



PROJECT MANAGEMENT & IMPLEMENTATION UNIT
Strengthening Social Protection Delivery System in Sindh
Sindh Social Protection Authority
Social Protection Department
Government of Sindh

VACANCY ANNOUNCEMENT

The Project Management & Implementation Unit, Strengthening Social Protection Delivery System in Sindh established under Sindh Social Protection Authority invites applications from the qualified and experienced candidates for the project of “**Strengthening Social Protection Delivery System in Sindh**” assisted by World Bank through IDA Loan/Credit No: IDA / 7229-PK purely on contract basis.

The required academic qualifications, experience and other requirements for the positions are as under:

1. HEAD OFFICE POSITIONS:

Sr.	Name of Post	Qualification	Experience
A	<u>PROJECT TEAM LEAD</u>		
1	Senior Project Manager (MP-II/MP-III) No. of Vacancy (01)	Ph. D or Master’s in Development Studies/ Business or Public Administration/ Public Policy/ Social Policy/ Social /Economic Development/ Project Management /Public Administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none">• Minimum ten (10) years of post-qualification experience for candidates with Ph. D Degree and minimum fourteen (14) years of post-qualification experience for candidates with Master’s Degree.• Leading role with responsibilities in public and/or private sector national/international organizations.• Must have team building and organizational development understanding.• Experience in project management/implementation, planning and design of large-scale social sector development programs.• Experience in developing annual plans and design documents such as working papers/concept notes, proposals, ToRs and progress reports.
B	<u>INTEGRATED INFORMATION SYSTEM FOR SOCIAL PROTECTION</u>		
1	IT Infrastructure Head (PPS-10) No. of Vacancy (01)	<ul style="list-style-type: none">• 16 years of education in Information Technology/Computer science or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none">• Minimum eight (08) years of post-qualification experience in software/system design, (preferably commercial) development and deployment experience in large scale service architectures with IT applications.

		<ul style="list-style-type: none"> Specialization in ITM (Information Technology Management) shall be accorded due weightage. 	<ul style="list-style-type: none"> Experience of infrastructure design, application development, fault tolerant systems, implementation, and go-live support. Proven experience of managing projects from a technical aspect including requirement analysis and design through to deployment and post go-live support.
2	GIS Specialist (PPS-10) No. of Vacancy (01)	<ul style="list-style-type: none"> 16 years of education in Information Technology/Computer science or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Specialization in GIS (geographic information system) shall be accorded due weightage. 	<ul style="list-style-type: none"> Minimum eight (08) years of post-qualification experience in GIS designing & implementation. Knowledge and experience of Geo-spatial data management. Must have project management experience within GIS domain and an experience of managing a team of GIS specialists and surveyors. Good analytical and communication skills.
3	System Administrator (PPS-8/9) No. of Vacancy (01)	<ul style="list-style-type: none"> 16 years of education in Information Technology/Computer science or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Specialization in ITM (Information Technology Management) shall be accorded due weightage. 	<ul style="list-style-type: none"> Minimum seven (07) years of post-qualification experience as a system Administrator. Detailed knowledge of system management, deployment and maintenance. Experience with databases, patch management, and networks including LAN and WAN Knowledge of network security systems, intrusion detection systems, and data backup. Good analytical and communication skills.
4	Software Developer (PPS-8/9) No. of Vacancy (01)	<ul style="list-style-type: none"> 16 years of education in Computer Science/ software engineering or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Relevant certifications of Software development shall be accorded due weightage. 	<ul style="list-style-type: none"> Minimum seven (07) years of post-qualification experience in software development. Strong technical skills are required, including experience with programming languages such as Python, Java, C++, and JavaScript. Familiarity with databases and software development tools such as GitHub, JIRA, and Visual Studio is also preferred. The ability to adapt to changing technologies and methodologies is important, as the software development field is constantly evolving. Relevant certifications such as Microsoft Certified Systems Developer (MCSD) or Oracle Certified Professional, Java SE 11 Developer, would be an added advantage.
5	Data Center Officer (PPS-7/8) No. of Vacancy (01)	<p>16 years of education in Computer Science/ software engineering or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.</p> <p>Relevant certifications such as CompTIA Network+, CompTIA Security+, or Certified Data Center Professional (CDCDP) shall be accorded due weightage.</p>	<ul style="list-style-type: none"> Minimum five (05) years of post-qualification experience in data center management. Strong technical skills are required, including knowledge of data center infrastructure, servers, storage systems, networking equipment, and backup systems. Experience with virtualization technologies such as VMware and Hyper-V is also preferred. Ability to analyze problems and develop creative solutions is essential, as well as the ability to work effectively as part of a team. The ability to adapt to changing technologies and methodologies is important, as the data center field is constantly evolving. Ability to manage multiple projects simultaneously, prioritize tasks, and meet deadlines is essential.

6	System Analyst (PPS-7/8) No. of Vacancy (02)	16 years of education in Computer Science/Software Engineering or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • At least, five (05) years of post-qualification experience in systems analysis. • Strong technical skills are required, including experience with software development methodologies, database management systems, and programming languages. • Strong analytical and problem-solving skills are essential, as well as the ability to think creatively and develop innovative solutions. • Excellent communication skills.
7	Network & Security Administrator (PPS-7/8) No. of Vacancy (01)	<ul style="list-style-type: none"> • 16 years of education in Computer Science/ Software Engineering or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • Certifications: Relevant certifications, such as CCNA, CCNP, or CCIE, are highly desirable. 	<ul style="list-style-type: none"> • Minimum five (05) years of post-qualification experience in network administration and security is typically required. Experience in a similar role in a government or public sector organization may be preferred. • Strong technical skills in network infrastructure and security, including experience with routers, switches, firewalls, intrusion detection systems, and wireless access points. • Knowledge of security policies: Knowledge of security policies and best practices, and experience developing and implementing security policies. • Excellent problem-solving skills, with the ability to troubleshoot and resolve network problems quickly and efficiently. • Ability to work effectively as part of a team, collaborating with other teams, such as software developers and system administrators, to ensure the smooth operation of the network and security systems.
<u>C</u> PROGRAMME IMPLEMENTATION AND DELIVERY (OPERATIONS)			
1	General Manager Operations (PPS-10/11) No. of Vacancy (01)	16 years of education in Development Studies/ Public Policy/ Social Policy/ Social /Economic Development/ Project Management or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • Minimum ten (10) years of post-qualification experience in managing and implementing development projects for any public/private sector organization(s). • Must have team building and organizational development understanding. <ul style="list-style-type: none"> ▪ Due weightage shall be accorded to: <ul style="list-style-type: none"> ○ Experience in project management/implementation, planning and design of large-scale social protection/development programs. ○ Familiarity with government structures, operations, and procedure ○ Managing cash transfers, grievance redressals, logistics and budgets for medium to large scale social protection/development programs for government/World Bank or any other relevant organizations.
2	Sr. Specialist: Social Mobilization (PPS-10/11) No. of Vacancy (01)	16 years of education in Sociology, Social Work, Development Studies or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • Minimum ten (10) years of post-qualification experience in social mobilization, community development, or a related field is required. Experience working in a public/Private sector organization may be preferred. • Knowledge of social mobilization techniques, including community mobilization, behavior change communication, and participatory development. • Excellent communication skills, including verbal and written communication in English and local languages, as well as presentation skills.

			<ul style="list-style-type: none"> • Strong leadership skills, with the ability to manage and mentor a team of social mobilization specialists. • Excellent project management skills, with the ability to develop and implement social mobilization plans and strategies. • Strong collaboration skills, with the ability to work effectively with a variety of stakeholders, including government agencies, civil society organizations, and community groups. • Cultural sensitivity and the ability to work effectively with communities from diverse backgrounds.
3	Registration Specialist (PPS-10) No. of Vacancy (01)	16 years of education in economics, information technology, statistics, Public administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • Minimum Eight (08) years of post-qualification experience in data collection, registration, or a related field is required. Experience working in a public/Private sector organization may be preferred. • Excellent data analysis skills, with the ability to organize and analyze large amounts of data accurately and efficiently. • Strong problem-solving skills, including the ability to identify and analyze complex problems and develop effective solutions. • Strong interpersonal skills, including the ability to build relationships with stakeholders and work effectively with a diverse range of individuals
4	Payment Specialist (PPS-10) No. of Vacancy (01)	16 years of education in Finance or Commerce / CA, ACMA/ACCA or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • Minimum eight (08) years of post-qualification experience in Public or private sector in Financial Management & disbursement of beneficiary payments in large scales. • The applicant should be well versed in proposing beneficiary payment solutions. • Strong interpersonal skills, including the ability to build relationships with, payment Service providers, stakeholders and work effectively with a diverse range of individuals. • Working knowledge of the public/ private sector accounting with thorough understanding of PFM cycle, regulatory mechanism, financial modeling of disbursement of large-scale beneficiary services will be an added advantage.
5	GRM Specialist (PPS-10) No. of Vacancy (01)	16 years of education in Development Studies/ Public Policy/ Social Policy/ Social /Economic Development/ Public Administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • Minimum eight (08) years of post-qualification experience in public/Private sector, with at-least two (02) years on management of community's grievance redressal in relevance with data update, payments, inclusion/exclusion or any other relevant analytical role. • Due weightage shall be accorded to. <ul style="list-style-type: none"> ○ Experience in designing and implementing Grievance Redressal Mechanisms for social protection/development projects. ○ Helpline establishment and management experience. ○ GRM operations ○ Compliant resolution

6	<p>Programme Manager (PPS-8/9) No. of Vacancy (01)</p>	<ul style="list-style-type: none"> 16 years of education in Development Studies/ Public Policy/ Social Policy/Economic Development/ Public Administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Relevant certifications in project management, such as PMP (Project Management Professional), Prince2, or AGILE shall be accorded due weightage. 	<ul style="list-style-type: none"> Minimum Seven (07) years of post-qualification experience in managing large-scale programs or projects, with a proven track record of success. Demonstrated ability to plan, implement, and manage projects effectively, including experience with project budgeting, scheduling, and resource allocation. Strong problem-solving skills, including the ability to identify and analyze complex problems and develop effective solutions. Strong interpersonal skills, including the ability to build relationships with stakeholders and work effectively with a diverse range of individuals. Proficiency in using project management software and other relevant technologies, as well as a good understanding of project management methodologies and best practices.
7	<p>Programme Officer (PPS-7/8) No. of Vacancy (02)</p>	<ul style="list-style-type: none"> 16 years of education in Development Studies/Business Administration/ Social Policy/ Social /Economics/ Public Administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. 	<ul style="list-style-type: none"> Minimum five (05) years of post-qualification experience in program support or project coordination. Project Management Skills: Knowledge of project management principles and practices, including experience with project scheduling, budgeting, and resource allocation. Strong interpersonal skills, including the ability to build relationships with stakeholders and work effectively with a diverse range of individuals. Proficiency in using project management software and other relevant technologies, as well as a good understanding of project management methodologies and best practices.
8.	<p>Monitoring Officer (PPS-7/8) No. of Vacancy (02)</p>	<ul style="list-style-type: none"> 16 years of education in Development Studies/ Business Administration/ Public Policy/ Economics/ Statistics/ Demographics or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Relevant certifications in monitoring and evaluation, such as M&E for Development Professionals (MEP) shall be accorded due weightage. 	<ul style="list-style-type: none"> Minimum five (05) years of post-qualification experience in monitoring and evaluation, with a proven track record of success. Knowledge of monitoring and evaluation principles and practices, including experience with data collection, analysis, and reporting. Strong data analysis skills, including the ability to analyze data, identify trends, and make recommendations based on data analysis. Strong interpersonal skills, including the ability to build relationships with stakeholders and work effectively with a diverse range of individuals. Proficiency in using monitoring and evaluation software and other relevant technologies, as well as a good understanding of monitoring and evaluation methodologies and best practices.
9	<p>Verification Officer (PPS-7/8) No. of Vacancy (01)</p>	<p>16 years of education in Development Studies/ Business Administration/ Public Administration/ Economics/ Statistics/ Demographics or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.</p>	<ul style="list-style-type: none"> Minimum five (05) years of post-qualification experience in social sector development projects. Knowledge of verification of compliances ensured by beneficiaries under conditional cash transfer program. Strong data analysis skills, including the ability to analyze data, identify trends, and make recommendations based on data analysis.

			<ul style="list-style-type: none"> • Excellent verbal and written communication skills, including the ability to effectively communicate complex information to project teams, implementation partners and stakeholders at all levels.
10	GRM Officer (PPS-7/8) No. of Vacancy (01)	16 years of education in Development Studies/ Public Policy/ Social Policy/ Social /Economic Development/ Public Administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • Minimum five (05) years of post-qualification experience in Grievance Redressal Management. • Experience working in a public sector authority or a large organization is highly desirable. • Due weightage shall be accorded to: <ul style="list-style-type: none"> ○ Knowledge and implementation experience of government procedures, structure, and operations ○ Knowledge of designing and implementing Grievance Redressal Mechanisms for social protection/development projects. ○ Helpline establishment and management experience.
11	Compliance Officers (PPS-7/8) No. of Vacancy (02)	16 years of education in Development Studies/ Public Policy/ Social Policy/ Social /Economic Development/ Public Administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • Minimum five (05) years of post-qualification experience in the designing and implementing the Compliance related activities for social protection/development projects. • Excellent analytical, organizational, and interpersonal skills. • Experience in developing and implementing compliance policies and procedures. • Strong problem-solving skills, including the ability to identify and analyze complex problems and develop effective solutions.
12	Payment Officer (PPS-7/8) No. of Vacancy (02)	16 years of education in Accounting, Finance, Business Administration, Finalist of Professional certification in accounting such as Chartered Accountant (CA), Certified Public Accountant (CPA), or ACCA or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • At least five (05) years of post-qualification experience in accounting, finance, or payment processing. • Strong knowledge of accounting principles, financial management, and payment processes. • Experience in using accounting software and electronic payment systems. • Excellent analytical, organizational, and interpersonal skills. • Ability to work accurately and efficiently under pressure and meet deadlines.
13	Training Coordinator (PPS-7/8) No. of Vacancy (01)	<ul style="list-style-type: none"> • 16 years of education in Education, Business Administration, Development Studies/ Public Policy/ Social Policy/ Public Administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. • Professional certification in training and development, such as Certified Professional in Learning and Performance (CPLP), is desirable. 	<ul style="list-style-type: none"> • Minimum five (05) years of post-qualification experience in organizing training programs. • Knowledge of using a variety of training methods, development of training modules, guidelines and training reports. • Excellent communication, interpersonal, and organizational skills. • Ability to develop and maintain effective relationships with stakeholders, including trainers, subject matter experts, and participants. • Excellent communication and interpersonal skills. • Ability to manage multiple tasks and prioritize effectively.
14	Training Officer (PPS-7/8) No. of Vacancy (01)	<ul style="list-style-type: none"> • 16 years of education in Education, Business Administration, Development Studies/ Public Administration or related field from a reputed local or 	<ul style="list-style-type: none"> • Minimum five (05) years of post-qualification experience in training and development, including experience in designing, delivering and evaluating training programs.

		<p>foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.</p> <ul style="list-style-type: none"> Professional certification in training and development, such as Certified Professional in Learning and Performance (CPLP), is desirable. 	<ul style="list-style-type: none"> Knowledge of using a variety of training methods, development of training modules, guidelines and training reports. Excellent communication, interpersonal, and organizational skills. Ability to develop and maintain effective relationships with stakeholders, including trainers, subject matter experts, and participants. Excellent communication and interpersonal skills Ability to manage multiple tasks and prioritize effectively
15	<p>Graphic Designer (PPS-6) No. of Vacancy (01)</p>	<p>Bachelor's degree in Graphics Design, Digital Media or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.</p>	<ul style="list-style-type: none"> Minimum two (02) years of post-qualification experience in visual communication, digital arts and design, multimedia production, Web application programming and publishing, interactivity and usability testing. Strong theoretical and practical background in graphic design, including the use of design software such as Adobe Design Premium, In-Design, CorelDraw, or similar; At least 3 examples of previous works.
D			
<u>FINANCE AND AUDIT</u>			
1	<p>General Manager Finance & Audit (PPS-9/10) No. of Vacancy (01)</p>	<p>16 years of education in Commerce or Finance/ CA, ACMA/ACCA, (Master's in accountancy/ finance or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.</p>	<ul style="list-style-type: none"> Minimum eight (08) years of post-qualification experience in Public Financial Management with proven experience of working with Finance and/or Planning departments and/or donor funded project finance management. The applicant should be well versed in proposing payment solutions to individuals and institutions under different programmatic components. Strong knowledge of government audit related rules and regulations.
2	<p>Manager Finance (PPS-8/9) No. of Vacancy (01)</p>	<p>16 years of education in Commerce or Finance/ CA, ACMA/ACCA, (Master's in accountancy/ finance or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.</p>	<ul style="list-style-type: none"> Minimum seven (07) years of post-qualification experience in Public Financial Management with proven experience of working with Finance and/or Planning departments and/or donor funded project finance management. Strong knowledge of government audit related rules and regulations.
3	<p>Manager Accounts & Audit (PPS-8/9) No. of Vacancy (01)</p>	<p>16 years of education in Commerce or Finance/ CA, ACMA/ACCA, (Master's in accountancy/ finance or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.</p>	<ul style="list-style-type: none"> Minimum seven (07) years of Post-Qualification audit experience with a reputable organization. Strong knowledge of government audit related rules and regulations. Excellent written and verbal communication skills.
4	<p>Accounts Officers (PPS-7/8) No. of Vacancy (02)</p>	<p>16 years of education in Commerce finance or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.</p>	<ul style="list-style-type: none"> Minimum five (05) years of Post-Qualification experience in Book-keeping, Accounting, record maintenance and payment processing in a Public/ private organization. Preparation of budgets, financial statements and analytical reports. Knowledge of relevant laws, regulations, and guidelines related to accounting and auditing in Pakistan. Knowledge of accounting Software and systems. Excellent written and verbal communication skills.

5	Audit Officers (PPS-7/8) No. of Vacancy (02)	16 years of education in Accounting, Finance, or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Professional certification in auditing, such as ACCA, CIA, or CPA shall be accorded due weightage.	<ul style="list-style-type: none"> • Minimum five (05) years of post-qualification experience in internal auditing in a public sector environment. • Excellent written and verbal communication skills. • Ability to work effectively in a team environment. • Proficiency in using computer applications such as Microsoft Office and audit software. • Knowledge of relevant laws, regulations, and guidelines related to auditing in Pakistan.
6	Accounts/Audit Assistants (PPS-6) No. of Vacancy (03)	Bachelor's Degree in Commerce finance or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • Minimum (02) years of post-qualification experience in accounting and/or auditing in a public sector environment. • Strong analytical, research and problem-solving skills. • Excellent written and verbal communication skills. • Ability to work effectively in a team environment. • Proficiency in using computer applications such as Microsoft Office and accounting software.
E ADMINISTRATION			
1	General Manager Administration (PPS-9/10) No. of Vacancy (01)	16 years of education in Public or Business Administration, Project Management or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • Minimum eight (08) years of post-qualification experience in public/private sector organizations, autonomous bodies and corporations. • Experience in recruitment, writing job descriptions, conducting performance appraisals, interviews, devising policies for staff welfare including grievance handling. • Knowledge of relevant laws, regulations, and guidelines related to contract management in Pakistan. • Excellent written and verbal communication skills.
2	Contract Management Specialist (PPS-10) No. of Vacancy (01)	16 years of education in Public or Business Administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Degree in Procurement/ Contract- Management/ Supply Chain Management shall be accorded due weightage.	<ul style="list-style-type: none"> • Minimum eight (08) years of post-qualification experience in contract management in a public sector environment. • Knowledge of relevant laws, regulations, and guidelines related to contract management in Pakistan. • Excellent written and verbal communication skills. • Ability to work effectively in a team environment. • Proficiency in using computer applications such as Microsoft Office and contract management software. • Knowledge of relevant laws, regulations, and guidelines related to contract management in Pakistan.
3	Manager HR and Administration (PPS-8/9) No. of Vacancy (01)	16 years of education in Public or Business Administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • Minimum seven (07) years of post-qualification experience in a senior HR management role. • Strong leadership and management skills. • Excellent interpersonal and communication skills. • Ability to work effectively in a team environment.

		Degree in Human Resources Management shall be accorded due weightage.	<ul style="list-style-type: none"> • Knowledge of relevant laws, regulations, and guidelines related to HR in Pakistan. • Proficiency in using computer applications such as Microsoft Office and HR management software.
4	Procurement Officer (PPS-7/8) No. of Vacancy (01)	16 years of education in Public or Business Administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Degree in Procurement/ Contract- Management/ Supply Chain Management shall be accorded due weightage.	<ul style="list-style-type: none"> • Minimum five (05) years of post-qualification experience in procurement in the public sector or a similar organization. • Knowledge of procurement laws, regulations, and best practices in Pakistan. • Strong communication, interpersonal, and negotiation skills. • Ability to work independently and as part of a team. • Experience with procurement software and tools.
5	Administration Officer (PPS-7/8) No. of Vacancy (01)	Master Degree in Public Administration/Business Administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • Minimum Five (05) years of Post qualification experience in administration, staff placement and supervision. • Knowledge of computer and hand on experience of MS Office is must. • Knowledge of the objectives, functions and relating policy and regulations of the Project
6	HR Officer (PPS-7/8) No. of Vacancy (02)	16 years of education in Business Administration/Management or Human Resource or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Further training in HR shall be accorded due weightage	<ul style="list-style-type: none"> • Minimum five (05) years of post-qualification experience in recruitment, selection, performance management, compensation and reward, preparation of contracts and job description, staff orientation, and employee relations besides other HR functions. • Knowledge of computer and hand on experience of MS Office is must.
7	Planning Officer (PPS-7/8) No. of Vacancy (01)	16 years of education in Public Administration/Project Management/ Economics or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Further training in Planning and Development shall be accorded due weightage.	<ul style="list-style-type: none"> • Minimum five (05) years of post-qualification experience in public or private sector in planning and development section • Working knowledge of research methods and evaluation techniques and mechanisms. • Excellent communication skills (written and oral). • Working knowledge of public policy planning. • Working knowledge of regulations and procedures governing the Public Service.
8	Law Officer (PPS-7/8) No. of Vacancy (01)	16 years of education in Law or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Further training in Law shall be accorded due weightage.	<ul style="list-style-type: none"> • Minimum five (05) years of post-qualification relevant experience in public or private sector. • Strong analytical and research skills. • Effective interpersonal and communication skills. • Ability to work well within a team and individually. • Ability to work long hours when needed.
9	Secretary to PD (PPS-7) No. of Vacancy (01)	Bachelor's degree from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • Minimum three (03) years of post-qualification relevant experience in a similar role. • Excellent written and verbal communication skills in English and Urdu. • Strong organizational and time-management skills. • Ability to maintain confidentiality and handle sensitive information.

			<ul style="list-style-type: none"> • Proficiency in Microsoft Office and other office software.
10	Administration Assistant (PPS-6) No. of Vacancy (01)	Bachelor's degree from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • Minimum two (02) years of Post-qualification experience in a similar role. • Excellent written and verbal communication skills in English and Urdu. • Strong organizational and time-management skills. • Ability to maintain confidentiality and handle sensitive information. • Proficiency in Microsoft Office and other office software.
11	Receptionist (PPS-6) No. of Vacancy (01)	Bachelor's degree from a reputed foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • A Minimum two (02) years of post-qualification experience in a similar role. • Excellent interpersonal and communication skills • Proven experience in a similar role. • Strong organizational and time-management skills. • Ability to work independently and as part of a team. • Proficiency in Microsoft Office and other relevant software programs.
F POLICY PLANNING & RESEARCH			
1	Research Associates (Specialists) (PPS-10) No. of Vacancy (04)	16 years of education in Economics, Statistics, Public Policy, Public Administration, Social Sciences or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Relevant professional certification shall be accorded due weightage.	<ul style="list-style-type: none"> • Minimum Eight (08) years post-qualification experience in primary data collection, processing and analysis of administrative data and processing household survey data, cleaning and harmonizing datasets will be preferred. • Sufficient understanding on formulation of PC-I/II and other project documentation processes. • Strong analytical and problem-solving skills. • Excellent written and verbal communication skills • Ability to work independently and as part of a team • Strong attention to detail and accuracy • Ability to manage multiple tasks and meet deadlines • Familiarity with data analysis software and programming languages.
2	Research Officer (PPS7/8) No. of Vacancy (03)	16 years of education in Economics, Statistics, Public Policy, Public Administration, Social Sciences or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Relevant professional certification shall be accorded due weightage.	<ul style="list-style-type: none"> • Minimum five (05) years post-qualification experience in primary data collection, processing and analysis of administrative data and processing household survey data, cleaning will be preferred. • Strong research and analytical skills, excellent written and verbal communication skills. • Experience working in a fast-paced, deadline-driven environment. • Ability to work independently and as part of a team. • Familiarity with data analysis software and programming languages is a plus.

G HEAD OFFICE- SUPPORT STAFF			
1	Drivers (PPS-3) No. of Vacancy (10)	Minimum Matriculation	<ul style="list-style-type: none"> • Possession of Valid LTV & HTV driving License. • Must know to maintain Log Book. • Knowledge of vehicle maintenance and faults.
2	Peons / Naib Qasid (PPS-2) No. of Vacancy (10)	Minimum Primary	<ul style="list-style-type: none"> • Preference may be given to the experience and literate candidate.
3	Gardner (PPS-2) No. of Vacancy (01)	Minimum Primary	<ul style="list-style-type: none"> • Prior experience in gardening or horticulture is preferred. • Knowledge of plants, trees, and shrubs, and their care and maintenance. • Ability to perform physical tasks, such as digging, planting, and pruning. • Good organizational skills and attention to detail.
4	Electrician (PPS-2) No. of Vacancy (01)	Minimum Matriculation with relevant diploma.	Three (03) years of experience as electrician.
5	Photocopy Operator (PPS-2) No. of Vacancy (01)	Minimum Matriculation	Two (02) years of experience.
6	Dispatch Rider (PPS-2) No. of Vacancy (02)	Minimum Matriculation	<ul style="list-style-type: none"> • Preference may be given to the experienced candidate. • Valid Driving License.
7	Sweepers (PPS-1) No. of Vacancy (04)	Preference may be given to the literate candidate	Preference may be given to the experienced candidate

2. DISTRICT LEVEL POSITIONS:

(Umerkot, Tharparkar, Tando Muhammad Khan, Sujawal, Thatta, Badin, Kashmore, Mirpur Khas, Jacobabad, Sanghar, Kambar Shahdadkot, Tando Allahyar, Ghotki, Matiari & Shikarpur)

H <u>DISTRICT COORDINATION OFFICE - DISTRICT TEAM</u>			
1	District Coordinator/Head (Preferably Female) (PPS-7/8) No. of Vacancies (15)	16 years of education in Social Science, economics, development studies, public/business administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • Minimum five (05) years of post-qualification experience in public/private sector with provincial/national/ international organization(s) demonstrating evidence of implementation at field level; • Should have developed and implemented field operations including supervision and monitoring of the field operations. • Excellent communication and interpersonal skills • Should have excellent command on MS office.
2	Senior Officer Field operations - Female (PPS-7/8) No. of Vacancies (15)	16 years of education in economics, development studies, Sociology/ Social Work administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • Minimum five (05) years of post-qualification experience in public and/or private sector with provincial/national/ international organization(s) demonstrating evidence of operations management at field level. • Should have developed and implemented field operations including supervision and monitoring of the field operations. • Excellent communication and interpersonal skills • Should have excellent command on MS office and preferably working knowledge of project scheduling and project management software. • Written and oral fluency in Urdu and English. Knowledge of the regional language (Sindhi) will be considered a big plus. • Proven ability to work in a collaborative, multi-tier team environment; and Good communication, people management, and writing skills.
3	District Admin & Finance officer (PPS-6/7) No. of Vacancies (15)	Bachelor's degree in Business or Public Administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • Minimum three (03) years of post-qualification experience as an office assistant, office administrator & finance, or handling administrative and financial responsibilities in a related field. • Knowledge of government procedures and practices. • Experience in preparing reports, budgets, drafting letters, and minutes.
4	District MIS/GRM officer (PPS-6/7) No. of Vacancies (15)	Bachelor's degree in Information Systems, Computer Science, Information Technology, Computer Engineering or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • Minimum (03) years of post-qualification experience in public and/or private sector with provincial/ national/ international organization(s) demonstrating evidence of managing information systems; with provincial/national/ international organization(s) demonstrating evidence of operations management at field level; Should have developed and implemented field operations preferably grievances redressal or complaint management system of any social sector program. • Should have excellent command on MS office and preferably working knowledge of project scheduling and project management software;

5	Field Officer - (1 Female + 1 male) (PPS-6/7) No. of Vacancies (30)	Bachelor's degree in economics, development studies public/business administration Sociology/ Social Work or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> • Minimum (03) years of relevant experience in public and/or private sector with provincial/national/ international organization(s) demonstrating evidence of operations management at field level; • Should have developed and implemented field operations including supervision and monitoring of the field operations. • Should have excellent command on MS office and preferably working knowledge of project scheduling and project management software; • Written and oral fluency in Urdu and English. Knowledge of the regional language (Sindhi) will be considered a big plus. • Proven ability to work in a collaborative, multi-tier team environment; and Good communication, people management, and writing skills.
6	M&E Officer – Female (PPS-6/7) No. of Vacancies (15)	<ul style="list-style-type: none"> • Bachelor's degree in in statistics, demographics, economics, or related field from an HEC-recognized university. Equivalent foreign qualification from an accredited university/institution shall be accorded due weightage. • Advanced certificate in M&E, statistics or economics shall be accorded due weightage 	<ul style="list-style-type: none"> • Minimum (03) years of relevant experience in monitoring/evaluation of social protection/poverty alleviation programs/projects. • Demonstrated experience in, <ul style="list-style-type: none"> ○ Developing logical framework ○ Sampling design. ○ Conducting assessments and surveys. • Data quality assessments and oversight. • Managing and providing training to partners. • Facilitating and serving as the project liaison for externally managed evaluations.
7	Drivers (PPS-3) No. of Vacancies (15)	Matriculation	<ul style="list-style-type: none"> • Possession of Valid LTV & HTV driving License. • Must knowledge of maintaining of Log Book. • Knowledge of vehicle maintenance and faults
8	Naib Qasid/Peon (PPS-2) No. of Vacancies (15)	Primary	<ul style="list-style-type: none"> • Preference may be given to the experience and literate candidate
9	Sweeper (PPS-1) No. of Vacancies (15)	Preference may be given to the experienced and literate candidate	

- Interested eligible candidates are advised to submit their applications along with detailed CV, attested copies of qualifications, experience certificates, CNIC with other required documents in the office of Project Director, Project Management & Implementation Unit, Strengthening Social Protection Delivery System in Sindh, Sindh Social Protection Authority, Government of Sindh, 5th Floor, State Life Building number 11, Abdullah Haroon Road, Saddar, Karachi not later than 15 days of the date of publication of this advertisement.
- Only eligible shortlisted candidates will be contacted for test/interview.
- T.A/D.A will not be admissible to the candidates appearing for test/ interview.
- Those already in government service may apply through proper channel.
- Applicants applying for multiple positions are required to apply separately for each position mentioning the position at the top of “Envelope”.
- Applicants must mention the position on top of right side of “Envelope”.
- Positions will be filled as per World Bank’s Guidelines.
- The detailed job descriptions for each position can be obtained from the website: www.spsu.gos.pk.

PROJECT DIRECTOR

Project Management & Implementation Unit
Strengthening Social Protection Delivery System Sindh,
Sindh Social Protection Authority, Govt. of Sindh

5th Floor, State Life Building No.11, Abdullah Haroon Road, Saddar, Karachi (Sindh) Pakistan

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