed by multilateral finance institutions. Well conversant with preparation and implementation of Land Acquisition and Resettlement Plans (LARPs). Excellent written and spoken communication skills in English; and working experience in the Punjab region will be preferred. 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 (Civil) (Project Payscale – 7 PKR 157,500 – 258,300) 3 Positions

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

Experience: Preferably 08 years of relevant professional experience in managing projects in lead positions and experience in contract management. 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

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

Qualification: Bachelor's degree in civil engineering, procurement, business administration law or finance or equivalent qualification. A Master's degree in above fields will be preferred.

Experience: Preferably 08 years' experience of procurement and contract administration especially on FIDIC contract agreements, GoP and ADB procurement guidelines for works, goods, and services. 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. Experience in procurement and contract management of civil works and consultancy services with focus on ADB procedures is an added advantage. Experience and advance knowledge of procurement procedures of international organizations / agencies, especially of ADB. **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

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

Qualification: Minimum Bachelor's degree (16 years of education) in Procurement, Supply Chain, Engineering, IT, Business Administration or a suitable discipline. Master's degree will be preferred.

Experience: At least eight (8) years of experience after acquiring stipulated qualification preferable in Procurement of Technical Equipment and deployment of IT projects Demonstrated experience with technical procurement and contract management 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 technical procurement projects which are foreign -financed including procurement of goods and consultancy services with focus on ADB procedures is an added advantage. **Age:** Upto 50 Years

Assistant Director (Monitoring & Evaluation - Training) (Project Payscale – 7 PKR 157,500 – 258,300) 1 Position

Qualification: 16 years of education in any of the fields such as Engineering, Project Management, Business Administration, Monitoring and Evaluation or equivalent qualification in a relevant field.

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 (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 (Contract Management) (Project Payscale – 7 PKR 157,500 – 258,300) 1 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 five (5) 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 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
Accounts Officer (Project Payscale – 6 PKR 105,000 – 172,200) 01 Position
Qualification: Preferably Qualified Accountant ACMA / ACCA / bachelor's in business administration or equivalent qualification Experience: Preferably 08 years experience in finance and accounting. Experience in reporting to donors. Good understanding of the laws of Pakistan and Punjab related to accountancy. Experience working for projects financed by ADB and other multi-lateral donors in an advantage. 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
Internal Auditor (Project Payscale – 6 PKR 105,000 – 172,200) 1 Position
Qualification: Preferably Qualified Accountant (ACMA/ACCA/master's in business administration), 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 and Government Institutions. Age: Upto 50 Years
Computer Operator/Office Assistant (Project Payscale – 4 PKR 52,500 – 84,000) 08 Positions
Qualification: B.Sc./B.Com./B.A 6 months Certificate in Computer will be preferred. Experience: Preferably Experienced. Age: 18-50 years
Driver (Project Payscale – 3 PKR 43,750 – 70,000) 07 Positions
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) 09 Position
Qualification: Primary Valid Driving License for dispatch runner (issued after 2015) Experience: Preferably Experienced. Age: 18-50 years
Security Guard (Project Payscale – 2 PKR 35,000 – 56,000) 02 Positions
Qualification: Primary Experience: Preferably Experienced. Age: 18-50 years
Sweeper (Project Payscale – 1 PKR 28,000 – 44,800) 01 Position
Qualification: Primary Experience: Preferably Experienced. Age: 18-50 years
Mali (Project Payscale – 1 PKR 28,000 – 44,800) 01 Position
Qualification: Literate Experience: Preferably Experienced. Age: 18-50 years

1. The appointment will be made purely on contract basis.
2. Applicants may submit applications along with attested copies of all testimonials by **20.03.2023 (Monday)** on the below mentioned address through registered post.
3. Only shortlisted candidates will be called for test and interview.
4. Government employees may apply for project posts through proper channel under the rules.
5. No TA/DA is admissible for applicants to be called for interview.
6. Incomplete applications or applications received after due date shall not be considered and no intimation will be given.
7. The Project Director, PIU (IWRPP) has the right to cancel the advertisement / hiring process at any stage without assigning any reason.

Additional Secretary (Admn), ICI&SD Department / Project Director
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