



**GOVERNMENT OF THE PUNJAB
PROGRAM COORDINATION UNIT
PUNJAB GREEN DEVELOPMENT PROGRAM (PGDP)**

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VACANCIES ANNOUNCEMENT

Program Coordination Unit (PCU), Planning & Development Board, Government of Punjab is looking after the monitoring & coordination of World Bank funded Punjab Green Development Program. The project aims to strengthen Environmental Governance and promote Green Investments. For this purpose, the project tends to hire the services of following individuals having qualifications and experience mentioned below:

Sr #	Position	Qualification/Experience/Skills	No. of Post(s)
01.	Sr. Program Specialist (Maximum Age Limit: 55 Years)	<ul style="list-style-type: none"> The incumbent should possess Master's degree / 18 years of education in Engineering/ Natural Resources, Environmental Sciences from HEC recognized university. At least fifteen (15) years of experience in project management and implementation including 5 years' experience in public sector. He/she must have ability to manage a multi-disciplinary team of professionals having sound analytical approach to address technical, institutional, financial, and policy considerations in the project besides, having fluency in spoken and written English. Experience of working in or with government organization and having foreign exposure will be preferred Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-20 as per Government's policies prevailing at time 	01
02.	Environmental Design & Implementation Specialist (Maximum Age Limit: 45 Years)	<ul style="list-style-type: none"> The incumbent should possess 16 years of education leading to bachelor's degree in civil/ Environmental Engineering from HEC recognized university Having at least twelve (12) years multidisciplinary experience in planning, design, implementation and monitoring of development projects in the field of Environment, Wastewater Treatment and Water Supply schemes. Should have relevant experience in Disaster Risk Assessment/ mitigation/ protection against environmental hazards/ adherence to NEQs Candidate having specific skill set experience conducting in Environmental Impact Assessment related reports/ tools (water gem etc.) under sustainable development regime. Familiarity with Contract Management would be a plus. Should have good writing and analytical skills. Experience of working in government/semi government organizations, reputed consulting entities foreign funded projects as well as international exposure in related fields will be preferred. Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-19 as per Government's policies prevailing at time 	01
03.	Monitoring & Evaluation Specialist (Maximum Age Limit: 45 Years)	<ul style="list-style-type: none"> The incumbent should possess 16 years of education leading to B.Sc. in Civil / Environmental Engineering from HEC recognized university At least eight (08) years multidisciplinary experience in planning and monitoring of mega-projects in the field of Clean Energy, transport and disaster resilience etc. Candidates should have minimum 4 years' experience of projects appraisal and M&E in public sector organization, preferably foreign funded projects. The incumbent should be conversant with public sector monitoring & evaluation reports and related documents. The incumbent should be adept in preparation of project planning and scheduling Familiarity with planning & monitoring processes and techniques like earned value analysis, Result based Monitoring Framework, PERT, as well as planning tools like Primavera, etc. would be preferred. Should possess excellent report writing skills. Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-18 as per Government's policies prevailing at time 	01
04.	Procurement & Finance Expert (Maximum Age Limit: 45 Years)	<ul style="list-style-type: none"> Incumbent should possess ACCA/CFA/ACMA or MPA / MBA Finance or Master degree in Project Management. Higher degree in the respective field would be a plus The incumbent should possess at least three (03) years post qualification proven experience of similar work in case of ACCA/CFA/ACMA and 05 years overall experience in case of other related qualification Should have experience in preparation of the procurement plan as per requirement of Multilateral Development Banks. Possess proven skills in tendering, estimation, contract negotiation, claims handling. Should have good knowledge on preparing and implementation of contract agreements in accordance with procurement Guidelines of Multilateral Development Banks. Knowledge of Accounting Standards of Budget & Accounts. Also have experience of handling Departmental Accounts procedure & AG office procedures Have knowledge of accounts related software e.g. Peach Tree Accounting Software Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-17 as per Government's policies prevailing at time 	01
05.	Research Analyst (Resource Efficiency)	<ul style="list-style-type: none"> The incumbent should possess 16 years of bachelor's degree in Transportation Engineering / Transport Management / Mechanical Engineering/ Electrical Engineering (Power)/ Business 	01

	(Maximum Age Limit 40 Years)	<ul style="list-style-type: none"> Administration from HEC recognized university. Higher degree in the respective field would be a plus The incumbent should possess at least five (5) years post qualification proven experience of similar work. The preference will be given to the incumbents, who have experience of foreign aided projects in Pakistan The incumbent should be adept in preparation of project planning and scheduling Familiarity with planning & monitoring processes and techniques like earned value analysis. Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-17 as per Government's policies prevailing at time 	01
06	Research Analyst (Environmental Policy & Safeguard) (Maximum Age Limit: 40 Years)	<ul style="list-style-type: none"> The incumbent should possess 16 years of education with Bachelor (Hons.) or equivalent degree in Environmental Sciences / Environmental Engineering / Atmospheric Science Higher degree in the respective field would be a plus The incumbent should possess at least five (05) years post qualification proven experience of similar work. Experience and good knowledge of the usage of computers, M&E tools, and office software packages (MS Word, Excel, Project etc.) are desired The preference will be given to the incumbents, who have experience of foreign aided projects in Pakistan The incumbent must have strong communication skills with good writing and spoken skills in English and Urdu languages Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-17 as per Government's policies prevailing at time 	01
07	Research Analyst (Environmental Communication) (Maximum Age Limit: 40 Years)	<ul style="list-style-type: none"> The incumbent should possess 16 years of education with Bachelor (Hons.) or equivalent degree in Communication Studies / Journalism / Media Studies. Higher degree in the respective field would be a plus The incumbent should possess at least five (05) years overall experience in similar field. Candidates should have minimum 2 years' public sector experience preferably in foreign funded projects. The incumbent should have experience of content writing/ newsletter/ publication, and arranging variety of seminars etc. Experience of public sector social media accounts for dissemination of information The incumbent must have strong press release/report writing skills. The fluency in spoken and written Urdu and English is required Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-17 as per Government's policies prevailing at time 	01
08	Research Analyst (Environmental Informatics) (Maximum Age Limit: 40 Years)	<ul style="list-style-type: none"> The incumbent should possess 16 years of education with Bachelor (Hons.) or equivalent degree in Computer Sciences / Information Technology. Higher degree in the respective field would be a plus. The incumbent should possess at least five (05) years' experience in Computer-based systems and websites/web-based tools for environment and climate related processing, research, monitoring and control, data analysis, and decision support systems The experience in public sector would be an advantage with experience of foreign aided project Sufficient knowledge of Multi-lateral Environmental Agreements (MEAs) The incumbent should have research experience, preferably with published paper. Experience and good knowledge of the usage of any environment or climate risk screening tool e.g. PACT etc. Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-17 as per Government's policies prevailing at time 	01
09	Research Associate (Resource Efficiency) (Maximum Age Limit: 40 Years)	<ul style="list-style-type: none"> The incumbent should possess 16 years of bachelor's degree in Transportation Engineering / Mechanical Engineering/ Electrical Engineering (Power) from HEC recognized university. Higher degree in the respective field would be a plus. The incumbent should possess at least two (02) years post qualification proven experience of similar work in public sector projects The preference will be given to the incumbents, who have experience of foreign aided projects in Pakistan The incumbent should be adept in preparation of project planning and scheduling Familiarity with planning & monitoring processes and techniques like earned value analysis. Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-16 as per Government's policies prevailing at time 	01
10	Research Associate (Sustainable Development) (Maximum Age Limit: 40 Years)	<ul style="list-style-type: none"> The incumbent should possess 16 years of education with Bachelor (Hons.) or equivalent degree in Biotechnology / Health Sciences/Policy / Environmental Sciences / Environmental Economics. The incumbent should possess at least two (02) years post qualification of undertaking research and analytical work in public/private sector projects Should be familiar to desk reviews relating to domestic and international healthcare systems and multi-sectoral nutrition strategies. Experience and good knowledge of the usage of computer / IT Office and (MS Word, Excel, Project etc.) are desired Preference will be given to the incumbents, who have exposure to similar work under foreign-aided projects in the province 	01

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<p>11. Research Associate (Environmental Policy & Safeguard) (Maximum Age Limit: 40 Years)</p>	<ul style="list-style-type: none"> The incumbent must have strong communication skills with good writing and spoken skills in English and Urdu languages Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-15 as per Government's policies prevailing at time The incumbent should possess 16 years of education with Bachelor (Hons.) or equivalent degree in Environmental Sciences/Environmental Engineering / Environmental Policy Management / Atmospheric Sciences or related fields The incumbent should possess at least two (02) years post qualification of undertaking research and analytical work in public sector projects Should be familiar to desk reviews relating to domestic and international environment and natural resources standards and strategies Experience and good knowledge of the usage of computer / IT Office and (MS Word, Excel, Project etc. are desired Preference will be given to the incumbents, who have exposure to similar work under foreign-aided projects in the province. The incumbent must have strong communication skills with good writing and spoken skills in English and Urdu languages. Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-16 as per Government's policies prevailing at time 	<p>01</p>
<p>12. Network Support Associate (Maximum Age Limit: 40 Years)</p>	<ul style="list-style-type: none"> The incumbent should possess 16 years of education with Bachelor's (Hons) or equivalent degree in Computer Engineering/ Telecom engineering / Software Engineering/ Computer Sciences / Information Technology/ Space Sciences / or MS in Computer Network and Security from a HEC recognized university. Higher degree in the respective field or certification in CCNA or MCTIP would be a plus The incumbent should possess at least four (04) years' specific experience after qualification in similar services in planning, designing, building, implementing, operation and maintenance of information system in a Government or Semi Government or National or International organizations Knowledge of OS patches, upgrades, administrative tools, upgrade and configure operating system. Should have experience as a System/Network management, Windows / Unix based server platforms, switches, routers, wireless, firewalls, load balancers, and other network-related appliances; CISCO, Juniper etc Familiarity with DB installations (MS SQL, Web Server). Data backup, ability to grasp new skills quickly. Have basic knowledge of development and management of the core information technology infrastructure, GIS and optimization of key processes. Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-16 as per Government's policies prevailing at time 	<p>01</p>
<p>13. Graphic Designer (Maximum Age Limit: 35 years)</p>	<ul style="list-style-type: none"> The incumbent should possess 16 years of education with Bachelor (Hons.) or equivalent degree in Multimedia Arts or diploma in related fields. The incumbent should possess at least three (03) year overall experience in similar field Skills including Illustrator, Photoshop, knowledge of 3D, animation and flash should be preferred Must have strong communication & presentation skills. Government officers/officials can apply through proper channel. Salary / additional charge / allowances will be admissible as per rules notified by the Finance Department / Government's policies prevailing at time 	<p>01</p>
<p>14. Admin & Accounts Assistant (Maximum Age Limit: 35 Years)</p>	<ul style="list-style-type: none"> The incumbent should possess 16 years of education with Bachelor (Hons) or equivalent degree in Commerce / Business Administration/Finance or related fields. Must have minimum two (02) years post qualification experience of preparing / maintaining of accounts in private / government / semi government organization Should be well aware of Accounting Standards of Budget and Accounts. Also have experience of handling Departmental Accounts procedure & AG office procedures Have strong knowledge of accounts related software e.g. Peach Tree Accounting Software Government officers/officials can apply through proper channel. Salary / additional charge / allowances will be admissible as per rules notified by the Finance Department / Government's policies prevailing at time 	<p>01</p>
<p>15. Auto CAD Operator (Maximum Age Limit: 45 years)</p>	<ul style="list-style-type: none"> The incumbent should possess F.Sc (Pre-Engineering) / DAE with certification in AutoCAD from any reputable institution. The incumbent should have at least 5 years of relevant experience. Proficient in AutoCAD creating 2D and 3D Drawings. Must be able to read and draw plans, elevations, details, sections, etc. in architectural drawings with ease. Excellent communication skills, ability to work well in a collaborative environment. Government officers/officials can apply through proper channel. Salary / additional charge / allowances will be admissible as per rules notified by the Finance Department / Government's policies prevailing at time 	<p>01</p>
<p>16. Document Controller (Maximum Age Limit: 45 years)</p>	<ul style="list-style-type: none"> The incumbent should possess 16 years of education with Bachelor (Hons) or equivalent degree in Economics / Statistics / Computer Sciences / Library Sciences or related fields. Should have minimum five (05) year experience (including 02 years in Public Sector) in maintenance of records / emails / documents Good knowledge of documentation and data archiving. Should be able to work independently as well as in team. 	<p>01</p>

		<ul style="list-style-type: none"> • Should have a good knowledge of the usage of computer / web surfing/ IT tools and (MS Word, Excel, Project etc. are desired • Government officers/officials can apply through proper channel. Salary / additional charge / allowances will be admissible as per rules notified by the Finance Department / Government's policies prevailing at time 	
17.	Office Assistant / Store In-charge (Maximum Age Limit: 50 years)	<ul style="list-style-type: none"> • Intermediate or equivalent from a recognized institute. • The incumbent should have at least ten (10) years of relevant experience. • Knowledge of MS Office package. • Government officers/officials can apply through proper channel. Salary / additional charge / allowances will be admissible as per rules notified by the Finance Department / Government's policies prevailing at time 	01
18.	Data Processing Assistant (Maximum age limit: 40 years)	<ul style="list-style-type: none"> • Intermediate or equivalent degree from a recognized institute. • Experience • The incumbent should have at least five (05) years of relevant experience. • Command in MS Office package. • Government officers/officials can apply through proper channel. Salary / additional charge / allowances will be admissible as per rules notified by the Finance Department / Government's policies prevailing at time 	02
19.	Office Boy (Maximum age limit: 30 years)	<ul style="list-style-type: none"> • Middle • Should have experience of different office environment 	04
20.	Dispatch Rider (Maximum age limit: 40 years)	<ul style="list-style-type: none"> • Matric (2nd division from a recognized board) • Valid motorcycle driving license 	01
21.	Security Guard (Maximum Age limit: 45)	<ul style="list-style-type: none"> • Middle with sound health / physic • Ex-service men will be preferred 	02
22.	Sweeper (Maximum Age limit: 40)	<ul style="list-style-type: none"> • Literate 	02

- Prospective applicants are advised to read requisite qualification, age, experience, and job descriptions thoroughly available on departmental Website, i.e. www.pndpunjab.gov.pk for better understanding of the project / roles / responsibilities.
- All positions are project based for the duration of the project.
- Interested candidates from Sr. # 1 to 18 can only apply through Punjab job portal www.jobs.punjab.gov.pk. Hard copies of documents against respective Sr. numbers will NOT be accepted. The last date of submission of applications for the posts from Sr. no 1 to 18 is June 25, 2021
- Interested candidates from Sr. # 19 to 22 may send their applications by post including updated CVs, attested copies of CNIC, Passport size photographs, educational and experience certificates on the address mentioned below. Last date of submission for posts from sr. no 19 to 22 is June 25, 2021 (before office closing timings).
- Incomplete / irrelevant applications without requisite experience / documents are liable to be rejected.
- Only shortlisted candidates will be called for test / interview.
- If any instruction available on the website or advertisement is found contradictory to the relevant Law, Rules and Regulations and Policy Decisions, the relevant Laws, Rules and Regulations and Policy Decisions of the Punjab Government will prevail over the institutions.
- Persons already in Government Service should send their applications through proper channel and attach NOC issued by the concerned Department / employer.
- No TA/DA shall be admissible to those called for test / interview.
- The competent authority reserves the rights to increase/decrease the number of positions or cancellation of any position without any reason.
- All recruitments will be made as per applicable Government Policies / Rules / Regulations of contract appointment.

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