



**GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT BOARD
PUNJAB REFORM MANAGEMENT PROGRAM
PROGRAM MANAGEMENT UNIT**

POSITIONS AVAILABLE

Punjab Reform Management Program (PRMP) is working under the administrative control of Planning & Development Board, Government of Punjab. The posts mentioned below are lying vacant in Program Management Unit (PMU), PRMP which are required to be filled in immediately, purely on contract basis. Suitable candidates, both from private and public sectors, are encouraged to apply for these posts. Qualifications and Experience required for these posts are mentioned below;

Sr. No.	Position	Qualifications/ Experience/ Age	No. of Posts
01	Additional Program Director	Qualification: Master Degree in Social Sciences, preferably in Economics, Finance, Management or Planning from reputed/recognized foreign university. Experience: i. At least twelve years of work experience in public sector, private or non-government sector or international organizations. ii. Communication, report writing and presentation skills. iii. Prior experience of having worked for foreign aided projects in governance or social sector will be preferred. iv. Candidates who are well versed with donor funded program's implementation will be preferred. Maximum age: 45 Years	01
02	Deputy Program Director	Qualification: Master Degree in Social Sciences, Economics, Finance, Management and Planning from reputed/recognized foreign university. Experience: i. At least ten years of work experience in public, private or non-government sector. ii. Prior experience of foreign aided projects in governance or social sector will be preferred. iii. Good report writing and presentation skills. Maximum age: 45 Years	03
03	Assistant Director	Qualification: Master degree in Economics, Finance, Management or Planning from reputed/ recognized foreign/ local university. Experience: i. At least five Years of work experience in public, private or non-government sector. ii. Prior experience of foreign aided projects in governance or social sectors will be preferred. iii. Good report writing and presentation skills. Maximum Age: 40 Years.	02
04	Office Secretary	Qualification: Graduation from a recognized university. Excellent computer proficiency; Good Short-hand / Typing speed. Experience: i. At least five years of experience of office management in public sector or a reputable organization. ii. Shorthand and good typing speed will be preferred. Maximum Age: 35 Years.	01
05	Junior Office Secretary	Qualification: Graduation with computer proficiency in office based software. Excellent computer proficiency. Good short-hand / typing speed.. Experience: i. At least three years of work experience in public sector or a reputable organization. ii. Shorthand and good typing speed will be preferred. Maximum Age:- 35 Years	01
06	Sweeper	Experience: i. Appropriate janitorial Experience. Maximum age: 55 Years	01



PRMP

Applications along with updated CV, latest photograph, copy of CNIC and photocopies of all educational certificates, degrees and transcripts from HEC recognized universities, duly attested, should be submitted at the below mentioned address. The applicants should clearly mention years of experience and qualification at the top of the CV. Government employees are required to submit N.O.C from their present employer with their application. Incomplete applications or applications received after due date will not be considered. PRMP reserves the right to increase/decrease positions/withhold appointment against any position. Only short-listed candidates will be invited for interview and no TA/DA will be paid in this regard. The service of those selected applications will be terminated whose degree(s)/educational certificates are found bogus. The government servants should send their applications through proper channel. Market based remuneration package shall be offered to the selected private candidates as per government approved policy. The candidates who will be selected from public sector shall be paid according to Finance Department, Govt. of the Punjab notifications / policy.

Applications should reach at the following address latest by **16th December, 2019 (Monday)** during office hours.

PROGRAM DIRECTOR

**Program Management Unit (PMU),
Punjab Reform Management Program (PRMP),
184-A, Upper Mall Scheme, Behind NIPA, Lahore.
Ph# 042-99200508/35755415, Fax# 042-99204194
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