



MONDAY MARCH 12, 2018

GOVERNMENT OF THE PUNJAB
OFFICE OF THE INCHARGE PUNJAB EDUCATION INITIATIVES
MANAGEMENT AUTHORITY (PEIMA/PSSP)
CAREER OPPORTUNITIES AT PUNJAB EDUCATION INITIATIVES MANAGEMENT AUTHORITY
(PEIMA/PSSP)

Punjab Education Initiatives Management Authority (PEIMA/PSSP) is initiative of the Government of Punjab to improve quality of education in low performing public schools. This is a noncommercial, non-profit program with aim to provide free of cost quality education in existing public schools through involvement of private sector. The PEIMA/PSSP seeks ambitious and experienced persons for the following positions:-

Sr.	Position	No. of Posts	Max. Age	Educational Qualification	Experience
1.	Additional Director (Finance)	1	45 Yrs	CA/ACCA/ACMA / Relevant Masters/ 4 years Graduation from HEC recognized university.	At least 08 years post qualification experience including 4 years at a managerial level in a medium sized organization in the field of financial management, fund management, analysis of financial statement and financial reporting. Must possess good presentation and analytical skills. Communication and interpersonal skills. Proficiency in MS Office. Expertise in handling computerized accounting software.
2.	Deputy Director (Finance)	1	40 Yrs	CA /ACCA/ ACMA/ Relevant Masters/ 4 Years Graduation.	At least 06 years post qualification experience in the field of financial management, fund management and analysis of financial statements. Possess good analytical, communication interpersonal skills. Proficiency in MS Office. Experience of handling Computerized Accounting Software.
3.	Deputy Director (HR)	1	40 Yrs	Masters/ 4 Years Graduation in Human Resource or Business & Management sciences (specialization in HR) from HEC recognized university	8 Years post qualification experience of HRM various functions including organizational planning, recruitment, organization development, employee relations, training, employee performance & development
4.	Deputy Director (IT) (Network Administrator)	1	40 Yrs	Masters degree/4 Years Graduation in Computer Science/Information Technology	6 years post qualification experience. Must have experience in hardware/software troubleshoot. Strong knowledge in implementation and administration of network devices setting and maintaining policies, rights/security within a window Server 2003/2008 environment. Must have thorough understanding of the OS network model, Ethernet and TCP/IP Networking, TCP/IP based services including DNS,DHCP,HTTP,FTP,SSH,SMTP etc.
5.	Deputy Director (IT) (Software Development)	1	40 Yrs	Masters degree/4 Years Graduation in Computer Science/Information Technology	4 years post qualification experience. Must have experience of web application development using core .Net & related technologies. Must be able to design, develop & documentation of client/server, complex multi-tier distributed web based application & must be well versed in ASP.NET, VB.NET, C#, AJAX, web services, web references, LINQ,XML,SQL Server, 2005/2008 Oracle 11 G, Java Script/QUERY and CSS. Must have strong experience of object oriented programming & relational databases.
6.	Deputy Director (Audit)	1	40 Yrs	CA /ACCA/ ACMA/ Relevant Masters/ 4 years Graduation.	At least 06 years post qualification experience in the field of finance and audit. Experience to deal with Financial, Commercial/ Government Auditors. Possess good analytical, communication, interpersonal skills. Proficiency in MS Office.
7.	Deputy Director (Program)	1	40 Yrs	Master degree or Bachelors (4 years) in Sciences, Business & Management Sciences or Social Sciences discipline from HEC recognized university.	Must have 08 years post qualification experience, preferably in education related organization. Must have good communication and reporting skills. Experience of work with Government Agencies, NGOs, international and domestic donors and knowledge of Pakistan's education sector will be preferred. Must be proficient in MS Suite.
8.	Deputy Director (Legal)	1	40 Yrs	Masters/ 4 Years Graduation in LAW and Legislature from HEC recognized university.	8 Years post qualification experience including 3 years as practicing advocate in High Court.
9.	Assistant Director (Finance)	2	35 Yrs	CA-Finalist/ ACMA/ ACCA/ relevant Masters/ 4 years Graduation.	At least 04 years post qualification experience in the field of accounts and finance. Possess good analytical, communication interpersonal skills. Proficiency in MS Office. Experience of handling Computerized Accounting Software.
10.	Assistant Director (HR)	2	35 Yrs	Masters/4 Years Graduation in Human Resource or Business & Management sciences (specialization in HR) from HEC recognized university	4 Years post qualification experience of HRM functions including organizational planning, recruitment, organization development, employee relations, training, employee performance & development
11.	Assistant Director (Admin /Procurement)	4	35 Yrs	Masters/4 Years Graduation in MPA/Business & Management sciences or Social Sciences from HEC recognized university	4 Years post qualification experience of office administration, supply management, asset management, procurement and logistics.

12.	Assistant Director (IT) (Software Development)	1	35 Yrs	Master's degree/4 Years Graduation in Computer Science/Information Technology	2 years post qualification experience. Must have experience of web development & designing. Working knowledge of ASP.NET, VB.NET, AJAX, web services, web references, XML, Oracle 11 Grid SERVER 2008, DOT Net framework 2.0.3.5 & above, Java Script/QUERY. Must have strong concepts of object oriented programming & relational data bases.
13.	Assistant Director (Communication)	1	35 Yrs	Masters/4 Years Graduation in Journalism/Communication from HEC recognized university.	4 Years post qualification experience in communication, media industry (electronic & print media) or journalist role.
14.	Assistant Director (Program)	1	35 Yrs	Master degree or Bachelors (4 years) in Sciences, Business & Management Sciences or Social Sciences discipline from HEC recognized university.	Must have 04 years post qualification experience, preferably in education related organization. Must have good communication and reporting skills. Experience of work with Government Agencies, NGOs, international and domestic donors and knowledge of Pakistan's education sector will be preferred. Must be proficient in MS Suite.
15.	Assistant Director (Legal)	1	35 Yrs	Masters/4 Years Graduation in LAW and Legislature from HEC recognized university.	4 Years post qualification experience including 2 years as practicing advocate in High Court.
16.	Officer (Admin /Procurement)	1	30 Yrs	Masters/4 Years Graduation in MPA/Business & Management sciences or Social Sciences from HEC recognized university.	Fresh
17.	Officer (IT) (Network Support /Engineer)	1	30 Yrs	Master's degree/4 Years Graduation in Computer Science/Information Technology	Fresh relevant Masters/4 years Graduation

Important Note:

The appointment will be on contract basis for one year, extendable on the basis of performance. The post carries competitive market based salary & other benefits. However in case of government servant salary will be fixed as per prevalent government policy. Experience of unpaid jobs/freelancer, Internship, part time, teaching, work experience compulsory for degree program will not be accepted. Experience of working in medium size/large size organizations will only be considered. We are equal opportunity employer. Anybody who tries to influence the process of selection by any means will be disqualified. Government employees should apply through proper channel (length of service should be clearly mentioned on NOC).

General Terms and Conditions:

- The above positions are offered on contract basis for one year under the Contract Appointment Policy 2004 of the Government of Punjab.
 - The provincial quotas shall be applicable for the above mentioned posts @15% for women, 5% for minority and 3% for Disabled persons.
 - General age relaxation in upper age limit for Male Candidates= 5 Years and for Female Candidates=8 Years.
 - The Maximum/upper age limit as mentioned in above schedule shall be raised by 10 Years for disabled person to be appointed against quota for disabled.
- Procedure for submission of Application Forms:**
- All Government employees are eligible to apply through proper channel.
 - In case a candidate wishes to apply for more than one post, he/she must submit separate application form for each post.
 - Candidates can download application form from National Testing Service (NTS) website (www.nts.org.pk), along with the deposit slip of Rs. 500/-
 - Candidates shall submit duly filled Application form, 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 in any branch of HBL, UBL, MCB, or ABL on prescribed bank challan (Attached with application form downloaded from NTS website).
 - Incomplete applications or applications received after close of office hours on the last date for submission of application will not be entertained.
 - Application complete in all respects should reach NTS till 28th March, 2018.
 - Roll No. Slip shall be separately dispatched directly to candidate by NTS at least one week before the test.
 - Candidates shall have at least 50% marks in NTS test to qualify.
 - In case of large number of Candidates qualifying NTS test, Punjab Education Initiatives Management Authority (PEIMA/PSSP) reserves the right to decide upon any threshold marks/ ratio of candidates vis-à-vis to be further considered in the recruitment process/ interview.
 - The Shortlisted Candidates shall be called for final interview and list of selected candidates will be displayed on www.peima.punjab.gov.pk.
 - No TA/DA will be admissible to candidates.
 - The Authority has the right to accept/ reject or cancel any application or recruitment process.
 - No. of vacancies can also be increased or decreased any time without any notice.
 - Advertisement can also be downloaded from the website of Punjab Education Initiatives Management Authority (PEIMA/PSSP) www.peima.punjab.gov.pk/Home/JobApplication

NOTE:-

The Candidate shall specifically mention the post and faculty against which the application is submitted.

IPL-3127



FOR FURTHER INFORMATION PLEASE CONTACT
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