

**GOVERNMENT OF THE PUNJAB  
PLANNING & DEVELOPMENT BOARD  
PUNJAB REFORM MANAGEMENT PROGRAM  
PROGRAM MANAGEMENT UNIT**

**POSITIONS AVAILABLE**

Punjab Reform Management Program, is working under the administrative control of Planning & Development Board, Government of Punjab. The posts mentioned below are lying vacant in Program Management Unit (PMU), PRMP which are required to be filled immediately, purely on contract basis. Suitable candidates, both from private and public sectors are encouraged to apply. Qualifications and Experience required for these posts are mentioned below;

Sr. No.	Position	Qualifications/ Experience/ Age	No. of Posts
01	Governance & Policy Advisor	<p><b>Qualification:</b> Master's degree in Political Science, Public Administration, Public Policy, Law, Social Sciences (including economics, Finance) and International Policy from well reputed Foreign University. PhD from foreign university or an professional qualification with the charter gained will be preferred.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least fifteen years of experience of working on policy and strategy across multiple sectors of the economy both at sub-national and national level. The candidate must have demonstrated experience of working at policy and strategy level in areas of industry, agriculture, trade, social sector particularly health, education, water and sanitation, gender and women development, youth and social protection. International experience will be an added advantage.</li> <li>• Proven experience of working with Government Departments and a good understanding of current work processes.</li> <li>• Experience and knowledge of planning, design, monitoring and evaluation of governance projects and programs including issues associated with public service delivery. Experience of leading and governance program will carry more weight.</li> <li>• Ability to communicate efficiently orally and in writing for a variety of audiences and purposes.</li> <li>• Proficiency in Microsoft Word, Excel, and PowerPoint.</li> </ul> <p><b>Maximum age: 50 Years</b></p>	01
02	Human Resource Management Advisor	<p><b>Qualification:</b> Master's degree in HR Management and /or Development. PhD in HRM shall be preferred. Foreign qualified candidates will be preferred.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least fifteen years of experience in human resource management and development both with experience at policy and strategy level and implementing HR reforms.</li> <li>• Demonstrated experience in change management and development planning.</li> <li>• Demonstrated experience of working on HRM and change management issues within public sector organizations.</li> <li>• Demonstrated work on authoring major parts of HR strategy, policies, guidelines and pathways from entry to exist of HR in organizations</li> <li>• At least five years managerial experience dealing with team and organizational building preferably in the public sector.</li> <li>• Demonstrated experience of implementing modern Human Resource Development techniques and understanding of organizational theory and practice with regard to the public sector.</li> <li>• Experience in dealing with Public Sector Organizations or Donor Funded Projects.</li> <li>• Proven track record in working effectively with multidisciplinary teams.</li> <li>• Computer proficiency in standard office applications (Spread sheets, word processing internet explorer)</li> </ul> <p><b>Maximum age: 50 Years</b></p>	01
03	Communication Specialist	<p><b>Qualification:</b> Master's degree 16 years education in Mass Communication, Journalism or Public Relations from a reputed local or foreign university.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least five Years of work experience in public sector and donor funded projects is preferable.</li> </ul> <p><b>Maximum Age: 45 Years.</b></p>	01
04	Assistant Director (Accounts, Finance & Audit)	<p><b>Qualification:</b> Master's degree in economics, finance, management or planning from reputed/ recognized foreign/ local university.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least five Years of work experience in public, private or non-government sector.</li> <li>• Prior experience of foreign funded projects in governance or social sectors will be preferred.</li> <li>• Prior demonstrated experience of working in public sector organization in accounts, finance &amp; audit will be preferred.</li> <li>• Good report writing and presentation skills.</li> </ul> <p><b>Maximum Age: 40 Years.</b></p>	01

05	Assistant Director (Change Management/ Organization Development)	<b>Qualification:</b> Master's degree in economics, finance, management or planning from reputed/ recognized foreign/ local university. <b>Experience:</b> <ul style="list-style-type: none"> <li>• At least five Years of work experience in public, private or non-government sector.</li> <li>• Prior experience of foreign funded projects in governance or social sectors will be preferred.</li> <li>• Prior demonstrated experience in public sector organization in change management/ organization development will be preferred.</li> <li>• Good report writing and presentation skills.</li> </ul> <b>Maximum Age: 40 Years.</b>	01
06	Web Manager	<b>Qualification:</b> Master's Degree in Computer Science/MCS from recognized university. <b>Experience:</b> <a href="http://www.educativz.com">www.educativz.com</a> <ul style="list-style-type: none"> <li>• At least five years of relevant experience of web development, desktop software, Database Development, MS.NET Technology.</li> </ul> <b>Maximum age: 45 Years.</b>	01
07	Assistant Accounts Officer	<b>Qualification:</b> M.Com/Master's degree in Finance <b>Experience:</b> <ul style="list-style-type: none"> <li>• At least five years of experience of government accounting.</li> <li>• Experience of accounting in any foreign funded project will be preferred.</li> </ul> <b>Maximum age: 40 Years</b>	01

Application along with updated CV, latest photograph, copy of CNIC and photocopies of all educational degrees from HEC recognized universities, duly attested, should be submitted at the below mentioned address. The applicants should clearly mention years of experience and qualification at the top of the CV. Government employees are required to submit N.O.C from their present employer with their application. Incomplete applications or applications received after due date will not be considered. Only short-listed candidates will be invited for interview and no T/DA will be paid in this regard. The service of those selected candidates will be terminated whose degree(s)/educational certificates are found bogus. The government servant should send their applications through proper channel. Market based remuneration package as per approved PC-I shall be offered to the selected private candidates after approval from the Selection Board headed by Chief Secretary, Punjab. The candidates will be selected initially for one year contract which will be extended upon meeting satisfactory performance/KPIs. The candidates who will be selected from public sector shall be paid according to Finance Department's notification. The detailed job description including experience, qualification and skills may also be viewed at [www.jobs.punjab.gov.pk](http://www.jobs.punjab.gov.pk) and [www.prmp.punjab.gov.pk](http://www.prmp.punjab.gov.pk) or through post/courier at the following address, with all the requisite documents mentioned above.

Applications should reach at the following address by 25<sup>th</sup> June, 2019 (Tuesday) during office hours.

**PROGRAM DIRECTOR,**

**Program Management Unit (PMU),**

**Punjab Reform Management Program (PRMP),**

**184-A, Upper Mall Scheme, Behind NIPA, Lahore.**

**Ph# 042-99200508/35755415, Fax# 042-99204194**

**[www.prmp.punjab.gov.pk](http://www.prmp.punjab.gov.pk)**

**IPL-5167**