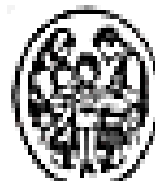




SITUATIONS VACANT



Applications are invited to fill-up following positions in the Population Welfare Department, Government of Punjab under the ADP Scheme "Multi-Sectoral Population Welfare Programme, Punjab (2018-20)" on contract basis as provided in Contract Appointment Policy, 2004 with period of contract appointment in the light of PC-I of ADP Scheme. The qualification, experience and other terms and conditions are as follows:

Sr. No.	Name of Post	Grade	No. of Posts	Educational Qualification	Age Limit	Place of Posting
1	Project Coordination Officer	BS-19	01	<ul style="list-style-type: none">i) Master's Degree (At least 2nd division) in Public Health (MPH) or Population Science / Studies, from HEC recognized University.ii) Minimum 10 years of progressively responsible experience managing National / Provincial Level Health and FP / RH Programs.iii) Demonstrated managerial, administrative, analytical and decision-making abilities. Ability to readily analyse, understand and discuss new program design, management, and implementation approaches.iv) Demonstrated ability to identify priority actions, generate and complete work plans within short time frames. Must be able to demonstrate strong oral and written communication skills, and ability to clearly communicate new program and technical concepts to technical and non-technical counterpartsv) Experience in designing and managing public sector programs is preferredvi) Ability to rapidly create text, spreadsheets and other types of documents to meet specific program and reporting needs.vii) Prior experience as head/project director for large public sector or donor funded programmes will be of added value	Maximum age up to 55 years.	Project Coordination Unit (PCU), Lahore

2	Assistant Project Coordination Officer	BS-17	01	<p>i) Master's Degree (At least 2nd division) in Public Health (MPH) or Population Science / Studies, from HEC recognized University.</p> <p>ii) At least four years of progressively responsible management / Coordination experience in the Population, Health, Development and / or other relevant sector.</p> <p>iii) Experience in Public Sector or registered NGO and/ or social sector organization in Family planning</p> <p>iv) Experience in developing coordination strategies and implementing policy and advocacy work in the population, health and family planning sector</p>	Maximum age up to 40 years.	Project Coordination Unit (PCU), Lahore
3	Accountant	BS-15	01	<p>i) B.Com/BBA/B. Com-IT (At least 2nd Division) from HEC recognized University.</p> <p>ii) Previous experience in Accounting or related position will be preferred.</p> <p>iii) Proficient in use of MS Office especially MS Excel and shall demonstrate such proficiency.</p>	Maximum age up to 28 years.	Project Coordination Unit (PCU), Lahore
4	Junior Clerk	BS-11	01	<p>i) Higher Secondary School Certificate (HSSC) or equivalent qualification (At least 2nd Division) from a recognized Board.</p> <p>ii) A speed of 25 words per minute typing in English on computer.</p> <p>iii) Proficient in use of MS Office and shall demonstrate such proficiency.</p>	Maximum age up to 30 years.	Project Coordination Unit (PCU), Lahore
5	Driver	BS-04	01	<p>i) Valid LTV driving licence.</p> <p>ii) LTV driving experience of 05 years.</p>	Maximum age up to 30 years.	Project Coordination Unit (PCU), Lahore
6	Naib Qaid	BS-01	01	Middle pass	Maximum age up to 25 years.	Project Coordination Unit (PCU), Lahore

Terms & Conditions:-

1. Applicant must be Domiciled of Punjab preferably of District Lahore where the post exists.
2. The equivalency of certificate/degree (if any) must be provided by the candidates.
3. Applications along with required attested educational qualifications, certificates / degrees, experience certificate, domicile certificate and 02 latest passport size photographs must be sent through registered / TCS on the given below address.
4. Recruitment will be made in accordance with Punjab Contract Appointment Policy, 2004 with subsequent amendments made thereof from time to time.
5. The period of contract will be till 30-06-2020 (ending date of tenure of the Project). The candidate will not claim extension in contract period after ending date of the Project.
6. The decision of respective Departmental Recruitment/Selection Committee shall be final and recruitment shall be made purely on merit.
7. Government employees can route their applications through their respective departments.
8. The competent authority reserves the right to postpone or cancel the recruitment process or withhold the appointment at any stage.
9. No quota for the post is reserved. The post will be filled on open merit basis.
10. No TA/DA will be admissible for test/interview.
11. Candidates fulfilling the required educational qualification, age limit and other terms and conditions shall be eligible to submit applications. Incomplete applications shall be rejected straight away.
12. The applicants are required to mention their telephone numbers, e-mail and complete postal address on their applications.
13. Applications must reach on the given below address by 30-04-19 (09:00 am to 05:00 pm). Applications received after due date will not be considered and will be rejected.
14. Only shortlisted candidates will be called through call letters for Test/Interviews.
15. The age as mentioned above will be strictly observed. No further relaxation in upper age limit will be granted to the candidates.
16. The post will be non-transferable in any way.

(IPL-3382)