



Government of Pakistan
Ministry of Federal Education &
Professional Training
Islamabad

Vacancy Announcement

Applications are invited against the following post in the Project Coordination Unit of a development project being implemented by Ministry of Federal Education & Professional Training, Islamabad. The post is to be filled purely on contract basis as per project pay package admissible for the PSDP funded project staff. The contract will be for two year from the date of appointment which can be extended;

S#	Name of Posts with PPS/BPS	No of Posts & Quota	Age limit	Eligibility of Posts
01.	Programme Coordinator (PPS-12)	01 Post Merit	30 & Above	<ul style="list-style-type: none">• University degree with 16 years of education in Business Administration/ Project Management/ Public Administration/ Public Policy/ Engineering/ Educational Management• Minimum 15 years' post-qualification experience in development sector, including atleast 5 years of experience of project management.• Having thorough understanding of Business Processes of Public Sector (Federal & Provincial Governments) as well as World Bank guidelines.• Having adequate knowledge and understanding of issues/ challenges of Education Sector and global world practices.• Preference will be given to the candidates having:<ul style="list-style-type: none">○ Excellent organizational, time management and coordination skills.○ Strong leadership skills.○ Excellent verbal and written communication skills.○ Strong teamwork and client-facing skills.○ Presentation skills.○ Strong competency in IT.

Important instructions:

- Only shortlisted candidates will be called for interview. Virtual/Online interview may be arranged on request. No TA/DA will be admissible for interview. The candidates called for interview will have to bring original documents along with attested copies of testimonials/experience certificate.
- Applications that are incomplete or received after due date will not be entertained.
- Age will be counted up-to the closing date fixed for receipt of applications.
- Detailed Job Description and Eligibility Criteria are available at the website of Ministry of Federal Education and Professional Training, Islamabad.
- The Candidates are required to apply online at National Jobs Portal (<http://njp.gov.pk/>)
- The competent authority reserves the right to cancel the recruitment process, increase or decrease the number of posts as per requirement against any post at any stage without assigning any reason.
- Applications should be submitted online within fifteen (15) days of published of this advertisement.

Ministry of Federal Education & Professional Training
C-Block, Pak Secretariat, Islamabad