

Ministry of Federal Education & Professional Training
Government of Pakistan

Detailed Job Criteria for the various post Advertised on 17.04.2022

1. Project Director – Project Coordination Unit (PCU) (PPS – 12)

- 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 Public Sector Development Programme (PSDP) or relevant experience in Project Planning, Management & Implementation of multidisciplinary projects, including at least 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:
 - 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
- Age - 30 - 63 Years

2. Distance Learning Education Specialist – Project Planning & Development Unit (PPDU)
(PPS – 12)

- Minimum master's degree in a relevant field such as education, management or in sustainable technology related discipline. Recognised foreign qualifications in Education and Training field would be preferred.
- Minimum 15 years' post-qualification experience in the field of Education including at least 05 years demonstrable experience in digital education planning, advanced pedagogies and imparting Learning & Development programs using digital learning techniques, tools and technologies.
- Extended experience in education strategy development and technical project management with focus on developing international collaboration and outreach opportunities.
- Strong understanding of Pakistani education sector landscape, Distance Education, Digital learning and EdTech industry challenges, international opportunities for evolution.

- Ability to travel internationally with expertise to identify, promote and extend the international distance education partnership opportunities through globally developed education partnership frameworks.
- Experienced in developing digital curriculum, assessment frameworks and imparting online training programs for vocational domains aligned with international best practices.
- Good understanding of education policy, monitoring and evaluation functions.
- Direct experience in distance learning interventions with conceptual understanding and practice, and experience in programming and evaluation.
- Skills and experience in developing results frameworks, tools or guides for tracking progress, advocacy and essential monitoring requirements.
- Familiarity with results-based management orientation and practices and evolving distance learning approaches and solutions.
- Ability to engage public and private stakeholders and lead technical working groups.
- Ability to produce high quality reports in a timely manner with high proficiency in language and communication in English.
- Age - 35 - 63 Years

3. MIS/IT Expert - Project Coordination Unit (PCU) (PPS – 12)

- University degree with 16 years of education in Computer Science / information technology or related discipline from HEC recognized University.
- Minimum 08 years' of relevant post-qualification experience including at least 05 years of experience in IT/MIS.
- Demonstrated ability to handle IT related matters.
- Good software and data management skills
- Well versed with latest IT equipment, networking, Software management
- Well versed with trouble shooting of IT equipment
- Possesses effective communication and interpersonal skills.
- Age - 35 - 63 Years

4. Assistant - Project Coordination Unit (PCU) (PPS – 06)

- Bachelor's degree from HEC recognized university in Project Management / Business Administration / Supply Chain Management.
- Minimum 02 years' post-qualification experience in the field of Procurement.
- Understanding of Public Sector Procurement, accounting and financial management systems.
- Well-developed IT skills, familiarity with Procurement Management Systems and advanced experience using Microsoft Office.
- Good verbal and Written communication skills
- Age - 22 - 50 Years

5. Office Trainee / intern

- Fresh graduates having degree in IT/ Business Administration / Public Administration / Finance / Social Sciences / Humanities from any HEC recognized reputed university.
- Ability to handle tasks related to Data Monitoring and Evaluation
- Ability to handle report writing tasks;
- Excellent command on handling Analytical Tools and Reporting Techniques
- Knowledge of Microsoft office.
- Proficient in English Language.
- Age - 20 - 28 Years