



CAREER OPPORTUNITIES

Government of Punjab in collaboration with World Bank Group is implementing Punjab Resource Improvement and Digital Effectiveness (PRIDE). Under this program, a Public Financial Management Unit (PFMU) is going to be established in Finance Department which shall be responsible for overall program implementation and coordination. The following positions are required to be filled in for PFMU. Suitable candidates with relevant experience and qualifications are encouraged to apply for these positions.

Sr.	Position	Qualifications/ Experience/Skills
01	Admin Officer (1)	<ul style="list-style-type: none">➤ Minimum 16-year education in Human Resource Management/Human Resource Development/ Business Administration / Commerce from a reputed foreign or HEC recognized institutions.➤ Post qualification professional experience of 03 years in HRM, Office Administration, or handling administrative responsibilities.➤ Experience with HR Management, inventory management, organizing office records, budget & office reporting, procurement, recruitment etc.➤ Candidate must possess effective communication skills.➤ Age limit is 25-35 years.
02	Caretaker (1)	<ul style="list-style-type: none">➤ Bachelor's Degree➤ Post qualification professional experience of 03 years as caretaker, or handling administrative responsibilities in a related field.➤ Experience with asset/inventory management, transport management, organizing office records, budget & office reporting, etc.➤ Must be able to supervise cleaning supplies and equipment to keep the interior of the office building clean and professional.➤ Must be able to quickly respond to the requests for repair in a professional manner.➤ Must be able to create a safe work environment for everyone.➤ Solid knowledge of office procedure.➤ Demonstrated ability to liaise and develop successful working relationships with key stakeholders.➤ Candidate must possess effective communication skills.➤ Experience in the usage of computers, office software packages (MS Office), advance knowledge of

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		<p>spreadsheet and database packages, as well as experience in handling of web-based management systems is required.</p> <ul style="list-style-type: none"> ➤ Age Limit is 25-35 years.
03	Receptionist (1)	<ul style="list-style-type: none"> ➤ Bachelor's Degree ➤ Proven experience as a Receptionist, Front Office Representative, or similar role. ➤ Must be able to receive visitors at the front desk by greeting, welcoming, directing, and announcing them appropriately ➤ Must be able to answering screening and forwarding incoming phone calls ➤ Must be able to receive and sorting daily mail ➤ Must be able to provide basic and accurate information in person and via phone/email ➤ Must be able to perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing, Hands-on experience with office equipment (e.g. fax machines and printers) ➤ Ability to be resourceful and proactive when issues arise ➤ Excellent written and oral communications skills required ➤ Experience in the usage of computers and office software packages (MS Office) and advance knowledge of spreadsheet and database packages, as well as experience in handling of web-based management systems is required. ➤ Age limit 20-35 years.
04	Computer Operator (5)	<ul style="list-style-type: none"> ➤ Intermediate with typing speed of 40 wpm and 3 months diploma in Basic Computer course from any Government recognized institution ➤ Candidate must possess effective communication skills ➤ Experience in the usage of computers and office software packages (MS Office) and advance knowledge of spreadsheet and database packages, as well as experience in handling of web-based management systems is required. ➤ Age limit 20-35 years.
05	Hardware Technician (1)	<ul style="list-style-type: none"> ➤ Intermediate with Diploma in Networking ➤ Must be able to handle maintenance and operation of computer systems ➤ Must be able to set controls on computers and other devices, respond accordingly when errors occur and maintain records of job runs ➤ Must be able to analyze common issues and take steps to reduce or eliminate them, and collaborate with other IT personnel and seek help from supervisors to develop relevant solutions.

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		<ul style="list-style-type: none"> ➤ Must be able to perform preventative maintenance on hardware and software, troubleshoot malfunctions and call for repairs as needed ➤ Must be able to maintain equipment inventories and order supplies and hardware accordingly ➤ Ensure the security and privacy of the system ➤ Excellent written and oral communications skills required ➤ Experience in the usage of computers and office software packages (MS Office) and advance knowledge of spreadsheet and database packages, as well as experience in handling of web-based management systems is require ➤ Age limit 20-35 years.
06	Electrician / Generator Operator (1)	<ul style="list-style-type: none"> ➤ Minimum Diploma in Electrical/Electronics ➤ Post qualification relevant professional experience of 02 years in maintenance / troubleshooting of electrical generators, maintenance / operations of power system. ➤ Age limit 20-35 years.
07	Driver (8)	<ul style="list-style-type: none"> ➤ Literate with Valid Driving License. ➤ Age limit 20-35 years.
08	Office Boy (4)	<ul style="list-style-type: none"> ➤ Matric ➤ Age limit 18-25 years.

The above positions are offered for a period of **One Year Renewable Contract** under Contract Appointment Policy, 2004 of the Government of the Punjab. Candidates who fulfill the criteria for qualifications and experience are encouraged to apply by downloading and filling the form available at <https://finance.punjab.gov.pk/system/files/Jobform.pdf> and sending the same alongwith updated CV, latest photograph, attested copies of CNIC, educational certificates/degrees, and experience certificates with a covering letter at the address of **Section Officer (Policy & Reform), Finance Department, Punjab Civil Secretariat, Lahore (Telephone: 042-99211079)** given below. The covering letter should include the justification of their suitability for the position. Deadline for the submission of applications is **21-03-2022**.

Only short-listed candidates will be invited for the interview. The employer may reject at any stage any or all applications without assigning any reason whatsoever. No TA/DA will be paid in this regard.

Section Officer (Policy & Reform)
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Lahore. Ph: 042-99211079