

**PUNJAB PUBLIC PRIVATE PARTNERSHIP (PPP) AUTHORITY**  
**GOVERNMENT OF THE PUNJAB, PAKISTAN**

# EMPLOYMENT OPPORTUNITIES

## Overview

Government of the Punjab has established Punjab Public Private Partnership Authority (PPPA) as one window solution for identification, project development, execution and M&E of Public Private Partnership projects in collaboration with private sector and facilitates their participation in the provision of Public Infrastructure and Services in Punjab. The Punjab PPP Authority is looking for highly qualified, experienced, and motivated professionals with requisite skillset against following positions:

Sr.No.	Position	Qualification and Experience
1	Chief Internal Auditor Position: 01	<ul style="list-style-type: none"> <li>CA/ CPA/ ACMA/ ACCA/ MBA (Finance) from a local or foreign University / a well reputed Institute recognized from the Higher Education Commission (HEC) of Pakistan having at least 15 years post-qualification professional experience in auditing and controlling risk management, designing of internal control procedures, effective compliance of financial reliability in public/ private sector preferably donor-funded projects with understanding of governance, risks and risk controls especially in PPPs projects.</li> <li>Age: 55 years (Maximum), Salary Package: MP-II to MP-I</li> </ul>
2	Deputy Director General (Monitoring) Position: 01	<ul style="list-style-type: none"> <li>Master in Project Management/ Civil Engineering/Engineering Management/ Business Administration from a local or foreign university having at least 7 years post-qualification professional experience of monitoring and quality assurance in public or private sector development projects;</li> <li>Experience of Monitoring, operations and strategic management of leading public- private partnership infrastructure project(s) will be preferred.</li> <li>Age: 45 years (maximum), Salary Package: MP-II to MP-I</li> </ul>
3	Deputy Director General (Evaluations) Position: 01	<ul style="list-style-type: none"> <li>Master in Project Management/ Civil Engineering/ Engineering Management/ Business Administration having at least 7 years post-qualification professional experience in evaluation of public or private sector projects;</li> <li>Experience of evaluation and strategic management of leading public-private partnership infrastructure project(s) will be preferred.</li> <li>Age: 45 years (maximum), Salary Package: MP-II to MP-I</li> </ul>
4	Deputy Director General (Administration) Position: 01	<ul style="list-style-type: none"> <li>MBA/MPA having at least 07 years post-qualification professional experience of administration and operations in public or private sector.</li> <li>Age: 45 years (Maximum), Salary Package: MP-II to MP-I</li> </ul>
5	Deputy Director General (Fund Management) Position: 01	<ul style="list-style-type: none"> <li>CA/ CMA/ ACCA/ Masters in Finance/ Accounting having at least 7 years post-qualification professional experience of administration and finance in public or private sector.</li> <li>Age: 45 years (Maximum), Salary Package: MP-II to MP-I</li> </ul>
6	Deputy Director General (Engineering Market Development) Position: 01	<ul style="list-style-type: none"> <li>Master in Engineering/ Engineering Management/ Project Management having at least 7 years post-qualification professional experience of projects in Public/Private sector (especially PPP Projects) with good understanding of Engineering Market Development and various PPP Business models/methodologies.</li> <li>Age: 45 years (Maximum), Salary Package: MP-II to MP-I</li> </ul>
7	Deputy Director General (Capital Market Development) Position: 01	<ul style="list-style-type: none"> <li>CA/ CMA/ ACCA/ Masters in Finance having at least 7 years post-qualification professional experience of working with Financial Institutions/Capital Markets/Investments Funds and good understanding of PPP Business Models/Methodologies.</li> <li>Age: 45 years (Maximum), Salary Package: MP-II to MP-I</li> </ul>
8	Deputy Director General - Projects (Infrastructure) Position: 01	<ul style="list-style-type: none"> <li>Master in Project Management/ Civil Engineering/Engineering Management having at least 7 years post-qualification professional experience in large scale Infrastructure Development Projects/Project Management/Contract Management;</li> <li>Experience in PPP projects will be given weightage.</li> <li>Age: 45 years (Maximum), Salary Package: MP-II to MP-I</li> </ul>
9	Deputy Director General - Projects (Social Sector) Position: 01	<ul style="list-style-type: none"> <li>Master in Project Management/ Engineering Management/Business Administration (Finance) having at least 7 years post-qualification professional experience in large scale Infrastructure Community Development Projects/Public Project Management/ Contract Management;</li> <li>Experience in PPP projects will be preferred.</li> <li>Age: 45 years (Maximum), Salary Package: MP-II to MP-I</li> </ul>
10	Legal Advisor Position: 01	<ul style="list-style-type: none"> <li>LLM/ Barrister at Law having at least 7 years post-qualification professional experience and registered with Bar;</li> <li>Knowledge of Public Financial Rules as well as Legal Documentation of PPP Agreements/Contract Management.</li> <li>Age: 45 years (Maximum), Salary Package: MP-III to MP-II</li> </ul>
11	Financial Advisor Position: 01	<ul style="list-style-type: none"> <li>CA/ CMA/ ACCA/ ACCA having at least 7 years post-qualification professional experience in leading program / projects (preferably PPP Projects) with thorough understanding of Financial Models and Financial Appraisal Tools for evaluation of PPP Projects proposals.</li> <li>Knowledge of Capital Markets and Investment Funds will be an added advantage.</li> <li>Age: 45 years (Maximum), Salary Package: MP-III to MP-II</li> </ul>
12	Information Technology Specialist Position: 01	<ul style="list-style-type: none"> <li>Master degree in Computer Science/Bachelors (Hons.) in Computer System Engineering/ Computer Software Engineering having at least five (05) years professional experience of Network Development/Management, Database Management Systems (DBMS), Computer Programming and Software Development in working in public or private sector organizations.</li> <li>Age: 35 years (Maximum), Salary Package: MP-III to MP-II</li> </ul>
13	Procurement Specialist Position: 01	<ul style="list-style-type: none"> <li>Master in Business Administration/ Supply Chain Management (focus on large scale complex procurement) having at least 05 years post-qualification professional experience of dealing with complex Goods/Works/Services in large scale Development or projects in Public/Private Sector; with deep understanding of Procurement Process in PPP projects.</li> <li>Well conversant with public procurement procedures under Punjab Procurement Rules and other applicable laws/ rules/ policies as well as PPP Act 2019.</li> <li>Age: 40 years (Maximum), Salary Package: MP-III to MP-II</li> </ul>
14	Human Resource (HR) Specialist Position: 01	<ul style="list-style-type: none"> <li>Master in Business Administration (HR)/ Human Resource Management/Human Resource Development having at least 05 years post-qualification professional experience of human resource hiring, management, training and development formulation and implementation of HR Policies in large scale public or private sector organization(s).</li> <li>Age: 40 years (Maximum), Salary Package: MP-III to MP-II</li> </ul>
15	Environment Specialist Position: 01	<ul style="list-style-type: none"> <li>Master degree in Environmental Sciences/Environmental Engineering/ Environment Management having at least 7 years' post-qualification professional experience of working in a similar position in Public/Private sector organization(s).</li> <li>Age: 40 years (Maximum), Salary Package: MP-III to MP-II</li> </ul>
16	Gender & Social Safeguard Specialist Position: 01	<ul style="list-style-type: none"> <li>Master in Gender Studies/ Sociology/ Social Work having at least 7 years of post-qualification professional experience of working in a similar position in Public/Private sector organization(s).</li> <li>Demonstrated experience in designing/ developing a gender strategy and policy, providing gender training to various target groups.</li> <li>Age: 40 years (Maximum), Salary Package: MP-III to MP-II</li> </ul>
17	Communication Specialist Position: 01	<ul style="list-style-type: none"> <li>Masters in Mass Communication/ Journalism/Media Studies having at least 7 years post-qualification professional experience of developing and implementing communication strategies in Public and Private sector organization(s).</li> <li>Age: 40 years (Maximum), Salary Package: MP-III to MP-II</li> </ul>
18	Contract Specialist Position: 01	<ul style="list-style-type: none"> <li>Masters in Civil Engineering/ Contract Management/Project Management/Engineering Management having at least 07 years post qualification professional experience in contract management (preferably in PPP Projects) in Public and Private sector organization(s).</li> <li>Candidates having an additional degree in Law will be given preference.</li> <li>Age: 40 years (Maximum), Salary Package: MP-III to MP-II</li> </ul>
19	Manager Administration Position: 01	<ul style="list-style-type: none"> <li>MBA/ MPA having at least 5 years post-qualification professional experience of working in a similar position in large scale Public/Private sector organization(s).</li> <li>Age: 40 years (Maximum), Salary Package: MP-III to MP-II</li> </ul>
20	Manager (Budget & Account) Position: 01	<ul style="list-style-type: none"> <li>Master in Business Administration (Accounting or Finance)/Economics/Finance/ Commerce having at least 5 years post-qualification professional experience in a similar position with good hands on expertise in dealing with Budget, Finance and Accounts of large Public/Private sector organization(s).</li> <li>Age: 40 years (Maximum), Salary Package: MP-III to MP-II</li> </ul>
21	Assistant Manager (Monitoring) Position: 01	<ul style="list-style-type: none"> <li>Master in Project Management/MBA/Finance/Economics/Finance, or BSc./BS(Hons) in Civil Engineering/Engineering Management having at least 4 years post-qualification professional experience of monitoring and quality assurance in public or private sector development projects/organizations;</li> <li>Experience of Monitoring, operations and strategic management of public-private partnership infrastructure project(s) will be preferred.</li> <li>Age: 35 years (maximum), Salary Package: Rs. 150,000-200,000/-</li> </ul>
22	Assistant Manager (Evaluation) Position: 01	<ul style="list-style-type: none"> <li>Master in Project Management/MBA/Finance/Economics/Finance, or BSc./BS(Hons) in Civil Engineering/Engineering Management having at least 4 years post-qualification professional experience of evaluations in public or private sector development projects/organizations;</li> <li>Experience of evaluation and strategic management of public-private partnership infrastructure project(s) will be preferred.</li> <li>Age: 35 years (maximum), Salary Package: Rs. 150,000 - 200,000/-</li> </ul>
23	Assistant Manager Engineering Market Development Position: 01	<ul style="list-style-type: none"> <li>BSc/BS(Hons) in Engineering/ Engineering Management/ Masters in Project Management having at least 4 years post-qualification professional experience of projects in Public/Private sector (especially PPP Projects) with good understanding of Engineering Market Development and various PPP Business models/methodologies.</li> <li>Age: 35 years (Maximum), Salary Package: Rs. 150,000 - 200,000/-</li> </ul>
24	Assistant Manager Capital Market Development Position: 01	<ul style="list-style-type: none"> <li>Masters in Finance/ MBA (Finance) having at least 4 years post-qualification professional experience of working with Financial Institutions/Capital Markets/Investments Funds and good understanding of PPP Business Models/Methodologies.</li> <li>Age: 35 years (Maximum), Salary Package: Rs. 150,000-200,000/-</li> </ul>
25	Assistant Manager (Legal) Position: 01	<ul style="list-style-type: none"> <li>LLB with at least 4 years post-qualification professional experience and registration with relevant Bar Council;</li> <li>Knowledge of Public Financial Rules as well as Legal Documentation of PPP Agreements/Contract Management.</li> <li>Age: 35 years (Maximum), Salary Package: Rs. 150,000-200,000/-</li> </ul>
26	Assistant Manager (Financial Analyst) Position: 01	<ul style="list-style-type: none"> <li>Masters in Finance/ MBA/Finance) having at least 4 years post-qualification professional experience in leading program / projects (preferably PPP Projects) with thorough understanding of Financial Models and Financial Appraisal Tools for evaluation of PPP Projects proposals.</li> <li>Knowledge of Capital Markets and Investment Funds will be an added advantage.</li> <li>Age: 35 years (Maximum), Salary Package: Rs. 150,000 - 200,000/-</li> </ul>
27	Accounts Officer Position: 01	<ul style="list-style-type: none"> <li>Master in Business Administration (Accounting or Finance)/Finance/ Commerce having at least 4 years post-qualification professional experience in a similar position with good hands on expertise in dealing with Budget, Finance and Accounts of large Public/Private sector organization(s).</li> <li>Age: 35 years (Maximum), Salary Package: Rs. 150,000 - 200,000/-</li> </ul>
28	Quantity Surveyor Position: 01	<ul style="list-style-type: none"> <li>DAE (Civil) having at least 05 years post-qualification professional experience in a similar position in a well reputed Public/Private sector organization(s).</li> <li>Candidates having Diploma/Certification in Quantity Surveying from a well-reputed organization will be given advantage.</li> <li>Age: 35 years (Maximum), Salary Package: Rs. 100,000-125,000/-</li> </ul>
29	Land Surveyor Position: 01	<ul style="list-style-type: none"> <li>DAE (Civil) having at least 05 years post-qualification professional experience in a similar position in a well reputed Public/Private sector organization(s).</li> <li>Land surveying experience in large scale construction projects will be preferred.</li> <li>Candidates having Diploma/Certification in Land Surveying from a well-reputed organization will be given advantage.</li> <li>Age: 35 years (Maximum), Salary Package: Rs. 100,000 - 125,000/-</li> </ul>
30	Liaison Officer/ Coordinator Position: 01	<ul style="list-style-type: none"> <li>Master's degree in Communication Studies/ MBA/ MPA having at least 03 years post-qualification professional experience in a similar position in a well reputed Public/Private sector organization(s).</li> <li>Age: 35 years (Maximum), Salary Package: Rs. 100,000-125,000/-</li> </ul>
31	Graphic Designer Position: 01	<ul style="list-style-type: none"> <li>Graduate Degree in Graphic Design/ Fine Arts having at least 03 years post-qualification professional experience in a similar position in a well reputed Public/Private sector organization(s).</li> <li>Hands on experience of working on latest graphic designing softwares.</li> <li>Age: 35 years (Maximum), Salary Package: Rs. 100,000 -125,000/-</li> </ul>
32	Cashier Position: 01	<ul style="list-style-type: none"> <li>Bachelor's degree in Business Administration/ Commerce/ Accounting having at least 03 years post-qualification professional experience in Accounts/Cash Management in a similar position in a well reputed Public/Private sector organization(s).</li> <li>Age: 35 years (Maximum), Salary Package: Rs. 100,000 -125,000/-</li> </ul>
33	Assistant Positions: 08	<ul style="list-style-type: none"> <li>Bachelor's degree/ BS(Hons) having at least 03 years of post-qualification professional experience in a similar position in a well reputed Public/Private sector organization(s).</li> <li>Proficiency in basic computer skills, e.g. MS Office, Excel, Power Point Email etc.;</li> <li>Expertise in Drafting Letters/Reports, Secretarial work and Record Keeping.</li> <li>Age: 30 years (Maximum), Salary Package: Rs. 80,000 - 80,000/-</li> </ul>
34	Office Secretary Positions: 02	<ul style="list-style-type: none"> <li>Bachelor's degree/ BS(Hons) having at least 03 years of post-qualification professional experience in a similar position in a well reputed Public/ Private sector organization(s).</li> <li>Proficiency in basic computer skills, e.g. MS Office, Excel, Power Point Email etc.;</li> <li>Experience of provision of Secretarial support, maintenance of record, coordination and liaison with other departments and keeping schedule of the meetings of concerned officers is required.</li> <li>Age: 30 years (Maximum), Salary Package: Rs. 80,000-100,000/-</li> </ul>
35	Stenographer Positions: 03	<ul style="list-style-type: none"> <li>Intermediates or equivalent having at least 02 years post-qualification professional experience in a similar position in a well reputed Public/Private sector organization(s).</li> <li>Three (03) months Office Automation Certificate in computer operations covering MS Word, MS Excel, MS PowerPoint, usage of Internet and Email from a recognized Institute.</li> <li>Speed of 70 W.P.M in shorthand in English and 35 W.P.M typing speed on typewriter or on Computer.</li> <li>Age: 30 years (Maximum), Salary Package: Rs. 50,000 - 75,000/-</li> </ul>
36	Desk Runner Position: 02	<ul style="list-style-type: none"> <li>Middle - having 2 years relevant experience with a valid Motorcycle /Motor Car driving license.</li> <li>Candidates should be well versed with all Public Offices at Lahore and their dispatch/Diary &amp; Receipt systems.</li> <li>Age: 35 years (Maximum), Salary Package: Rs. 25,000 - 40,000/-</li> </ul>
37	Driver Positions: 06	<ul style="list-style-type: none"> <li>Middle - having at least 05 years of LTV driving experience;</li> <li>Must possessed valid LTV driving License</li> <li>Age: 35 years (Maximum), Salary Package: Rs. 25,000 - 40,000/-</li> </ul>
38	Office Boy Positions: 11	<ul style="list-style-type: none"> <li>Primary -Should be physically fit having at least 1 year experience in a similar position in a Public/Private organization</li> <li>Age: 35 years (Maximum), Salary Package: Rs. 18,000 - 25,000/-</li> </ul>

### General Conditions

- Applicants domiciled in Punjab Province of Pakistan should apply online through Punjab Job Portal website ([www.jobs.punjab.gov.pk](http://www.jobs.punjab.gov.pk)) latest by 28th July 2020.
- Only on-line applications will be accepted. No hard copy of application will be accepted.
- Detailed eligibility criteria and TORs are available on PPP Cell website: [www.ppp.punjab.gov.pk](http://www.ppp.punjab.gov.pk) as well as on Punjab Job Portal website [www.jobs.punjab.gov.pk](http://www.jobs.punjab.gov.pk).
- It is mandatory for all candidates to upload the scan copies of their academic and job experience certificates while applying against any of the above position(s).
- Incomplete applications or those received without relevant documents shall be rejected.
- The age of the candidates will be calculated on the last date of submission of application.
- Submission of fake documents or concealment of any fact will lead to disqualification of the candidate.
- All appointments against above positions will be made on contract basis.
- The salaries for each position are negotiable within the given range mentioned against each post. However, the Recruitment Committee shall fix the salaries commensurate with the qualification/experience and skillset of the selected candidates.
- In-service employees of the Public Sector Organization may apply against above vacancies through proper channel along with departmental NOC.
- In case of their selection against any of the above vacancies, their salaries shall be fixed in accordance with the instructions of the Finance Department, Govt. of the Punjab in this regard.
- Only short listed candidates shall be invited for test/interview. No TADA will be admissible.

### Manager Admin