



Government of the Punjab

Office of the Incharge Public School Support Program (PSSP)

CAREER OPPORTUNITIES

Public School Support Program (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. (Government is in process of establishing separate authority for managing the affairs of PSSP/any other initiatives). The PSSP seeks ambitious and experienced persons for the following positions:

Sr.#	Position	No. of Posts	Salary (Rs.)	Max. Age	Educational Qualification	Experience
1	Additional Director (Finance)	1	Competitive Market Based	45 Yrs	CA/ACCA/ACMA / Relevant Masters/ 4 years Graduation from HEC recognized university.	At least 10 years 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	Competitive Market Based	40 Yrs	CA /ACCA/ ACMA/ Relevant Masters/ 4 Years Graduation from HEC recognized university.	At least 08 years 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	Competitive Market Based	40 Yrs	Masters/ 4 Years Graduation in Human Resource or Business & Management sciences (specialization in HR) from HEC recognized university	8 Years experience of HRM various functions including organizational planning, recruitment, organization development, employee relations, training, employee performance & development
4	Deputy Director (Admin)	1	Competitive Market Based	40 Yrs	Masters/ 4 Years Graduation in MPA/Business & Management sciences or Social Sciences from HEC recognized university.	8 Years experience of office administration, supply management, asset management, procurement and logistics.
5	Deputy Director (IT) (Network Administrator)	1	Competitive Market Based	40 Yrs	Masters degree/4 Years Graduation in Computer Science/Information Technology from HEC recognized university.	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.
6	Deputy Director (IT) (Software Development)	1	Competitive Market Based	40 Yrs	Masters degree/4 Years Graduation in Computer Science/Information Technology from HEC recognized university.	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/JQUERY and CSS. Must have strong concepts of object oriented programming & relational data bases.
7	Deputy Director (Audit)	1	Competitive Market Based	40 Yrs	CA /ACCA/ ACMA/ Relevant Masters/ 4 years Graduation from HEC recognized university.	At least 08 years 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.
8	Deputy Director (Program)	1	Competitive Market Based	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 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.
9	Deputy Director (Legal)	1	Competitive Market Based	40 Yrs	Masters/ 4 Years Graduation in LAW and Legislature from HEC recognized university.	8 Years experience including 3 years as practicing advocate in High Court.
10	Assistant Director (Finance)	2	Competitive Market Based	35 Yrs	CA-Finalist/ ACMA/ ACCA/ relevant Masters/ 4 years Graduation from HEC recognized university.	At least 04 years experience in the field of accounts and finance. Possess good analytical, communication interpersonal skills. Proficiency in MS Office. Experience of handling Computerized Accounting Software.
11	Assistant Director (HR)	3	Competitive Market Based	35 Yrs	Masters/4 Years Graduation in Human Resource or Business & Management sciences (specialization in HR) from HEC recognized university	4 Years experience of HRM functions including organizational planning, recruitment, organization development, employee relations, training, employee performance & development
12	Assistant Director (Admin/Procurement)	4	Competitive Market Based	35 Yrs	Masters/4 Years Graduation in MPA/Business & Management sciences or Social Sciences from HEC recognized university.	4 Years experience of office administration, supply management, asset management, procurement and logistics.

13	Assistant Director (IT) (Software Development)	1	Competitive Market Based	35 Yrs	Masters degree/4 Years Graduation in Computer Science/Information Technology from HEC recognized university.	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 G/SQL Server 2008, DOT Net framework 2.0,3.5 & above, Java Script/JQUERY. Must have strong concepts of object oriented programming & relational data bases.
14	Assistant Director (Communication)	1	Competitive Market Based	35 Yrs	Masters/4 Years Graduation in Journalism/Communication from HEC recognized university.	4 Years experience in communication, media industry (electronic & print media) or journalist role.
15	Assistant Director (Program)	1	Competitive Market Based	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 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.
16	Assistant Director (Legal)	1	Competitive Market Based	35 Yrs	Masters/ 4 Years Graduation in LAW and Legislature from HEC recognized university.	4 Years experience as practicing advocate in High Court
17	Officer (Finance)	1	Competitive Market Based	30 Yrs	Relevant Masters/ 4 Years Graduation from HEC recognized university.	Fresh Degree Holder
18	Officer (Admin/Procurement)	2	Competitive Market Based	30 Yrs	Masters/4 Years Graduation in MPA/Business & Management sciences or Social Sciences from HEC recognized university.	Fresh Degree Holder
19	Officer (IT) (Network Support Engineer)	1	Competitive Market Based	30 Yrs	Masters degree/4 Years Graduation in Computer Science/Information Technology from HEC recognized university.	Fresh Degree Holder
20	Officer (Communication)	1	Competitive Market Based	30 Yrs	Masters/4 Years Graduation in Journalism/Communication from HEC recognized university.	Fresh Degree Holder



General Terms and Conditions:-

1. The above positions are offered on contract basis which shall be extendable on the basis of satisfactory performance.
2. Government quotas for disabled, women and minorities shall be observed.
3. Experience of unpaid jobs / freelancer, internship, part time, teaching, work experience compulsory for degree program will not be accepted. Experience of working only in medium size/large size organizations may be considered only.

Procedure for submission of Application Forms:-

1. Government employees should apply through proper channel (length of service should be clearly mentioned on NOC).
2. In case a candidate wishes to apply for more than one post, he/she must submit separate application form for each post.
3. Candidates can download application form from National Testing Service (NTS) website (www.nts.org.pk), along with the deposit slip of Rs. 500/-.
4. 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.**
5. Test fee shall be paid in any branch of HBL, Meezan, MCB, or ABL on prescribed bank challan (Attached with application form downloaded from NTS website).
6. Incomplete applications or applications received after close of office hours on the last date for submission of application shall not be entertained.
7. Application complete in all respects should reach NTS till **31st July, 2017 by 4:00 pm.**
8. Roll No. Slip shall be separately dispatched directly to candidate by NTS one week before the test.
9. Candidates shall have at least 50 % marks in NTS test to be qualified.
10. In case of large number of Candidates qualifying NTS test, PSSP reserves the right to decide upon any threshold marks / ratio of candidates' vis-à-vis post for shortlisting in the recruitment process / Interview.
11. Only the Shortlist Candidates shall be called for final interview and list of selected candidates shall be displayed on "pshealth.punjab.gov.pk/pssp.aspx"
12. No Separate test / Interview call and intimation shall be made to the eligible / shortlisted candidates.
13. No TA/DA shall be admissible to candidates.
14. We are equal opportunity employer. Anybody who tries to influence the process of selection by any means shall be disqualified
15. Department has the right to accept / reject or cancel any application or recruitment process.
16. No. of vacancies can be increased or decreased at any time without any notice.
17. Advertisement can also be downloaded from the website of PSSP/Primary & Secondary Healthcare Department "pshealth.punjab.gov.pk/pssp.aspx".

Note: Primary & Secondary Healthcare Department is supporting the recruitment exercise on account of Additional Charge of Incharge Public School Support Program as entrusted by Government of the Punjab to Secretary, Primary & Secondary Healthcare Department.

 <p>NTS</p>	<p>FOR FURTHER INFORMATION PLEASE CONTACT UAN: +92-51-844-4441 National Testing Service-Pakistan NTS Headquarter: 1-E, Street No. 46, Sector 1-8/2, Islamabad IPL-9099</p>		<p>Incharge Public School Support Program / Secretary P&SHD Primary & Secondary Healthcare Department Government of Punjab Ph. 042-99205872 1 Bird Wood Road, Lahore, Pakistan</p>
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