



GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT BOARD
PUNJAB REFORM MANAGEMENT PROGRAM
PROGRAM MANAGEMENT UNIT

POSITIONS AVAILABLE

Punjab Reform Management Program, is working under the administrative control of Planning & Development Board, Government of Punjab. The posts mentioned below are lying vacant in Program Management Unit (PMU), PRMP which are required to be filled immediately, purely on contract basis. Suitable candidates, both from private and public sectors are encouraged to apply. Qualifications and Experience required for these posts are mentioned below;

Sr. No.	Position	Qualifications/ Experience/ Age	No. of Posts
01	Governance & Policy Advisor	Qualification: Master's degree in Political Science, Public Administration, Public Policy, Law, Social Sciences (including economics, Finance) and International Policy from well reputed Foreign University. PhD from foreign university or relevant professional qualification with the charter will be preferred. Experience: • At least fifteen years of experience of working on policy and strategy across multiple sectors of the economy both at sub national and national level. The candidate must have demonstrated experience of working at policy and strategy level in areas of industry, agriculture, trade, social sector particularly health, education, water and sanitation, gender and women development, youth and social protection. International experience will be an added advantage. • Proven experience of working with Government Departments and a good understanding of current work processes. • Experience and knowledge of planning, design, monitoring and evaluation of governance projects and programs including issues associated with public service delivery. Experience of leading and managing policy and governance programs will carry more weight. • Ability to communicate efficiently orally and in writing for a variety of audiences and purposes. • Proficiency in Microsoft Word, Excel, and PowerPoint. Maximum age: 50 Years	01
02	Human Resource Management Advisor	Qualification: Master's degree in HR Management and/or Development. PhD in HRM shall be preferred. Foreign qualified candidates will be preferred. Experience: • At least fifteen years of experience in human resource management and development both with experience at policy and strategy level and implementing HR reforms. • Demonstrated experience in change management and development planning. • Demonstrated experience of working on HRM and change management issues within public sector organizations. • Demonstrated work on authoring major parts of HR strategy, policies, guidelines and pathways from entry to exist of HR in organizations • At least five years managerial experience dealing with team and organizational building preferably in the public sector. • Demonstrated experience of implementing modern Human Resource Development techniques and understanding of organizational theory and practice with regard to the public sector. • Experience in dealing with Public Sector Organizations or Donor Funded Projects. • Proven track record in working effectively with multidisciplinary teams. • Computer proficiency in standard office applications (Spread sheets, word processing internet explorer) Maximum age: 50 Years	01

Application along with updated CV, latest photograph, copy of CNIC and photocopies of all educational degrees and transcripts from HEC recognized universities, duly attested, should be submitted at the below mentioned address. The applicants should clearly mention number of years of experience and qualification at the top of the CV. Government employees are required to submit N.O.C from their present employer with their application. Applicants from govt. organizations/departments should submit their applications through proper channel. Incomplete applications or applications received after due date will not be considered. Only short-listed candidates will be invited for interview and no TA/DA will be paid in this regard. The service of those selected candidates will be terminated whose degree(s)/educational certificates are found bogus. Market based remuneration package as per approved PC-I shall be offered to the selected **private candidates** after approval from the Selection Board headed by Chief Secretary, Punjab. The candidates will be selected initially for one year contract which will be extended upon meeting satisfactory performance/KPIs. The candidates who will be selected from public sector shall be paid according to Finance Department's notification. The detailed job description including experience, qualification and skills may also be viewed at www.jobs.punjab.gov.pk and www.prmp.punjab.gov.pk.

Applications complete in all regards should reach at the following address by **5th September, 2019 (Monday)** during office hours.

PROGRAM DIRECTOR,
Program Management Unit (PMU),
Punjab Reform Management Program (PRMP),
184-A, Upper Mall Scheme, Behind NIPA, Lahore.
Ph# 042-99200508/35755415, Fax# 042-99204194
www.prmp.punjab.gov.pk

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