



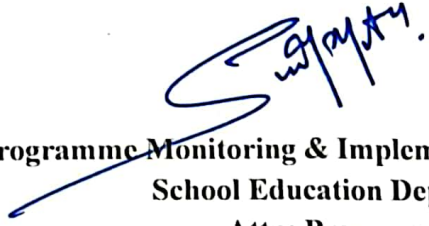
HIRING OF STAFF

The Government of the Punjab is implementing the Punjab Human Capital Investment Project with the assistance of the World Bank. The Project aims to increase the access to quality health services, and economic and social inclusion programs, among poor and vulnerable households in selected districts of Punjab. Under this Project, PMIU-PESRP invites applications from the suitable candidates having relevant experience/ qualification for the following positions:

Sr. No	Post	Qualification and Experience Required:	No. of Post
1	Database Analyst	<p>Qualifications</p> <ul style="list-style-type: none">▪ Sixteen (16) years of education in Computer Science or Information Technology from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan.▪ Any additional Certifications / Diplomas, such as SQL, SQL Database Administration, Advance Analysis or related certification, shall be accorded due weightage. <p>Experience</p> <ul style="list-style-type: none">▪ At least, four (04) years of documentary verifiable experience, after acquiring stipulated qualifications, as a database analyst, with experience in software development and programming languages, relational database, SQL, SQL Express or SQL Server (applications running these backend DBs) and its tuning, .NET, IIS (Internet Information Services), Visual Studio for performance, automating database and server-side applications maintenance and monitoring.▪ Written and oral fluency in the English language.▪ Proficient in using MS Office (Word, Excel, & PowerPoint in quantitative and qualitative analysis software AXQDA, Advanced Excel).▪ Familiar in research methods including quantitative and qualitative research.	01
2	Field Officer	<p>Qualifications</p> <ul style="list-style-type: none">▪ At least, sixteen (16) years of education in Development Studies/ Business Administration / Public Policy / Social Policy / Economics / Public Administration or relevant discipline from a foreign or local university, duly recognized by the Higher Education Commission (HEC).▪ Project Management Professional (PMP) or any relevant certification, shall be accorded due weightage. <p>Experience</p> <ul style="list-style-type: none">▪ At least, eight (08) years of documentary verifiable relevant experience, after acquiring stipulated qualifications, in public and/or private sector national/international organizations, preferably in education/early childhood education (ECE) and/or monitoring and evaluation.▪ Must have team building and human resource management skills.▪ Experience of implementing projects in the field and coordinating with various stakeholders.▪ Due weightage shall be accorded to:<ul style="list-style-type: none">o Experience in project management/implementation, planning and design of large- scale government or donor-funded programs.o Comprehensive understanding of the public sector and broader educational challenges in Pakistan.	01

3	Receptionist	<p>Qualifications</p> <ul style="list-style-type: none"> ▪ At least 14 years of education in business, humanities, natural and applied sciences, and social sciences or related discipline from HEC recognized national/international university. <p>Experience</p> <ul style="list-style-type: none"> ▪ At least two (02) years post-qualification experience in the public or private sector. ▪ Fluent with Microsoft Office. ▪ Excellent Communication Skills. ▪ Age Limit: 40 years 	01
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Interested candidates should submit the application with Curriculum Vitae (CV), copies of educational degrees & certificates, experience certificates, and CNIC by **September 20, 2024 till 04:00 PM** through courier or in-person. The applicants should clearly mention relevant years of experience and qualification at the top of the CV. PMIU reserves the right to increase/decrease/suspend/cancel any Post.

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