



PRIMARY & SECONDARY HEALTHCARE DEPARTMENT GOVERNMENT OF PUNJAB

CAREER OPPORTUNITIES AT "PUNJAB FAMILY PLANNING PROGRAM"

Primary & Secondary Healthcare Department, Government of the Punjab, invites applications from qualified and experienced individuals for the following posts on "Contract Basis" for a World Bank funded Project titled "PUNJAB FAMILY PLANNING PROGRAM (PFPF)" Government of the Punjab. The qualification and experience required for the posts is mentioned against each post:

Sr#	Post Name/Project Pay Scale (PPS)	Qualification	Experience & Skills
Individual Consultants			
1	M&E Specialist Max. PPS 10 (01 Post)	At least, master's degree or equivalent (sixteen (16) years of education) degree in Statistics/ Demographics / Public Policy/ International Development Economics / Public Health from a university (top 10 HEC ranked in relevant field) duly recognized by the Higher Education Commission (HEC) of Pakistan. Advanced certification in M&E, Statistics, PMP or any other related area shall be preferred	<ul style="list-style-type: none"> At least Eight (08) years of documentary verifiable relevant experience, after acquiring stipulated qualification, in M&E for development projects in developing and implementation of monitoring & evaluation tools and result framework. Experience in health-related development projects shall be preferred. Experience of working with multiple stakeholders in civil society and grass root level government health department.
2	Manager MIU/IT Specialist Max. PPS 10 (01 Post)	Master's or equivalent (sixteen years of education) degree in Computer Science, Information Systems, Information Technology, Software Engineering or related discipline from a university duly recognized by the Higher Education Commission (HEC) of Pakistan. Any additional Certification/Diploma in process modelling, software/EMR/online system development, quality assurance or equivalent shall be preferred.	<p>At least five years of documentary verifiable progressive experience, after completing stipulated qualifications, in business analysis & software/system design, (preferably commercial) development and deployment experience in large scale service architectures with IT applications.</p> <p>He/She may also have experience of:</p> <ul style="list-style-type: none"> solution sizing, procurement, application development, fault tolerant systems, implementation, and go-live support. Application development, fault tolerant systems implementation, and post go-live support and update experience. Managing projects from a technical aspect including requirement analysis and design through to deployment and post go-live support. Command on Web/ application and Database technologies (including. NET Oracle/ASP/ Net JAVA/Postgres/MYSQL-Oracle/Web Services). Project implementation experience in PHP, React and JavaScript including strong understanding of software development; systems design, management & integration; as well as top tier web 2.0 application architectures. Familiarity with agile development methodologies

			(Scrum and Extreme Programming).
3	Environment & Safeguard Specialist Max. PPS 10 (01 Post)	Master's or equivalent (sixteen years of education) degree in Environmental Studies/ Science/ Engineering or Natural Resource Management, or related discipline from a university duly recognized by the Higher Education Commission (HEC) of Pakistan.	At least five years of documentary verifiable experience of working in relevant field, after acquiring stipulated qualifications, specifically implementing, and managing compliance with environmental and social aspects in the field and internationally funded projects/programs.
4	Communication Specialist Max. PPS 10 (01 Post)	Master's or equivalent (sixteen years of education) degree in Mass Communication / Communication Studies / Journalism / Media or related discipline, from a university duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • At least five years of documentary verifiable experience of working in relevant field, after acquiring stipulated qualifications, specifically in the formulation of communication strategy/plan and handling major communication initiatives in electronic / print/ digital media. • Demonstrated experience in developing communication strategies/campaigns with clear examples of effective branding in the public/private sector, in electronic media, with a focus on marginalized and poverty-stricken/vulnerable segments of society. • Due preference shall be accorded to: <ul style="list-style-type: none"> a) Existing networking in electronic/print/social media b) Experience in Social and Behavior Change Communication • Experience of working in development projects, preferably foreign assisted projects will be preferred
5	Manager (Private Sector Engagement) Max. PPS 10 (01 Post)	Master's or equivalent (sixteen years of education) degree in relevant field such as marketing, business administration, from a university duly recognized by the Higher Education Commission (HEC) of Pakistan.	<p>a) At least five years of verifiable relevant experience in managerial roles in private sector engagement or social marketing.</p> <p>b) Added weightage will be given to candidates with a proven track record of at least two years' experience in developing, negotiating, and managing contracts, agreements, and service level agreements.</p> <p>Skills</p> <ul style="list-style-type: none"> • Excellent negotiation and communication skills to effectively draft and finalize contracts, agreements, and service level agreements. • Strong analytical and problem-solving skills to identify potential risks, mitigate contract related issues, and resolve disputes. • Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills. • Ability to work in a team, develop synergies and establish effective working relations with various stakeholders. • Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations. • Written and oral fluency in the English language.

CONTRACTUAL EMPLOYEES (Project Implementation Support Personnels)

1	Communication Officer (Print & Electronic) Max. PPS 8 (01 Post)	Master's or equivalent (sixteen years of education) degree in Mass Communication / Communication Studies / Journalism / Media or related discipline, from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> At least three years of documentary verifiable experience of working in relevant field, after acquiring stipulated qualifications, specifically in the formulation of communication strategy/plan and handling communication initiatives in print/electronic media.
2	Communication Officer (Social & Digital) Max. PPS 8 (01 Post)	Master's or equivalent (sixteen years of education) degree in Mass Communication / Communication Studies / Journalism / Media or related discipline, from a university duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> At least three years of documentary verifiable experience of working in relevant field, after acquiring stipulated qualifications, specifically in the formulation of communication strategy/plan and handling communication initiatives in Social/ Digital media.
3	Program Officer (Private Sector Engagement) Max. PPS 8 (01 Post)	Master's or equivalent (sixteen years of education) degree in relevant field such as marketing, business administration, from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> At least three years of verifiable relevant experience in private sector engagement or marketing. Preference will be given to candidates who have experience in developing, negotiating, and managing contracts, agreements, and service level agreements.
4	Program Officer (Finance) Max. PPS 8 (01 Post)	Master's or equivalent (sixteen years of education) degree in Finance or accounting/ master's in commerce/ ACCA/ ACMA/ CA (Inter)	<ul style="list-style-type: none"> Three to four years' experience (post qualification/education) in the field of financial management, audit and accounts. Prior experience of working in donor funded and public-sector projects will be accorded due weightage. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).
5	Program Officer (Procurement) Max. PPS 8 (01 Post)	Master's or equivalent (sixteen years of education) degree in Social Sciences / Economics / Engineering / Business Administration or relevant discipline from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan Qualification in Supply Chain Management/Procurement Management/ Project Management will be preferred.	<ul style="list-style-type: none"> At least three years of documentary verifiable experience, after acquiring stipulated qualifications, in procurement (Goods, Works, & Consulting Services), preferably in the development sector. Demonstrated in-depth understanding of procurement cycle management. Knowledge and implementation experience of various international/ national/subnational public procurement rules shall be preferred.
6	Program Officer (Statistics / Data) Max. PPS 8 (01 Post)	Master's or equivalent (sixteen years of education) degree in Economics/ Statistics/ Data Science or any other relevant field from a Higher Education Commission (HEC) of Pakistan recognized University. Candidate with Certifications / diplomas related to Data Science and Data Analytics shall be preferred.	<ul style="list-style-type: none"> At least three years working experience of performing complex statistical analyses in an analytics and/or research context vis a vis descriptive and inferential statistic. Practical experience of producing detailed written statistical reports
7	Program Officer (Social & Gender)	Master's or equivalent (sixteen years of education) degree in Gender studies, Social Sciences, Development, or other	<ul style="list-style-type: none"> At least three years of documentary verifiable experience of working in relevant field, after acquiring stipulated qualifications, specifically in

<p>Max. PPS 8 (01 Post)</p>	<p>related discipline, from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan.</p>	<p>the formulation of communication strategy/plan and handling major communication initiatives in electronic / print/ digital media.</p> <ul style="list-style-type: none"> • Demonstrated experience in developing communication strategies / campaigns with clear examples of effective branding in the public / private sector, in electronic media with a focus on marginalized and poverty-stricken / vulnerable segments of society. • Due preference will be accorded to: • Existing networking in electronic / print / social media. • will be accorded to experience in Social and Behavior Change Communication. • Experience of working in development projects, preferably foreign assisted projected will be preferred.
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General Terms and Conditions:

- Detailed TORs are available on www.pshealth.punjab.gov.pk and World bank website.
- These vacancies are post specific and non-transferable.
- No TA/DA will be admissible to the candidates for test/interview.
- Candidates already working in Government/Semi Government/Autonomous Bodies should apply through proper channel.
- The upper age limit to apply is 60 years on the last date of submission of application.
- Submission of fake documents or concealment of any fact will lead to dis-qualification of the candidate.
- Only the degree issued by the university/institute recognized by the HEC or reputed foreign university with HEC equivalence, will be considered.
- Only short-listed candidates will be called for interview. The date & time of interview will be communicated through email/call/SMS by the department.
- Complete Original documents along with a set of attested photocopies will be produced at the time of interview.
- The Department reserves the right to reject any or all applications or cancel the whole recruitment process at any stage without assigning any reasons.
- Final Terms & Conditions of appointment shall be settled at the actual date of appointment.
- Decision of Department in all matters concerning recruitment, including eligibility/ short listing/ selection criteria shall be the final.
- Transgender are encouraged to apply.

Procedure for Submission of Application Forms:

- Candidate shall apply online by visiting National Testing Service (NTS) website (www.nts.org.pk)
- Candidates shall submit duly filled in Application form (online), along with deposit slip of prescribed fee in favor of National Testing Service, copy of CNIC and two recent passport size photographs, directly to NTS through courier on the address mentioned on Application Form.
- Test fee shall be paid through 1 Link 1 Bill Participating Banks/ATM/Internet Banking/Mobile Banking/Easy Paisa/Jazz Cash/TCS Express Counters using 20 Digits Invoice numbers generated in your fee slip. Only 1 bill invoice payment will be accepted.
- Applications complete in all respects should reach NTS till 30.03.2024 positively.
- Incomplete applications or applications received after due date or closing office hours on the last date for submission of applications will not be entertained.
- The date of written test/skill test shall be communicated to the eligible/shortlisted candidates only through NTS.
- Candidate requires to score at least 50% marks in NTS test to qualify.
- In case of large number of Qualifying NTS test candidates, the Appointing Authority reserves the right to decide upon any threshold marks ratio of candidates.
- Advertisement can also be downloaded from the website of Primary and Secondary Healthcare Department "www.pshealthpunjab.gov.pk".



FOR FURTHER INFORMATION, PLEASE
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[Signature]
 Program Director
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