



**GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT BOARD
PUNJAB RESOURCE MANAGEMENT & POLICY UNIT**

POSITION AVAILABLE

"Institutional Strengthening of P&D Board and Capacity Building of Public Sector Employees", Punjab Resource Management & Policy Unit (PRMPU), is working under the administrative control of Planning & Development Board Government of Punjab. The posts mentioned below are lying vacant in "Institutional Strengthening of P&D Board and Capacity Building of Public Sector Employees", PRMPU which is required to be filled in immediately, purely on contract basis. Suitable candidates, both from private and public sectors are encouraged to apply for this post. Qualifications and Experience required for this post is mentioned below;

Sr. No.	Position	Qualifications/ Experience/ Age	Job Description	No. of Posts
01	Research Officer	<ul style="list-style-type: none">BA, BSc. Honors in Economics, Education, Statistics or any other related discipline of Social Sciences.1-year work experience.Computer Skills in MS Office including Word, MS PowerPoint and MS Excel.Demonstrated and strong report writing abilities; andGood communication, research and presentation skills. Maximum Age: 35 Years	<ul style="list-style-type: none">Preparation of work plans for the Capacity Building Program.Preparation of summaries/reports/presentations based on consultant's works.Research work related to Capacity Building Program reform initiatives.Drafting of TORs for new consultancies.Coordination with local/foreign training institutes/universities/colleges for Capacity Building interventions. Any other task assigned by the Competent Authority.	02

- Applications should be along with updated CV, latest photograph, copy of CNIC and photocopies of all educational degrees along with detail mark sheets (DMCs) duly attested is mandatory and complete applications in all aspect will only be entertained will be accepted online at www.jobs.punjab.gov.pk. The applicants should clearly mention 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.
- 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 applications will be terminated whose degree(s)/educational certificates are found bogus.
- Market based remuneration package shall be offered to the selected private candidates. The candidates who will be selected from public sector shall be paid according to Finance Department's notification.
- Applications should reach at the following address by **12th December, 2022 (Monday)** during office hours.

MANAGING DIRECTOR,
Punjab Resource Management & Policy Unit (PRMPU),
184-A, Upper Mall Scheme, Behind NIPA, Lahore.
Ph# 042-99200508/35755415, Fax# 042-99204194
www.prmp.punjab.gov.pk

Assistant Director (Admin & Accts)
PMU/PRMP
Government of the Punjab
Planning & Development Department.