



PUBLIC PRIVATE PARTNERSHIP (PPP) CELL PLANNING & DEVELOPMENT BOARD GOVERNMENT OF THE PUNJAB

EMPLOYMENT OPPORTUNITIES

Overview

Public Private Partnership Cell, Planning & Development Board, Government of the Punjab, invites applications from competent, hardworking and enthusiastic candidates **DOMICILED IN PUNJAB** for the following contractual positions on merit (One Year Contract, extendable upon satisfactory performance):

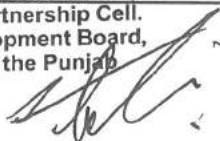
Sr. No.	Position	Qualification	Relevant Experience and Requirements
1.	Chief (Projects) / Director (Projects) No. of Positions: (01)	<ul style="list-style-type: none">• Master's degree in Economics, Business Administration (Finance), Construction Engineering and Management, MSc Civil Engineering from a reputed, HEC recognized national or international university;• PEC registration is mandatory in case of engineering degree;• Foreign degree holders will be given preference.	<ul style="list-style-type: none">• At least 08 years of post-qualification relevant verifiable experience in planning, development, evaluation, execution and management of projects;• PMP Certification shall be an added advantage;• Ability to analyse and solve problems;• Expertise with concepts of Public Private Partnerships;• Excellent oral and written communication skills in English;• Must be a team member; Age: 45 years (maximum)
2.	Environment Specialist No. of Positions: (01)	<ul style="list-style-type: none">• Master's degree in Environmental Sciences, Environmental Engineering from HEC recognized national, or international university;	<ul style="list-style-type: none">• At least 04 years relevant verifiable post-qualification experience;• Familiarity with concepts of Public Private Partnerships;• Should be able to analyze and solve problems;• Should be able to work independently as well as part of a team;• Excellent oral and written communication skills in English; Age: 35 years (maximum)

Hafiz Muhammad Suleman
Assistant Chief (Procurement)
Public Private Partnership Cell,
Planning & Development Board,
Government of the Punjab

DGPR # (Adv.) SECTION
DIARY # 17357
DATE # 16-08-2021

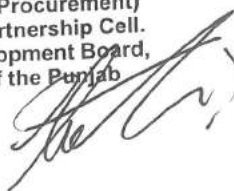
3.	Gender Specialist No. of Positions: (01)	<ul style="list-style-type: none"> • Master's degree in Gender Studies, Sociology, Social Work, Women Studies from HEC recognized national, or international university; 	<ul style="list-style-type: none"> • At least 04 years of relevant verifiable post-qualification experience; • Familiarity with concepts of Public Private Partnerships; • Should be able to analyze and solve problems; • Should be able to work independently as well as part of a team; • Excellent oral and written communication skills in English <p>Age: 35 years (Maximum)</p>
4.	Social Safeguard Specialist No. of Positions: (01)	<ul style="list-style-type: none"> • Master's degree in Anthropology, Sociology, Social Work from HEC recognized national, or international university; 	<ul style="list-style-type: none"> • At least 04 years of post-qualification experience in relevant field; • Familiarity with concepts of Public Private Partnerships; • Should be able to analyze and solve problems; • Should be able to work independently as well as part of a team; • Excellent oral and written communication skills in English; <p>Age: 35 years (Maximum)</p>
5.	Manager Finance No. of Positions: (01)	<ul style="list-style-type: none"> • Master's degree in Finance, Business Administration (Finance) from a reputed, HEC recognized national or international university; 	<ul style="list-style-type: none"> • At least 04 years of post-qualification relevant verifiable experience in managing financial systems of both Public and reputed donor funded projects; • Expertise with concepts of Public Private Partnerships; • Should be able to work independently as well as part of a team; • Excellent IT and communication skills; <p>Age: 35 years (Maximum)</p>
6.	Internal Auditor No. of Positions: (01)	<ul style="list-style-type: none"> • Master's degree in Accounting, Finance, Chartered Accountant from HEC recognized national, or international university/institution; 	<ul style="list-style-type: none"> • At least 04 years of relevant verifiable post-qualification experience in public and donor funded projects audit; • Familiarity with concepts of Public Private Partnerships; • Well versed with audit process, procedures & policies; • Should be able to work independently as well as part of a team;

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			<ul style="list-style-type: none"> • Excellent skills in computing skills, especially on Microsoft Excel; <p>Age: 35 years (Maximum)</p>
7.	<p>Assistant Chief (Monitoring)/Deputy Director (Monitoring)</p> <p>No. of Positions: (01)</p>	<ul style="list-style-type: none"> • Master's degree in Project Management, Business Administration (Finance), BSc Civil Engineering from a reputed, HEC recognized national or international university; • In case of engineering degree PEC registration is mandatory; • Foreign degree holders will be given preference; • PMP certification shall be an added value 	<ul style="list-style-type: none"> • At least 04 years relevant verifiable post-qualification experience in monitoring and evaluation of projects; • Expertise with concepts of Public Private Partnerships; • Should be able to work independently as well as part of a team; • Hands on experience in Monitoring & Evaluation of large infrastructure and social sector development projects; • Excellent IT and communication skills; <p>Age: 35 years (Maximum)</p>
8.	<p>Assistant Chief (Admin) / Deputy Director (Admin)</p> <p>No. of Positions: (01)</p>	<ul style="list-style-type: none"> • Master's degree in Business Administration from a reputed, HEC recognized national or international university; 	<ul style="list-style-type: none"> • At least 04 years relevant verifiable post-qualification experience in operational management, administration, human resource management, public procurement; • Well Conversant with Punjab Procurement Rules, Contract Appointment Policy and other relevant rules & regulations; • Familiarity with concepts of Public Private Partnerships; • Should be able to analyze and solve problems; • Should be able to work independently as well as part of a team; • Excellent IT and communication skills; <p>Age: 35 years (Maximum)</p>
9.	<p>Legal Expert</p> <p>No. of Positions: (01)</p>	<ul style="list-style-type: none"> • Degree in Law from a reputed HEC recognized national or international university; • Hands on knowledge and experience of PPP, contract, corporate law, firms and company laws/Act etc.; 	<ul style="list-style-type: none"> • At least 04 years relevant verifiable post-qualification experience in the corporate law; • Expertise in drafting and negotiating PPP/Concession agreements; • Excellent IT and communication skills; <p>Age: 35 years (Maximum)</p>

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10.	Planning Officer / Assistant Director (Planning) No. of Positions: (02)	<ul style="list-style-type: none"> Master's /Bachelor's (Hons) Degree in Financial Mathematical Modeling, Economics, Project Management from a reputed, HEC recognized national or international university; 	<ul style="list-style-type: none"> At least 03 years relevant verifiable post-qualification experience; Expertise with concepts of Public Private Partnerships; Should be able to work independently as well as part of a team; Excellent IT and communication skills; Age: 33 years (Maximum)
11.	Graphic Designer No. of Positions: (01)	<ul style="list-style-type: none"> Master's Degree / Bachelor's(Hons) Degree in Graphic Design, Fine Arts from a reputed HEC recognized national or international university; 	<ul style="list-style-type: none"> At least 02 years relevant verifiable post-qualification experience in graphic designing; Hands on experience of working on latest graphic designing software/s; In-depth knowledge and experience of graphic designing techniques and technologies; Should be able to work independently as well as part of a team; Age: 30 years (Maximum)
12.	Assistant No. of Positions: (01)	<ul style="list-style-type: none"> Bachelor's degree/BS(Hons.) from HEC recognized national or international university; 	<ul style="list-style-type: none"> At least 02 years relevant verifiable post-qualification experience preferably in public sector; Expertise in drafting letters , reports and secretarial works; Proficiency with basic computer skills, e.g. MS Office, Email etc.; Age: 30 years (Maximum)
13.	Office Secretary No. of Positions: (01)	<ul style="list-style-type: none"> Bachelor's degree / BS (Hons) from HEC recognized national or international university; 	<ul style="list-style-type: none"> At least 02 years relevant verifiable post-qualification experience; Proficiency in using computer; Expertise in drafting letters, report and secretarial work; Excellent communication skills; Age: 30 years (Maximum)

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14.	Receptionist (Female) No. of Positions: (01)	<ul style="list-style-type: none"> Intermediate IBBC recognized board; 	<ul style="list-style-type: none"> At least 02 years relevant verifiable post-qualification experience in a reputable Public/Private sector organization; Proficiency in using computer; Well versed with the functions of switch board; Excellent communication skills; Age: 26 years (Maximum)
15.	Driver No. of Positions: (01)	<ul style="list-style-type: none"> Middle Pass; Valid and verifiable LTV driving License; 	<ul style="list-style-type: none"> 05 years' valid and verifiable experience of Light Transport Vehicle (LTV) driving; Age: 40 years (Maximum)

General Conditions:

- i. Applicants should apply online through www.jobs.punjab.gov.pk latest by **5th September, 2021**.
- ii. Detailed eligibility criteria and Job Descriptions are available on PPP Cell website: www.ppp.punjab.gov.pk as well as on Punjab Job Portal website www.jobs.punjab.gov.pk.
- iii. Only on-line applications will be accepted. No hard copy of application will be accepted.
- iv. It is mandatory for all candidates to upload the soft copies of their academic and job experience certificates while applying against position/s.
- v. Incomplete applications or those received without relevant documents shall not be considered for shortlisting.
- vi. The age of the candidate will be calculated on the last date of submission of application.
- vii. Submission of fake documents or concealment of any fact will lead to disqualification of the candidate.
- viii. Public Private Partnership Cell is an equal opportunity employer and encourages women to apply.
- ix. The above positions will be offered purely on merit and on contract basis.
- x. Government employees' applications will only be entertained if they apply through proper channel.
- xi. Only short-listed candidates shall be invited for interview. Short-listed candidates shall bring their original documents at the time of interview. No TA/DA will be admissible.
- xii. Public Private Partnership cell reserves the right to increase or decrease total number of post or not to fill any position.
- xiii. The appointment of incumbent will neither confer any right of regular appointment to the same post nor shall the service counts towards seniority / pension etc.
- xiv. General Age Relaxation on upper age limit shall be allowed up to 05 years for Male candidates, 08 years for Female candidates and 15 years for Disable candidates, subject to provision of disability certificate issued by the relevant Authority as per Government of Punjab Rules / Policy.

Assistant Chief / Deputy Director (Procurement)

Public Private Partnership (PPP) Cell

PASSCO Building, 11-Kashmir Road, Upper Ground Floor, Lahore

Phone:- 042-99206005 (Ext: 118)

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Position	Chief (Projects) / Director (Projects)
Job Description	
Management/Operations	<ul style="list-style-type: none"> ▪ Facilitate Member (PPP) in managing and coordinating project activities, from substantive, administrative and financial points of view, applying strategic planning and systematic coordination of project activities. ▪ Assist in review and strengthening institutional and regulatory framework for the effective implementation and operations of PPPs in Punjab
Coordination/Technical Assistance	<ul style="list-style-type: none"> ▪ Liaison with relevant competent relevant forums under PPP Act2019 for effective functioning of PPP Cell and to effectively drive PPP process in Punjab; ▪ Prepare Working Papers for relevant competent relevant forums under PPP Act2019 and provide information required to review the PPP project proposals; ▪ Review requests of financial assistance through PDF/VGF, and facilitate Member (PPP) on approval/rejection of such requests.
Policy Formulation And Reforms/ Quality Control	<ul style="list-style-type: none"> ▪ Facilitate Member (PPP) in advising relevant competent relevant forums under PPP Act2019 on sector-specific issues affecting PPP development; ▪ Assist Member (PPP), Legal and Financial Advisors in reviewing sector-specific policies, laws, rules and regulations and ensuring their consistency with the PPP legal and policy framework; ▪ Ensure preparation of regular status reports on PPP projects to be presented before competent relevant forums under PPP Act2019
Project-Related Responsibilities	<ul style="list-style-type: none"> ▪ Appraise the project proposals submitted by Authority including feasibility study, business and financial model, initial environment impact assessment and draft PPP agreements ▪ Make recommendations, in consultation with Legal and Financial Advisors, on prioritizing proposals according to their alignment with overall PPP policy as well as with their development impact, financial attractiveness, and readiness for implementation; ▪ Prepare briefing notes on PPP project proposals for competent relevant forums under PPP Act2019 along with recommendation to approve or reject these proposals; ▪ Analyze implementation problems of PPP projects, and propose solutions accordingly ▪ Assist in placing PPP project proposals submitted by Authority before competent relevant forums under PPP Act2019 for its consideration/approval ▪ Assist in seeking input of Risk Management Unit on the PPP project proposal submitted by the Authority is terms of (including but not limited to) risk assessment and contingent liabilities
Other Responsibilities	<ul style="list-style-type: none"> ▪ Any other task assigned by the Competent Authority.
Eligibility Criteria	

- Master's degree in Economics, Business Administration (Finance), Construction Engineering and Management, MSc Civil Engineering from a reputed, HEC recognized national or international university; PEC registration is mandatory in case of engineering degree ; Foreign degree holders will be given preference;
- At least 08 years of post-qualification relevant verifiable experience in planning, development, evaluation, execution and management of projects;
- PMP Certification shall be an added advantage;
- Ability to analyze and solve problems;
- Expertise with concepts of Public Private Partnerships;
- Excellent oral and written communication skills in English;
- Must be a team member;
- Domicile of Punjab Province;
- Max Age: 45 Years.

Position	Environment Specialist
Job Description	
<ul style="list-style-type: none"> ▪ Prepare Environmental Management System for PPP projects; ▪ Identify, monitor and report environmental issues particularly for PPP Projects; ▪ Review Environmental Impact Assessment and Initial Environment Examination reports; ▪ Provide technical advice on environmental compliance issues; ▪ Review and update Environment and Social Safeguard Management System periodically ▪ Provide input on environment issues for the preparation of working paper on PPP project proposals for competent relevant forums under PPP Act2019; ▪ Prepare periodic environmental monitoring reports; ▪ Assess potential environmental impacts and risks associated with PPP projects; ▪ Liaison with the environment related regulatory authorities like Environment Protection Agency (EPA) etc.; ▪ Any other task assigned by the Competent Authority. 	
Eligibility Criteria	
<ul style="list-style-type: none"> ▪ Master's degree in Environmental Sciences, Environmental Engineering from HEC recognized national, or international university; ▪ At least 4 years relevant verifiable post-qualification experience; ▪ Familiarity with concepts of Public Private Partnerships; ▪ Should be able to analyze and solve problems; ▪ Should be able to work independently as well as part of a team; ▪ Excellent oral and written communication skills in English; ▪ Domicile of Punjab Province; ▪ Max Age: 35 Years. 	

Position	Gender Specialist
Job Description	
<ul style="list-style-type: none"> ▪ Develop a gender strategy for PPP Cell; ▪ Provide input on gender issues; ▪ Ensure gender mainstreaming in PPPs; ▪ Identify gender gaps and propose recommendations in PPP project proposals; ▪ Develop and monitor gender indicators for PPP Projects; ▪ Develop guidelines for reviewing PPP proposals from a gender perspective; ▪ Demonstrate professional competence and knowledge of the pertinent substantive areas of work. ▪ Organize and conduct gender mainstreaming orientation, workshops and other events; ▪ Any other task assigned by the Competent Authority. 	
Eligibility Criteria	
<ul style="list-style-type: none"> ▪ Master’s degree in Gender Studies, Sociology, Social Work, Women Studies from HEC recognized national, or international university; ▪ At least 4 years of relevant verifiable post-qualification experience; ▪ Familiarity with concepts of Public Private Partnerships; ▪ Should be able to analyze and solve problems; ▪ Should be able to work independently as well as part of a team; ▪ Excellent oral and written communication skills in English ▪ Domicile of Punjab Province; ▪ Max Age: 35 Years. 	
Position	Social Safeguard Specialist
Job Description	
<ul style="list-style-type: none"> ▪ Prepare and develop Social Management System for PPP Projects; ▪ Provide input on social safeguard issues; ▪ Identify social safeguards aspects in the project activities; ▪ Review PPP proposals with a social lens considering social aspects in PPP projects and its implementation in line with Social Impact Assessment Guidelines; ▪ Ensure that appropriate resources and capacity are deployed to effectively cover the safeguards policies of PPP projects in preparation and implementation ▪ Organize and conduct trainings on Social Safeguards and facilitate understanding of social integration and mainstreaming in project orientation workshops and other events; ▪ Develop social indicators in line with Social Guidelines and international benchmarks; ▪ Assess the potential social impacts and risks associated with PPP projects; ▪ Provide technical direction for social safeguards management in PPP projects; ▪ Coordination with concerned departments regarding social commitments and initiatives; 	

- Any other task assigned by the Competent Authority.

Eligibility criteria

- Master's degree in Anthropology, Sociology, Social Work from HEC recognized national, or international university;
- At least 4 years of post-qualification experience in relevant field;
- Familiarity with concepts of Public Private Partnerships;
- Should be able to analyze and solve problems;
- Should be able to work independently as well as part of a team;
- Excellent oral and written communication skills in English ;
- Domicile of Punjab Province;
- Max Age: 35 Years.

Position

Manager Finance

Job Description

- Assist in appraising PPP project proposals submitted by Authority including feasibility study, business and financial model, initial environment impact assessment and draft PPP agreements
- Prepare briefing notes on PPP project proposals for competent relevant forums under PPP Act 2019 along with recommendation to approve or reject these proposals;
- Analyze implementation problems of PPP projects, and propose solutions accordingly
- Assist in placing PPP project proposals submitted by Authority before competent relevant forums under PPP Act 2019 for its consideration/approval
- Assist in seeking input of Risk Management Unit on the PPP project proposal submitted by the Authority in terms of (including but not limited to) risk assessment and contingent liabilities
- Review and evaluate PPP project proposals;
- Recommend prioritization of PPP proposals aligned with PPP policy, their development impact, financial attractiveness and readiness for implementation;
- Maintain close liaison with Risk Management Unit and facilitate risk assessment for PPP project proposals;
- Prepare Working Papers and minutes of meeting for PPP Project proposals;
- Analyze problems facing implementation of PPP projects and propose solutions to Chief on how to resolve these problems;
- Provide guidance and technical assistance in appraising PPP project proposals
- Provide information/updating project status regarding PPP projects on a continuous basis for the PPP website;
- Any other task assigned by the Competent Authority.

Eligibility Criteria

- Master's degree in Finance, Business Administration(Finance) from a reputed, HEC recognized national

or international university;

- At least 04 years of post-qualification relevant verifiable experience in managing financial systems of both Public and reputed donor funded projects;
- Expertise with concepts of Public Private Partnerships;
- Should be able to work independently as well as part of a team;
- Excellent IT and communication skills;
- Domicile of Punjab Province
- Max Age: 35 Years.

Position

Internal Auditor

Job Description

- Conduct review of internal control and propose improvements especially with regards to VGF and PDF;
- Develop and implement Internal Audit procedures and programs;
- Prepare audit reports;
- Prepare and submit annual audit report to ADB for VGF and PDF;
- Facilitate in external audit;
- Review and analyze payment process;
- Assist in development of Annual Internal Audit plan;
- Maintain documentation of audits;
- Coordination, collaboration and liaison with concerned departments;
- Any other task assigned by the Competent Authority.

Eligibility Criteria

- Master's degree in Accounting, Finance, Chartered Accountant from HEC recognized national, or international university/institution;
- At least 4 years of relevant verifiable post-qualification experience in public and donor funded projects audit;
- Familiarity with concepts of Public Private Partnerships;
- Well versed with audit process, procedures & policies;
- Should be able to work independently as well as part of a team;
- Excellent skills in computing skills, especially on Microsoft Excel;
- Domicile of Punjab Province;
- Max Age: 35 Years

Position

Assistant Chief (Monitoring)/Deputy Director (Monitoring)

Job Description

- Monitor PPP projects during concession period
- Develop and maintain monitoring schedule for PPP Projects;
- Prepare post award projects status reports;

- Prepare TORs for third parties evaluation;
- Undertake field visits to ensure compliance of PPP project and assess progress;
- Prepare periodic reports, and assist in execution of the annual work plans;
- Evaluate proposed physical implementation plan for efficient project execution;
- Any other task assigned by the Competent Authority

Eligibility Criteria

- Master's degree in Project Management, Business Administration (Finance), BSc Civil Engineering from a reputed, HEC recognized national or international university; In case of engineering degree PEC registration is mandatory ;Foreign degree holders will be given preference;
- PMP certification shall be an added value
- At least 04 years relevant verifiable post-qualification experience in monitoring and evaluation of projects;
- Expertise with concepts of Public Private Partnerships;
- Should be able to work independently as well as part of a team;
- Hands on experience in Monitoring & Evaluation of large infrastructure and social sector development projects;
- Excellent IT and communication skills;
- Domicile of Punjab Province;
- Max Age: 35 Years.

Position

Assistant Chief (Admin) / Deputy Director (Admin)

Job Description

- Facilitate in office management, HR and day to day activities;
- Facilitate in recruitment, selection and retention of staff;
- Assist in procurement of goods, works and services in line with PPRA Rules and relevant laws;
- Manage efficient operation and maintenance of vehicles, equipment, furniture & fixture;
- Manage employees related record including personal files, leave records, ACRs/PERs etc.
- Coordination, collaboration and liaison with concerned departments;
- Ensure conducive work environment and smooth functioning of all physical assets;
- Provide support in enforcement of systems, policies and procedures;
- Provide support in organizing seminars, workshops and other events;
- Conduct trainings and capacity building programs;
- Any other task assigned by the Competent Authority.

Eligibility Criteria

- Master's degree in Business Administration from a reputed, HEC recognized national or international university;
- At least 04 years relevant verifiable post-qualification experience in operational management,

- administration, human resource management, public procurement;
- Well Conversant with Punjab Procurement Rules, Contract Appointment Policy and other relevant rules & regulations;
- Familiarity with concepts of Public Private Partnerships;
- Should be able to analyze and solve problems;
- Should be able to work independently as well as part of a team;
- Excellent IT and communication skills;
- Domicile of Punjab Province
- Max Age: 35 Years.

Position	Legal Expert
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Job Description

- Facilitate Legal Advisor in legal & regulatory aspects of PPP project proposals/DCAs;
- Support Legal Advisor in preparation of Standardized PPP Contract Provisions;
- Recommend standard contracting provisions, draft and review of project agreements and compliance with regulatory requirements;
- Review PPP contracts and agreements and provide written opinions on legal and regulatory matters related to project development;
- Provide input/comments on risk management/assessment part of the feasibility;
- Provide legal input on preparation of operating guidelines, procedures and documents for PPP projects;
- Assist in review of risk allocation assumptions to assess whether those risks can legally be allocated to the private sector
- Assist in analyzing legal problems facing implementation of PPP projects and propose solutions to the competent relevant forums under PPP Act2019
- Assist in developing model PPP contracts, agreements and relevant templates, if required
- Support Legal Advisor regarding any changes required in PPP Rules and Regulations;
- Review PPP project proposals submitted by Authority from the legal viewpoint;
- Provide legal input regarding the best modality for the PPP projects;
- Any other task assigned by the Competent Authority.

Eligibility Criteria

- Degree in Law from a reputed HEC recognized national or international university;
- Hands on knowledge and experience of PPP, contract, corporate law, firms and company laws/Act etc.;
- At least 4 years relevant verifiable post-qualification experience in the corporate law;
- Expertise in drafting and negotiating PPP/Concession agreements;
- Excellent IT and communication skills;
- Domicile of Punjab Province;
- Max Age: 35 Years.

Position	Planning Officer / Assistant Director (Planning)
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Job Description	
<ul style="list-style-type: none"> ▪ Review and evaluate PPP project proposals; ▪ Evaluate project proposals and PPP Node requests for financial assistance for project structuring; ▪ Recommend prioritization of PPP proposals aligned with PPP policy, their development impact, financial attractiveness and readiness for implementation; ▪ Manage transaction execution in all respects; ▪ Review bid evaluation reports based on recommendations by line departments and local governments; ▪ Maintain close liaison with Risk Management Unit and facilitate risk assessment for PPP project proposals; ▪ Prepare Working Papers and minutes of meeting for PPP Project proposals; ▪ Analyze problems facing implementation of PPP projects and propose solutions to Chief on how to resolve these problems; ▪ Provide guidance and technical assistance to PPP Nodes in conducting PPP projects preparation and transaction execution. ▪ Provide information regarding PPP projects on a continuous basis for the PPP website; ▪ Any other task assigned by the Competent Authority. 	
Eligibility Criteria	
<ul style="list-style-type: none"> ▪ Master's /Bachelor's (Hons) Degree in Financial Mathematical Modeling, Economics, Project Management from a reputed, HEC recognized national or international university; ▪ At least 03 years relevant verifiable post-qualification experience; ▪ Expertise with concepts of Public Private Partnerships; ▪ Should be able to work independently as well as part of a team; ▪ Excellent IT and communication skills; ▪ Domicile of Punjab Province; ▪ Max Age: 33 Years; 	
Position	Graphic Designer
Job Description	
<ul style="list-style-type: none"> ▪ Graphic designing of newsletters, advertisements, brochures, reports, stationery and other official publications; ▪ Assist in developing presentations and official communications to various stakeholders; ▪ Any other task assigned by the Competent Authority. 	
Eligibility Criteria	
<ul style="list-style-type: none"> ▪ Master's Degree / Bachelor's(Hons) Degree in Graphic Design, Fine Arts from a reputed HEC recognized national or international university; ▪ At least 02 years relevant verifiable post-qualification experience in graphic designing; ▪ Hands on experience of working on latest graphic designing software/s; ▪ In-depth knowledge and experience of graphic designing techniques and technologies; 	

- Should be able to work independently as well as part of a team;
- Domicile of Punjab Province;
- Max Age: 30 Years;

Position

Assistant

Job Description

- Maintain proper record of the documents;
- Prepare draft letter, summaries and notes;
- Coordinate/liaison with concerned departments and arrangement of meetings of the officer;
- Collection of data through visits/telephones/desk research etc.;
- Prepare work plan and prioritize tasks of the officer;
- Any other task assigned by the Competent Authority.

Eligibility Criteria

- Bachelor's degree/BS(Hons.) from HEC recognized national or international university;
- At least 02 years relevant verifiable post-qualification experience preferably in public sector;
- Expertise in drafting letters , reports and secretarial works;
- Proficiency with basic computer skills, e.g. MS Office, Email etc.;
- Domicile of Punjab Province;
- Max Age: 30 Years

Position

Office Secretary

Job Description

- Provide sectorial assistance to the officer;
- Maintain proper record of the documents;
- Handing of day to day official documentations;
- Coordinate and liaison with concerned departments;
- Assist in preparation of presentations;
- General Office Management;
- Any other task assigned by the Competent Authority.

Eligibility Criteria

- Bachelor's degree / BS (Hons) from HEC recognized national or international university;
- At least 02 years relevant verifiable post-qualification experience;
- Proficiency in using computer;
- Expertise in drafting letters, report and secretarial work;
- Excellent communication skills;
- Domicile of Punjab Province;
- Max Age: 30 Years.

Position

Receptionist (Female)

Job Description

- Greet, welcome and guide incoming visitors;

- Direct visitors to the appropriate person and office;
- Answer, screen and forward incoming phone calls;
- Ensure reception area is tidy and presentable;
- Provide basic and accurate information in-person and via phone/email;
- Receive, sort and distribute daily mail/deliveries;
- Maintain daily mail register
- Any other task assigned by the Competent Authority.

Eligibility Criteria

- Intermediate IBBC recognized board;
- At least 02 years relevant verifiable post-qualification experience in a reputable Public/Private sector organization;
- Proficiency in using computer;
- Well versed with the functions of switch board;
- Excellent communication skills;
- Domicile of Punjab Province;
- Max Age: 26 Years.

Position

Driver

Job Description

- Pick up officers from the place and at the time they've requested;
- Schedule regular vehicle service appointments and report any issues;
- Listen to traffic and weather reports to stay up-to-date on road conditions;
- Assist officers with loading and unloading their luggage;
- Completing documentation such as logs, mileage, or cargo and passenger reports;
- Keeping interior & exterior of vehicle clean of debris and clutter and comfortable for all riders;
- Maintaining vehicle equipment, replacing oil, filling gas tank, general motor vehicle maintenance as needed for safety;
- Practicing safe driving habits and Following all state and national safety regulations and standards;
- Any other task assigned by the Competent Authority.

Eligibility Criteria

- Middle Pass;
- Valid and verifiable LTV driving License;
- Five years' valid and verifiable experience of Light Transport Vehicle (LTV) driving;
- Domicile of Punjab Province;
- Max Age : 40 years;