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Higher Education Department | Government of The Punjab Jobs | Procurement IT Admin HR Technical Jobs

Description

Higher Education Department, Government of The Punjab Invites applications from Pakistani Nationals for the following positions.

Vacant Positions

1. Procurement Specialist
2. Monitoring & Evaluation Specialist
3. IT Specialist
4. Financial Specialist
5. Human Resource Specialist
6. Communication Specialist
7. GIS Expert
8. Data Analyst
9. Planning Officer
10. Monitoring & Evaluation Officer
11. IT Associate
12. HR Associate
13. Communication Associate
14. Research Associate
15. Computer Assistant
16. Office Assistant
17. Officer Boy
18. Driver

Hiring organization

Higher Education Department

Employment Type

Full-time

Industry

Punjab Government

Job Location

Higher Education Department,
54000, Lahore, Punjab, Pakistan

Date posted

November 13, 2021

Valid through

05.12.2021

[Lady Reading Hospital, Medical Teaching Institution Jobs](#)

[Faculty Positions at University of Sahiwal](#)

Qualifications

The aforesaid Job announcement is published in **Express Newspaper**. Last date to submit the applications is **December 6, 2021**. For more details about the vacancies, Please see below Job Advertisement for job descriptions, job requirements (e.g. experience, qualification, and age limit), and other perks and privileges' offered by the department.

[Punjab Forest Department Lahore Jobs](#)

[University of Engineering & Technology \(UET\), Taxila Jobs](#)

Contacts

Applications are invited from suitable candidates for the following positions for Strategic Planning Unit (SPU) Project of Higher Education Department.

Sr. #	Post	No. of Posts	Age	Eligibility Criteria	Pay Package
1.	Procurement Specialist	1	30-45 Years	<ul style="list-style-type: none"> 16 years of education in Finance, Business Administration, Economics or equivalent from HEC recognized university. 7 years' experience out of which at least 3 years' experience in consultancy services / work as procurement expert in major project / department. Must be well conversant with PFRS rules. Must have experience in procurement of goods in public sector. 	Rs. 180,000
2.	Monitoring & Evaluation Specialist	1	30-45 Years	<ul style="list-style-type: none"> 16 years of education in Economics, Finance, Business Administration, Project Management or equivalent from HEC recognized university. At least 7 years' experience in monitoring and evaluation of Development Projects. Should be computer literate having experience of Computer Software's MS Office suit & primavera / STATA. 	Rs. 180,000
3.	IT Specialist	1	30-45 Years	<ul style="list-style-type: none"> 16 years education in Computer Science, Software Engineering, Information Technology equivalent from HEC recognized university. 7 years of software development experience. Ability to accurately gather, analyse and interpret data, identify and define problems and make recommendations for resolution. Proven ability to develop and maintain positive working relationships. Able to take a variety of tasks from start to finish with minimal supervision. 	Rs. 180,000
4.	Financial Specialist	1	30-45 Years	<ul style="list-style-type: none"> 16 years of education in Finance, Accounting, Business Administration, Commerce or equivalent from HEC recognized university or CA/ICCA/ACMA. 7 years' experience with public / private sector in relevant fields. Familiar with the latest accounting rules and regulations and have experience of handling financial management (ERP software). Should be well aware of Accounting Standards of Budget & Accounts. Also have experience of handling Departmental Accounts procedure & AG office procedures. 	Rs. 180,000
5.	Human Resource Specialist	1	30-45 Years	<ul style="list-style-type: none"> 16 years of education in Human Resource Management, Business Administration, Public Administration equivalent from HEC recognized university. At least 7 years' experience in HR management. Must have knowledge of leave rules, contract appointment policy and related government laws. Outstanding verbal and written communication skills. Solid problem-solving and team management abilities. 	Rs. 180,000
6.	Communication Specialist	1	30-45 Years	<ul style="list-style-type: none"> 16 years of education in Mass Communications, Journalism, Public Relations or equivalent from HEC recognized university. 7 years of experience in communication strategy development. Highly computer literate with capability in MS Office and related business and communication tools. Must have excellent skills in writing and editing. Must have Content writing experience for all media platforms. Proven social media and networking expertise. 	Rs. 180,000
7.	GIS Expert	1	25-45 Years	<ul style="list-style-type: none"> 16 years of education in GIS, Computer Sciences or equivalent from HEC recognized university. At least 3 years' experience in GIS data base development. Must have strong presentation & analytical skills. Must have Experience with mapping tools such as QGIS and Carto and GPS measuring tools. 	Rs. 150,000
8.	Data Analyst	1	25-45 Years	<ul style="list-style-type: none"> 16 Years of education in Mathematics, Computer Science, Statistics, Economics or equivalent from HEC recognized University. 3 years' experience of data analyst. Proven analytic skills, including data mining, evaluation, analysis of data and visualization of future goals/targets. Technical writing experience in relevant areas, including queries, reports, and presentations. Command on Microsoft Office, latest Operating System and Statistical software's like STATA, E-view and SPSS. Expert in research and data collection skills, organizational and time-management skills and command on database structure Proven working experience as a data analyst or business data analyst 	Rs. 150,000

9.	Planning Officer	2	25-40 Years	<ul style="list-style-type: none"> 16 years of education in Economics, Commerce, Statistics and Business Administration or equivalent from HEC recognized university. At least 2 years' experience in development planning / planning management. 	Rs. 80,000
10.	Monitoring & Evaluation Officer	2	25-40 Years	<ul style="list-style-type: none"> MA / M.Sc. in Quality Management, Public Administration, Project Management, Economics, Finance or equivalent from HEC recognized university. At least 2 years' experience in Assessment, Monitoring and Evaluation or related field. Should be computer literate having experience of Computer Software's MS Office Suite and STATA. 	Rs. 80,000
11.	IT Associate	1	25-40 Years	<ul style="list-style-type: none"> Bachelor in Computer Science or equivalent field. 2 years' experience with command on Microsoft Office and expert in MS power point and use of soft-wares for making presentations. Have good communication, time-management and presentation skills. Preference will be given who have diploma in Computer Science or 06 months short course on Microsoft Office/web development/graphic designing. 	Rs. 80,000
12.	HR Associate	1	25-40 Years	<ul style="list-style-type: none"> 16 years of education in Human Resource Management, Business Administration, Public Administration or equivalent from HEC recognized university. At least must 2 years' experience in HR management. Must have knowledge of leave rules, contract appointment policy and related government laws. Good verbal and written communication skills. 	Rs. 80,000
13.	Communication Associate	1	25-40 Years	<ul style="list-style-type: none"> 16 years of education in Mass Communications, Journalism, Public Relations or equivalent from HEC recognized university. At least 2 years of experience in communication strategy development. Must be familiar with MS Office and related business and communication tools. Must have excellent skills in writing and editing. Must have Content writing experience for all media platforms. Proven social media and networking expertise. 	Rs. 80,000
14.	Research Associates	5	22-30 years	<ul style="list-style-type: none"> 16 years of education in Economics, Statistics, Environmental Sciences, Business Administration, Computer Sciences, Information Technology, Public Policy or equivalent from HEC recognized university. Must have strong communication & presentation skills. Proficiency in written as well as spoken English. 	Rs. 65,000
15.	Computer Assistant	1	20-30 years	<ul style="list-style-type: none"> Bachelor degree or diploma in Computer Science. Having command on Microsoft Office to process data with excellent typing speed. Preference will be given who have 3 months short course on Microsoft Office. 	Rs. 40,000
16.	Office Assistant	2	22-35 years	<ul style="list-style-type: none"> Graduate degree from HEC recognized university with Economics / Mathematics / Statistics / Business or Management Sciences or equivalent from HEC recognized university. At least 1 years' experience of any reputed public or private organization. 	Rs. 40,000
17.	Office Boy	1	18-35 years	<ul style="list-style-type: none"> Middle Should have work experience of different office environment. 	Rs. 25,000
18.	Driver	4	18-35 years	<ul style="list-style-type: none"> Middle Valid LTV licence 3 years experience 	Rs. 25,000

GENERAL TERMS & CONDITIONS

I. Applications typed on the prescribed Form (available at website of Higher Education Department (<https://hed.punjab.gov.pk>)) with attested copies of CNIC, Degree and Certificates alongwith detailed CV should reach the office of the undersigned, latest by **06.12.2021** clearly indicating the name of post on the upper right corner of the envelope. Applications received after given date shall not be considered. Candidates for the posts appearing at Sr. NO.17 & 18 may submit their applications on plain paper alongwith required documents by **06.12.2021**.

II. Candidates having domicile of Punjab can apply for these posts.

III. Separate form and envelope should be used for each post in case a candidate intends to apply for two or more posts.

IV. The appointment will be made for the project (Strategic Planning Unit) with gestation period till June, 2022. The project is extendable subject to approval of Competent Authority.

V. Govt. employees should apply through proper channel.

VI. The competent authority reserves the right to increase / decrease the number of any of the post mentioned above without giving any reason.

VII. Quota for women, disabled and minority candidacies shall be fixed in accordance with the Government policy/rules.

VIII. The department reserves the right to reject any application without assigning any reason.

IX. Relaxation in upper age limit shall be applicable as per policy of Govt. of the Punjab.

X. Incomplete applications shall be rejected and only short listed candidates will be called for test / interview but no T.A./D.A shall be paid for the purpose.

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HIGHER EDUCATION DEPARTMENT
 Civil Secretariat, Lahore
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