



PLANNING & DEVELOPMENT DEPARTMENT
PUNJAB RESOURCE MANAGEMENT & POLICY UNIT (PRMPU)
CAREER OPPORTUNITIES

Government of the Punjab, in collaboration with World Bank is implementing Punjab Clean Air Program (PCAP). The PCAP Program is a comprehensive initiative aimed at reducing emissions and improving air quality, thereby enhancing public health, and contributing to sustainable transport infrastructure in Lahore Division. The approved implementation period of the program is five years and three months, ending in June 2030. The overarching Program Development Objective (PDO) is to strengthen air quality management and reduce population weighted annual average PM 2.5 exposure in Punjab, with a specific focus on Lahore Division. For this purpose, a Coordination & Monitoring Unit (CMU) is going to be established under Punjab Resource Management & Policy Unit (PRMPU), P&D Board which shall oversee the monitoring & coordination of this program under IPF Component. The following positions are required to be filled immediately at PCAP-CMU, P&D Board. Eligible candidates from private and public sectors having required qualification and relevant experience are encouraged to apply. The required qualification and experience for each post are mentioned below:

Sr.	Position	Qualification & Experience
1	Office Assistant (PPS-6) No. of Posts: 04	• B. A/B.Sc./B. Com (Fourteen years of education) or equivalent. • At least 02 years of relevant experience in an administrative or office support role. • Experience working in a professional office environment is preferred. • Good communication and interpersonal skills. • Basic knowledge of office procedures and equipment. • Proficiency in MS Office (Word, Excel, Outlook) and other relevant software. • Ability to multitask and work efficiently under minimal supervision.
2	Driver (PPS-4) No. of Posts: 04	• Minimum Middle (8th Grade); additional certification in driving is a plus. • A valid LTV driving license. • Driving experience in a corporate or government setting will be preferred. • Familiarity with traffic rules and routes in the designated area. • Basic knowledge of vehicle maintenance and troubleshooting. • Good communication skills and a professional attitude.
3	Naib Qasid (PPS-2) No. of Posts: 06	• Minimum middle (8th Grade) school education (matriculation preferred). • Prior experience in a similar role is an advantage. • Basic understanding of office tasks. • Ability to follow instructions and complete assigned duties on time. • Good personal hygiene and professional behavior. • Trustworthy, reliable, and punctual.



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PUNJAB CLEAN AIR PROGRAM | PCAP
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4	Sweeper (PPS-2) No. of Posts: 02	• Prior experience in a similar role is an advantage. • Basic understanding of office tasks. • Ability to follow instructions and complete assigned duties on time. • Good personal hygiene and professional behavior. • Trustworthy, reliable, and punctual.
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- i. Applicants are required to apply online through the Punjab Job Portal (www.jobs.punjab.gov.pk) and submit updated hardcopies of CV, attested copies of educational certificates/degrees, experience certificates, latest passport sized photograph and copy of CNIC(mandatory for application processing).
- ii. Incomplete applications or applications received after due date will not be considered.
- iii. Only short-listed candidates will be called for interview, and no TA/DA will be paid in this regard.
- iv. The service of those selected applicants will be terminated whose degree(s)/ educational certificates are found bogus.
- v. Only one application will be considered for one post and candidates who intend to apply for more than one post shall submit separate applications for each post.
- vi. Appointment will be made on a contractual basis as per Punjab Government rules.
- vii. Government servants are required to submit N.O.C from their present employer.
- viii. Detailed job specification and job Description may be viewed at www.prmp.punjab.gov.pk.
- ix. The applications complete in all respects should be submitted via post/courier to the to the office of the undersigned address within fifteen (15) days of the advertisement's publication during office hours. Applications submitted by hand will not be accepted.
- x. PRMPU, P&D Board reserves the right to cancel or withhold the recruitment process for any advertised post at any stage without assigning any reason.

Program Director,

Punjab Clean Air Program (PCAP-CMU),

Punjab Resource Management & Policy Unit (PRMPU),

184 – A, Upper Mall Scheme, Behind NIPA, Lahore.

Telephone: +92-42-99200508; Email: infoprmp@punjab.gov.pk