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| Monogram-1 | **SITUATIONS VACANT** |  |

Applications are invited to fill-up following posts in **ADP Scheme** titled as **“ESTABLISHMENT OF STRATEGIC PLANNING UNIT (SPU) (2019-2025)”** in Population Welfare

Department, Punjab on contract basis as per provisions contained in PC-I of the said Scheme. The qualification, experience and other terms and conditions are as follows:

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| **Sr.****No.** | **Name of Post with BPS** | **No. of Posts** | **Educational Qualification** | **Experience** | **Age Limit** |
| **IEC Wing** |
| 1 | Director (IEC&T) (BS-19) | 01 | 2nd class BS/Master’s degree (16 years of qualification) or equivalent qualification in Sociology, Social Work, Public Administration, Project Management, Psychology, Journalism, Mass Communication, Media Studies, Communication Studies, Media & Communication or Media Science from HEC recognized university. | * 12-years' experience which could be equated with BS-17 & above in secretariat/administration, management, planning, research, programming, system designing, training and field/project work in a government or reputable firm/organization.
* Already proven experience in designing communication/ digital/ SBCC strategy.
* Excellent organizational and analytical skills with the ability to coordinate activities and multitasking.
* Excellent oral, written communication and reporting skills.
* Having knowledge of computer basics along with MS Office.
 | Age limit:Up to 45 years + general relaxation of 05-years for males and 08-years for females. |
| 2 | Deputy Director (Communication)(BS-18) | 01 | BS/Master’s degree (16 years of qualification) with 2nd division in Journalism, Mass Communication, Media Studies, Communication Studies, Media & Communication or Media Science from HEC recognized university. | * At least 05-years post qualification experience in relevant field in any public or private Institute/ International Organization.
* Already proven experience in designing communication/ digital/ SBCC strategy.
* Excellent organizational and analytical skills with the ability to coordinate activities and multitasking.
* Excellent oral, written communication and reporting skills.
* Having knowledge of computer basics along with MS Office.
 | Age limit:Up to 35 years + general relaxation of 05-years for males and 08-years for females. |
| 3 | Assistant Director (Communication) (BS-17) | 01 | Master’s degree or equivalent qualification in Journalism or Mass Communication from HEC recognized university. | * 03-years post qualification work experience in any well-reputed national or international organization.
* Excellent written and verbal communication skills and ability to think both creatively and strategically.
* Responds well under pressure with strict time limit.
* Demonstrates creativity and documented immersion in social media. (Give links to profiles as examples).
* Proficient in content marketing theory and application.
* Experience sourcing and managing content development and publishing.
* Displays in-depth knowledge and understanding of social media platforms, their respective participants (Facebook, Twitter, Instagram, You Tube, LinkdIn Pinterest etc.) and how each platform can be deployed in different scenarios.
* Maintains excellent writing and language skills.
* Displays ability to effectively communicate information and ideas in written and video format.
* Maintains a working knowledge of principles of Search Engine Optimization (SEO) including keyword research and Google Analytics.
 | Age limit:Up to 35 years + general relaxation of 05-years for males and 08-years for females. |
| 4 | Assistant Director (Graphic Design) (BS-17)  | 01 | BS/Masters (16 years of Education) in Graphic Design with second division from HEC recognized university. | * Minimum 1-year post qualification experience as a graphic designer, layout / designing of publications as well as web/social media branding
* Demonstrable graphic design skills with a strong portfolio.
* Proficiency with required desktop publishing tools such as Corel Draw, Adobe Suite including Photoshop, in Design, Illustrator etc.
* Excellent written and verbal communication skills and ability to think both creatively and strategically.

Responds well under pressure with strict time limit | Age limit:Up to 30 years + general relaxation of 05-years for males and 08-years for females. |
| 5 | 3D Animator (BS-17) | 01 | BS/Master’s degree (16 years of qualification) with 2nd division in Visual and Communication Design (VCD) from HEC recognized university. | * 01-year post qualification relevant work experience in a reputable public / private organization
 | Age limit:Up to 30 years + general relaxation of 05-years for males and 08-years for females. |
| 6 | Media Lab Assistant (BS-16) | 01 | B.Sc. with Computer Science (14 years of education) with 2nd division from HEC recognized university | * 01-year post qualification practical experience in relevant field.
 | Age limit:Up to 28 years + general relaxation of 05-years for males and 08-years for females. |
| 7 | Videographer/ Video Editor (BS-14) | 01 | DAE in Electronics (12 years) with 2nd Division from recognized board along with 01-year post qualification experience in relevant field.**OR**Intermediate (12 years) from a recognized board with 01-year diploma in video production / videography /photography. | * 01-year post qualification experience in relevant field
* Proficient in Final Cut Pro X, Adobe After Effects, Adobe Illustrator and other relevant software.
* Familiarity with Storyboard concepts and conducting interviews will be preferred.
* Proficient in use of 4K-DSLR cameras and other tools such as Lights & Mikes. etc.
* Well versed with knowledge of background settings including color, light etc.
* Creative thinker
* Great interpersonal and communication skills.
* Knowledge and a good understanding of motion graphics will be preferred.
* Good time-management skills
 | Age limit:Up to 28 years + general relaxation of 05-years for males and 08-years for females. |
| **PLANNING, MONITORING & EVALUATION WING** |
| 8 | Deputy Director (Development) (BS-18)  | 01 | BS / Master’s degree (16 years of education) with 2nd division in Public Administration, Business Administration or Project Management from HEC recognized university | * Minimum 05-years post qualification experience in relevant sector
* Good understanding of government policy framework and family planning sector issues.
* Well versed with ICT based work environment
 | Age limit:Up to 35 years + general relaxation of 05-years for males and 08-years for females. |
| 9 | Deputy Director (Evaluation)(BS-18)  | 01 | BS / Master’s degree (16 years of education) with 2nd division in Public Administration, Business Administration, Public Policy, Economics, Statistics, or Project Management from HEC recognized university. | * Minimum 05 years post qualification experience in Monitoring & Evaluation, preferably in public sector organization.
* An academic background relating to M&E or research will be a plus.
* Good understanding of government policy framework and family planning sector issues.
* Well versed with ICT based work environment
 | Age limit:Up to 35 years + general relaxation of 05-years for males and 08-years for females. |
| 10 | Planning Officer (BS-17)  | 01 | BS / Master’s degree or equivalent qualification (16 years of education) with 2nd division in Public Administration, Business Administration, Economics, Statistics or Project Management from HEC recognized university | * Minimum 01-year post qualification experience in relevant sector.
* Good understanding of government policy framework and Family Planning/ Health sector issues.
* Well versed with ICT based work environment.
 | Age limit:Up to 30 years + general relaxation of 05-years for males and 08-years for females. |
| 11 | Monitoring Officer (BS-17)  | 01 | BS / Master’s degree (16 years of education) with 2nd division in Public Policy, Statistics or Economics from HEC recognized university. | * Minimum 01-year post qualification experience in Monitoring & Evaluation, preferably in Family Planning/ Health sector in public organization.
* An academic background relating to Statistics, Management or research will be a plus.
* Good understanding of government policy framework and Family Planning / Health sector issues.
* Well versed with ICT based work environment
 | Age limit:Up to 30 years + general relaxation of 05-years for males and 08-years for females. |
| 12 | Demographer(BS-17)  | 01 | BS / Master’s degree or equivalent qualification (16 years) with 2nd division in Statistics, Economics, Population Studies, Computer Science/IT or Demography from HEC recognized university  | * 01-year post qualification work experience as a data analyst or in related field i.e. data mining etc.
* Excellent skills and ability to coordinate the work within strict deadlines and handle multiple concurrent activities
* Handling of large data sets in a short time frame
 | Age limit:Up to 30 years + general relaxation of 05-years for males and 08-years for females. |
| **TECHNICAL WING** |
| 13 | Deputy Director (BS-18)  | 01 | MBBS from HEC recognized University Preference will be given to candidates with Master’s degree in Public Health with 2nd division from HEC recognized university | * At least 05-years demonstrated post qualification work experience of top national/ international Organizations / demonstrated experience of working in public sector. Working with senior level management would be considered as a plus.
* Sound communication, problem solving, team-work skills.
* Good written and verbal communication skills in English language
* Proficient in MS Office.
 | Age limit:Up to 35 years + general relaxation of 05-years for males and 08-years for females. |
| 14 | Research Associate (BS-17)  | 02 | BS / Master’s degree (16 years of education) in Social Sciences with 2nd division from HEC recognized university | * Minimum 01-year post qualification

experience in research & survey* 01-publication in policy or program-related reproductive health research.
* Sound communication, problem solving,

 team-work skills.* Good written and verbal communication

skills in English language.* Good computing skills.
 | Age limit:Up to 30 years + general relaxation of 05-years for males and 08-years for females. |
| **I T WING** |
| 15 | System Network Analyst(BS-17)  | 01 | BS / Master’s Degree (16 years of education) with 2nd division in Computer Science / IT from HEC recognized university. | * Minimum of 02-year post qualification relevant work experience.
* Extensive hands-on technical knowledge of network systems, protocols, and standards
* Experience working in a switched and routed environment.
* Hardware, software, and network connection troubleshooting experience.
* Working technical knowledge of network hardware, anti-virus software, and other network security measures.
* Knowledge of applicable data privacy practices and laws
 | Age limit:Up to 30 years + general relaxation of 05-years for males and 08-years for females. |
| 16 | Database Administrator (BS-16) | 01 | BS/Master’s degree (16 years of education) in computer science or a related field with 2nd division from HEC recognized university. | * Advanced certification as an MCDBA or MCSD for .NET is advantageous.
* Minimum 01-year experience as a database administrator.
* Proficiency in data manipulation languages, including MS SQL, Oracle Database, Hadoop, or PostgreSQL.

**Skills and requirements*** + Proven working experience as a Database Administrator
	+ Hands-on experience with database standards and end user applications
	+ Excellent knowledge of data backup, recovery, security, integrity and SQL
	+ [Familiarity with database design](https://resources.workable.com/database-administrator-dba-interview-questions), documentation and coding
	+ Previous experience with DBA case tools (frontend/backend) and third party tools
	+ Familiarity with programming languages API
	+ Problem solving skills and ability to think algorithmically
	+ BS degree in a computer discipline or relevant certification
	+ Highly organized and responsible.
	+ Capable of working under pressure.
	+ Up-to-date with trends and developments in database administration.
 | Age limit:Up to 30 years + general relaxation of 05-years for males and 08-years for females. |
| 17 | Computer Operator(BS-15)  | 03 | * B.A. (I.T)/B.Com (I.T.)/B.Sc with Computer Science (2nd division) from HEC recognized university
* Diploma /certificate in MS Office from a recognized institution.
* 35 words per minute typing speed in English on computer
 | * 01 years post qualification practical work experience in relevant field.
* Skill in Urdu typing will be preferred.
 | Age limit:Up to 30 years + general relaxation of 05-years for males and 08-years for females. |
| **ADMN & FINANCE WING** |
| 18 | Law Officer(BS-17) | 01 | LLB from an HEC recognized University. | * At least 01-years post qualification active practice as advocate high court / Judicial Officer / Law Officer.
* Experience of service matters will be given preference
* Valid registration / license with Punjab Bar Council
* Proficient in the use of MS Office.
 | Age limit:Up to 30 years + general relaxation of 05-years for males and 08-years for females. |
| 19 | Driver(BS-04) | 02 | Middle having valid LTV/HTV driving license. | 01-year valid experience of a reputable public / private organization. | Age limit: up to 25 years + general relaxation of 05-years for male. |
| 20 | Naib Qasid(BS-01) | 03 | Primary pass. | - | Age limit18 – 25 years + general relaxation of 05-years for male. |

**Terms & Conditions: -**

1. The above referred posts are contractual, non-transferable and project based.
2. The period of contract shall be up to the completion of project i.e., 30th June 2025.
3. No further age relaxation will be admissible.
4. Candidates having domicile of Punjab shall only be eligible to apply for above referred posts.
5. Candidates already working in Government/Semi-Government Organization should apply through proper channel and must produce NOC issued by their employer with the application.
6. Only short-listed candidates will be called for written test/interview. No TA/DA will be admissible.
7. Prescribed experience shall be counted after acquiring the requisite education qualification.
8. The degrees should be issued by the HEC recognized University/Institutions. The equivalency of Certificates/Degrees must be provided by the candidate duly approve by the HEC/Board or any other issuing authority.
9. The department reserves the right to increase/ decrease the number of post or reject any post or postpone or cancel the recruitment process or withhold the appointment at any stage without any notice.

**Procedure for submission of Application Forms: -**

1. Candidate shall apply online by visiting National Testing Service (NTS) website ([www.nts.org.pk](http://www.nts.org.pk)).
2. Candidate shall submit dully filled application form (online) alongwith deposit slip prescribed fee in favor of National Testing Service, copy of CNIC, attested copies of all academic/educational/experience certificates/ documents and two recent passport size photographs are to be sent directly to NTS through courier on the address mentioned on application form.
3. Test fee shall be paid through 1 Link 1 Bill Participating Banks/ATM/Internet Banking/Mobile Banking/Easy Paisa/Jazz Cash/TCS Express Counters using 20 digits invoice numbers generated in your fee slip. Only 1 bill invoice payment will be accepted.
4. The date of written test shall be communicated to the eligible/ short listed candidates only through NTS.
5. Incomplete applications or application received after due date or closing of office hours on the last date for submission of application will not be entertained.
6. Applications completed in all respect should reach NTS till **---------------------.**
7. Roll number slips shall be uploaded on NTS website and test schedule shall be conveyed to candidate by NTS at least one week before the test.
8. In case of large number of candidates qualifying NTS test, Selection Committee reserves the right to decide upon any threshold marks ratio of candidate.
9. Only short-listed candidates shall be called for final interview based upon result of NTS test, qualification and experience.
10. The age of the Candidate will be calculated on the last date of submission of application.
11. Submission of fake documents or concealment of any fact will lead to disqualification of the candidate.
12. Candidate shall produce original documents, alongwith set of attested photocopies of all relevant documents at the time of interview.

FOR FURTHER INFORMATION, PLEASE CONTACT: UAN: +92-51-844-4441, National Testing Service-Pakistan, NTS Headquarter: Plot No. 96, Sector H-8/1 Islamabad.

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| **PROJECT DIRECTOR “Establishment of Strategic Planning Unit (SPU) (2019-2025)”****Directorate General, Population Welfare Department, Punjab,****14-Babar Block, New Garden Town,****Lahore** |