



**HEALTH & POPULATION  
DEPARTMENT**



**PROGRAM MANAGEMENT UNIT  
PUNJAB FAMILY PLANNING PROGRAM  
(PFPP)**  
5 Montgomery Road, Lahore

**CAREER OPPORTUNITIES AT "PUNJAB FAMILY PLANNING PROGRAM"**

Health and Population Department, The Government of the Punjab, invites applications from qualified and experienced individuals for the following posts on "Contract Basis" for a World Bank funded Project titled "**Punjab Family Planning Program (PFPP)**" Government of the Punjab. The Qualification and experience required for the posts is mentioned against each post.

Sr#	Post Name	Qualification	Experience & Skills
1	<b>Communication Officer (Social &amp; Digital)</b>  PPS 08 (01 Post)	Master's or equivalent (sixteen years of education) degree in Mass Communication / Communication studies / Journalism / Media or other related discipline, from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> <li>At least three years of documentary verifiable experience of working in relevant field, after acquiring stipulated qualifications, specifically in the formulation of communication strategies / plan and handling communication initiatives in Social / digital media.</li> <li>Experience of working in development projects, preferably foreign assisted projects will be preferred.</li> </ul>
2	<b>Program Officer (Procurement)</b>  PPS 08 (01 Post)	Master's or equivalent (sixteen years of education) degree in Social Sciences /Economics Engineering/ Business Administration or relevant discipline from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan. Qualification Supply Chain Management/Procurement Management/Project Management will be preferred.	<ul style="list-style-type: none"> <li>At least three years of documentary verifiable experience, after acquiring stipulated qualifications In procurement (Goods, Works &amp; Consulting Services), preferably in the development sector.</li> <li>Demonstrated in-depth understanding of procurement cycle management.</li> <li>Knowledge and implementation experience of various international /national/sub-national public procurement rules shall be preferred.</li> </ul>

**General Terms and Conditions:**

- Detailed Terms of Reference (ToRs) are available on <https://pshealthpunjab.gov.pk/Home/Jobs>
- These vacancies are post specific and non-transferable.
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- Application complete in all respects should reach the office of the "Program Director Punjab Family Planning Program, 05 Montgomery Road, Lahore by **13<sup>th</sup> March, 2026** positively (during office hours).



**PROGRAM DIRECTOR**  
Program Management Unit  
Punjab Family Planning  
Program (PFPP)  
5 Montgomery Road, Lahore  
Email: [pmu.pfpp@gmail.com](mailto:pmu.pfpp@gmail.com)

**IPL-1898**



## HEALTH & POPULATION DEPARTMENT



## PROGRAM MANAGEMENT UNIT PUNJAB FAMILY PLANNING PROGRAM (PFPP)

5 Montgomery Road, Lahore

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**Program Management Unit**  
**Punjab Family Planning**  
**Program (PFPP)**  
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## **Program Officer (Procurement) (PPS-8)**

### **Objectives of the Assignment**

In order to achieve the objectives of the project, PWD/P&SHD, being the lead implementing agency for PFPP, is in the process of putting in place the required technical staff under the Program Management Unit based under PWD/P&SHD at Lahore. To that end, PWD/P&SHD requires services of a “Program Officer (Procurement)” to perform the below mentioned roles and responsibilities:

### **Scope of Functions**

1. Acquire full familiarization with the PWD/P&SHD and PFPP mandate, structure and activities including all government and donor funded Programmes and their specific needs and requirements in terms of procurement of goods and services and their schedules.
2. Assist the Additional Director Procurement, in overall planning and managing of procurement activities and function.
3. Assist in the Design/ update and facilitate the management of the overall procurement management record and filing system;
4. Assist in development/update of the Procurement Manual, entailing details of the roles and functioning of the Procurement Wing, responsibilities of the procurement staff, procurement planning, constitution and mandate of the Bids Evaluation Committees, methods of procurement, policies and procedures for procurement of goods and services at the provincial and field level, contract management, maintenance of records, management of complaints, including provision of standard tools and others.
5. Assist in the development/update of PWD/P&SHD and PFPP Annual Procurement Plan, in consultation with the operations teams.
6. Assist in ensuring compliance with: (i) World Bank’s Procurement Regulations for IPF Borrowers for Goods, Works, Non-Consulting and Consulting Services, dated July 1, 2016 (revised in November 2017 and August 2018);
7. Assist in ensuring strict adherence to World Bank’s Anti-Corruption Guidelines, July 1, 2016 and develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process.
8. Assist in the monitoring and recording of procurement activities under Systematic Tracking of Exchanges in Procurement (STEP) for World Bank funded activities and in any other mode required by any other funding agency or government.
9. Assist in the review of Purchase Request (PR), in accordance with the project's Procurement Plan, from various wings and field offices and facilitate the preparation of Terms of Reference (TOR), Specifications, Selection Criteria etc. by the respective end-users;
10. Assist technical teams of PWD/P&SHD with development of generic and policy compliant TORs and specifications; as relevant.
11. Assist in organizing bid evaluation meetings by: (i) arranging venue and the timing of bid opening, evaluations with evaluation panel members, (ii) preparing necessary bid evaluation packages (bid documents, proposals, evaluation sheets etc.) and distribute them to evaluation panel members, (iii) attend bid evaluation meetings as a note taker and keep the minutes of the meetings, and (iv) provide other necessary technical supportsto facilitate the procurements.
12. Conforming to Bank’s Procurement Regulations, assist in the preparation and issuance of various documents required at different stages of procurement cycle e.g. EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decisionmaking.

13. Assist in address all matters associated with procurement of goods/works/services e.g. taxation, duties clearance with support of relevant PWD/P&SHD specialist.
14. Ensure maintenance of all documents including manuals, bids, details of responsive/non-responsive bids, letters, emails etc. in a systematic manner.
15. Assist in ensuring compliance with various fiduciary controls, etc. as stated in the Procurement Operations Manual in the procurement process and propose improvement's; if any.
16. Assist in monitoring the progress of procurement activities by periodically updating Procurement Plans and maintaining an updated Contract Roster.
17. Ensure adherence of the ongoing contract agreements/supply orders with all the defined conditionalities and processing of the payments after taking compliance report on deliverables from technical experts.
18. Undertake inspection of goods delivered with support from the user wing and take necessary actions (approve/disapprove) as required.
19. Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents are efficiently filed and provide complete track of procurement cycle.
20. Assist in responding adequately and timely to audit queries.
21. Assist in managing the process of procurement complaint resolution.
22. Prepare procurement presentations, reports and briefs for the reporting officer, as needed.
23. Perform any other task assigned by Additional Director Procurement in furtherance of PWD/P&SHD and PFPP objectives and mandates.

### **Qualification and professional experience**

#### **Qualifications**

- Master's or equivalent (sixteen years of education) degree in Social Sciences/ Economics/Engineering/Business Administration or relevant discipline from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan
- Qualification in Supply Chain Management/Procurement Management/ Project Management shall be preferred

#### **Experience**

- At least three years of documentary verifiable experience, after acquiring stipulated qualifications, in procurement (Goods, Works, & Consulting Services), preferably in the development sector.
- Demonstrated in-depth understanding of procurement cycle management.
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#### **Skills**

- Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
- Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations.
- Written and oral fluency in the English language.
- Proficient in using MS Office (Word, Excel, & Power Point).

## **Communication Officer (Social / Digital) (PPS-8)**

### **Scope of Functions**

S/He reporting to the Communication Specialist, shall be responsible for affairs related program communication. S/He will be employed through open competitive recruitment process having prescribed qualification and experience. Following are the main responsibilities.

1. Prepare press releases, keynote speeches and promotional material
2. Build dynamic relationships with stakeholders, especially media and public
3. Collaborates with internal teams to maintain effective communication with core team
4. Prepare and supervise production of brochures, handouts, leaflets, promotional videos, photographs, films and multimedia programmes
5. Manage and update information and ensure effective engagement with social media users on Facebook, Instagram, twitter and linkedin
6. Write and edit in-house magazines, case studies, speeches, articles and annual reports
7. Events management and foster community relations
8. Address media & other relevant queries and track media coverage to follow industry trends
9. Analyze media coverage and commission or undertaking relevant market research
10. Liaison with clients, managerial and journalist about timescales and objectives
11. Prepare crisis management & communication plans
12. Prepare and submit daily/weekly/monthly PR reports
13. Address complaints/queries received through social media platforms
14. Monitor general public's feedback and answer their queries
15. Upload daily posts and videos
16. Execute Facebook Live Shows
17. Ensure update of news on Programs website
18. Analyze daily news coverage on social media networks
19. Analyze social media accounts of Program,
20. Proofread content for social media pages of Program; both graphical and textual

### **Qualification and professional experience**

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#### **Experience**

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