



**STRATEGIC POLICY UNIT
GOVERNMENT OF THE PUNJAB
INDUSTRIES, COMMERCE INVESTMENT &
SKILLS DEVELOPMENT DEPARTMENT**

CAREER OPPORTUNITIES IN STRATEGIC POLICY UNIT, ICI & SD DEPARTMENT

Applications are invited from eligible candidates for the hiring of following position, in Strategic Policy Unit, (SPU), Industries Commerce Investment & Skills Development Department including Public Private Partnership (PPP NODE), on contract basis: -

	Name OF Post	Qualification / Eligibility Criteria	Min-Max Age:
1.	Director SPU (01)	<ul style="list-style-type: none"> • PhD in Public Policy/ Management/ Social sciences from an HEC recognized university with at least ten (10) years post qualification experience in the relevant field. Any previous association relating to the job description will be an added advantage. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Master in Public Policy / Management / Social Sciences from an HEC recognized university with Eighteen (18) years post qualification experience in the relevant field, as well as good communications skills. 	45-55 Years
2.	Economic & Policy Analyst (01)	<ul style="list-style-type: none"> • Master's Degree in Economics / Public Policy or Equivalent from HEC recognized university or equivalent with Twelve (12) years post qualification research related experience in reputed public or private organizations. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • M. Phil Degree in Economics / Public Policy from HEC recognized university with Eight (08) years post qualification experience for M.Phil and Five (05) years post qualification experience for PhD research experience in reputed public or reputable private organization 	35-50 Years
3.	Monitoring, Evaluation & Project Management Specialist (01)	<ul style="list-style-type: none"> • 16 years of education in Management Sciences / Project Management or relevant from HEC recognized university with 07 years post qualification experience of Monitoring & Evaluation of development projects in reputed public or private organizations. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • M. Phil Degree from HEC recognized university having 05 years post qualification experience of Monitoring & Evaluation of development projects in reputed public or reputable private organization. • Able to perform statistical analysis 	30-45 Years
4.	Skills Development Specialist (01)	<ul style="list-style-type: none"> • 16 years of education in Social Sciences, Arts and Humanities or relevant from HEC recognized university equivalent with 07 years post qualification relevant experience in reputed public or private organizations. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • M. Phil/ PhD Degree from HEC recognized university with 05 years post qualification experience in reputed public or reputable private organization. 	30-45 Years
5.	Financial Specialist (01)	<ul style="list-style-type: none"> • Qualified ACCA, ACMA, CA or Masters of Business Administration (Finance) / M. Com or equivalent. 07 years post qualification experience in Financial Management experience, financial consulting, advising, auditing and reporting. OR • M. Phil Degree from HEC recognized university having 05 years post qualification experience as mentioned above in reputed public organization. 	30-45 Years

6.	PPP & Procurement Specialist (01)	<ul style="list-style-type: none"> • Master's degree in Business Administration/ Supply Chain Management / Public Administration; • At least 07 years post-qualification experience in Public Procurement /evaluation of PPP projects; • Familiarity with concepts of Public Private Partnerships. • Experience in consultancy services or as a procurement expert in any major project or department. • Knowledge of PPRA rules. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • M. Phil Degree form HEC recognized university having 05 years post qualification experience as mentioned above in reputed public organization. 	30-45 Years
7.	Assistant Director (Admin & HR) (01)	<ul style="list-style-type: none"> • MBA (HRM) with 5 years working experience of HRM, Office management and coordination preferably in Public Sector. 	25-35 Years
8.	Network Administrator (01)	<ul style="list-style-type: none"> • M.Sc. Computer Science / I.T or BCS (4-year degree) from HEC recognized university or equivalent. • At least 05 years post qualification experience of Network Administrator developing website in reputable private or public sector organization. 	25-35 Years
9.	Accounts & Admin Assistant (01)	<ul style="list-style-type: none"> • B.com or equivalent qualification from a recognized university • 05 years post qualification experience in the field of accounts and administration. • Preference will be given to diploma holder in MS Office. 	25-35 Years
10.	Project Coordination Assistant (01)	<ul style="list-style-type: none"> • Graduate or equivalent qualification from a recognized university. • 05 years post qualification experience in relevant field. • Preference will be given to diploma holder in office applications. 	25-35 Years
11.	Driver (02)	<ul style="list-style-type: none"> • Middle and having LTV driving license and good knowledge of vehicle maintenance with 05-year driving experience 	18-40 Years
12.	Dispatch Rider (01)	<ul style="list-style-type: none"> • Middle and having LTV license of motorcycle / scooter. • Preference will be given to those candidates who have some office experience. 	18-40 Years
13.	Office Boy (02)	<ul style="list-style-type: none"> • Literate • Education will be an advantage 	18-40 Years

Market based Salary will be paid as provided in approved PC-I of the Development project.

General terms and Conditions of Appointment

- Above said posts will be filled on contract basis for a period of one year, that can be extended on mutual consent.
- Candidates fulfilling the above mentioned criteria can apply through online job portal www.jobs.punjab.gov.pk followed or send their CVs and attested copies of educational certificates, experience certificates, CNIC, domicile and recent photograph alongwith a forwarding letter through courier/ registered post at given address, latest by 10th January, 2020, upto office closing hours.
- Incomplete applications will not be entertained.
- The persons who are already in Government Service including contract employees should apply through proper channel. Salary / allowance will be paid to them as per prevailing government policy, if selected.
- Candidates having domicile of Punjab can apply for these posts.
- Only short-listed applicant will be considered for selection process / interview.
- No TA/DA will be paid for appearing for interview / joining.

- Age relaxation in upper age limit will be admissible, as per prevailing policy of the Government of the Punjab.
- The appointment will be made under Contract Appointment Policy-2004, and Recruitment Policy-2004, amended from time to time.
- The Department reserves the right to reject any application without assigning any reason.
- The detail job descriptions, including experience, qualification and skills may be viewed at www.jobs.punjab.gov.pk & www.icid.punjab.gov.pk.
- Separate application is necessary for each post.

**THE SECRETARY
GOVERNMENT OF THE PUNJAB
INDUSTRIES, COMMERCE, INVESTMENT & SKILLS DEVELOPMENT DEPARTMENT
2-Bank Road, Old P&D Building, Lahore.
Ph#042-99213948**