



**PRIMARY & SECONDARY HEALTHCARE DEPARTMENT
GOVERNMENT OF THE PUNJAB**

JOB OPPORTUNITIES

Primary & Secondary Healthcare Department, Government of the Punjab, Invites application from qualified and experienced individuals domiciled in the Punjab for posts on contract basis for Capacity Strengthening Unit of Planning Wing. The qualification and experience required for each post is as under:

Sr.	Name of the Post	No. of Posts	Qualification	Experience & Skills	Monthly Pay Package	Age Limit
1	Project Development Specialist	01	MA/MSc in economics, Finance, Business Administration or Project Management from HEC recognized university. Qualification in Project Management will be preferred.	10 Years' experience in Project Development, Monitoring & Evaluation of Development Projects. Experience in donor founded projects will be an added advantage. Should be computer literate having experience of project development related computer Software like MS Project, Primavera, SPSS and STATA	Rs. 250,000/-	30-50 Years
2	IT Expert	01	Sixteen years education in Computer Science, Software Engineering, information Technology from HEC recognized University.	07 Years' of software development experience required. Ability to accurately gather, analyze and interpret data, identify and define problems and make recommendations for resolution. Effective time management and organizational skills. Proven ability to develop and maintain positive working relationships. Must be comfortable with rapidly changing and/or loosely defined requirements that are refined over time. Skilled at active listening and capable of facilitating discussions. Able to take a variety of tasks from start to finish with minimal supervision	Rs. 200,000/-	30-50 Years
3	Financial Expert	01	Sixteen years of education in finance, Accounting, Business Administration Commerce from HEC recognized university or CA/ACCA/ACMA.	Around 07 years' experience with public / private sector in relevant fields. Familiar with the latest accounting rules and regulations and have experience of handling financial management ERP software's. Should be well aware of Accounting Standards of Budget & Accounts. Also have experience of handling Departmental Accounts procedure & AG office procedures. Motivated, having strong analytical, interpersonal and leadership skills to manage lead and guide team of finance and administration staff in enhancing their effectiveness in a professional environment.	Rs. 200,000/-	30-50 Years

4	Procurement Specialist	01	Sixteen years' of education on Finance, Business administration from HEC recognized university.	Around 07 years' experience of consultancy services / work as procurement expert in major project / department. Must be well versant with PPRA rules.	Rs. 200,000/-	30-50 Years
5	Monitoring & Evaluation Specialist	01	Sixteen years of education in Economics, Finance, Business Administration and Project Management from HEC recognized university.	At least 07 years' experience in monitoring & evaluation of Development Projects. Should be computer literate having experience of computer Software's Office Suit & Primavera.	Rs. 200,000/-	30-50 Years
6	Planning (Consulting / Specialist)	02	Sixteen years of education on Economics, Commerce, Statistics and Business Administration.	At least 10 years of experience in development planning / planning management.	Rs. 200,000/-	30-50 Years
7	Research Associates	06	Sixteen years education in Economics, Statistics, Environmental Sciences, Business Administration, Computer Sciences, information Technology.	Must have strong communication & presentation skills. Proficiency in written as well as spoken English.	Rs. 50,000/-	25-35 Years

1. No TA/DA will be admissible when called for interview or joining the service.
2. Candidates fulfilling the abovementioned criteria shall be responsible for the smooth, efficient and organized functioning of their respective wing.
3. The provincial quotas shall be applicable for the above mentioned posts @ 15% for women, 5% for Minority and 3% for Disabled Persons.
4. General Age relaxation shall be applicable in maximum / upper age limit as per prevailing policies of Govt. of the Punjab.
5. Recruitment shall be made as per provisions of the Contract Appointment Policy, 2004 of the Government of the Punjab.
6. In case a candidate wished to apply for more than one post, he/she must submit separate application for each post.
7. Candidates should send their applications along with detailed CV, a passport size photograph & a copy of CNIC through courier/registered post on below mentioned address latest by **07th September, 2016 (Monday)**.

Additional Secretary (Development / Budget and Accounts)
Government of the Punjab
Primary & Secondary Healthcare Department,
1-Bird Wood Road, Lahore
Phone # 042-99205839