



GOVERNMENT OF THE PUNJAB WOMEN DEVELOPMENT DEPARTMENT

VACANCY ANNOUNCEMENT

Applications are invited from the suitable candidates having domicile of the Punjab Province to fill the following project post under the development project titled "Establishment of Business Incubation Centers Phase 1".

Sr. No.	Name of the Post	No. of Posts	Place of Posting	Age Limit	Qualification	Experience	Skills
1.	Project Director (PPS 10) Rs. 550,000/-	01	Lahore	32-50	Bachelor's or Master's degree (16 years of education) in Business Studies, Management Sciences or Social Sciences from a HEC-recognized university.	Demonstrated 8 years' experience post qualification in the design, implementation, and management of public sector projects is highly desirable.	- Sound knowledge of business regulations, entrepreneurship ecosystems, and the creation of a business-enabling environment is essential. - Proven ability to lead multi-disciplinary teams and manage complex projects within budget and timeline
2.	Manager (Business Development) Rs. 300,000/-	01	Lahore	27-45	Bachelor's or Master's degree (16 years of education) in Business Studies, Management Sciences or Social Sciences from a HEC-recognized university.	Minimum 4 years' post-qualification experience in business development, startup incubation, enterprise growth, or entrepreneurship support programs, preferably in a	Ability to conceptualize and implement business development strategies specifically tailored to the needs, challenges, and aspirations of women entrepreneurs.

					development or public-sector setting.	- Expertise in guiding startups through the refinement of their business models, including customer segmentation, pricing structures, and marketing strategies that align with market realities and gender-responsive approaches. - Demonstrated ability to design, organize, and deliver impactful workshops and training sessions focused on branding, marketing, sales, and enterprise growth—tailored to the unique needs of women entrepreneurs and startup ecosystems.
3.	Manager (Operations) Rs. 300,000/-	01	Lahore	27-45	Bachelor's or Master's degree (16 years of education) in Business Studies, Management Sciences or Social Sciences from a HEC-recognized university. Minimum 4 years' post-qualification experience in managing operations, project implementation, or administrative functions, preferably in the public sector, development projects, or enterprise support institutions.	- Proven ability to lead day-to-day operations of an incubation centre, ensuring seamless coordination across facility, staff, and service delivery functions. - Skilled in developing and implementing operational plans that align with project objectives, timelines, and regulatory compliance standards. - Expertise in managing logistics, IT equipment maintenance, and

						- resource allocation to support uninterrupted program execution. - Ability to conceptualize, implement, and assess structured mentorship programs tailored for women entrepreneurs and digital freelancers. - Skilled in sourcing and onboarding mentors from diverse sectors including business, technology, finance, and legal service. - Expertise in identifying and cultivating partnerships with public/private organizations, development partners, chambers of commerce, academic institutions, and donor agencies.
4.	Assistant Manager (Mentorship & Partnership) Rs. 200,000/-	01	Lahore	24-40	Bachelor's or Master's degree (16 years of education) in Business Studies, Management Sciences or Social Sciences from a HEC-recognized university.	2 years of relevant experience in communications, marketing, partnership development, incubation support, or mentorship program coordination.
5	Assistant Manager (Business & Legal Compliance) Rs. 200,000/-	01	Lahore	24-40	Bachelor's or Master's degree in Law (LLB/LLM), Business Law from an HEC-recognized university.	2 years of relevant experience in legal advisory, business registration, corporate compliance, or regulatory affairs, preferably within public sector programs, business incubation, or development initiatives. - Sound knowledge of the regulatory ecosystem to guide incubatees through acquiring essential regulatory documents including NTN, sales tax registration, and sector-specific licenses - Proficiency in facilitating company registration processes with SECP, FBR, Punjab Revenue Authority (PRA), and other statutory bodies,

					- ensuring timely and compliant incorporation. - Ability to identify potential legal and regulatory risks in incubatees' business operations and recommend preventive measures. - Proficiency in managing and regularly updating social media platforms (Facebook, Instagram, LinkedIn, YouTube), ensuring consistent branding and audience engagement. - Ability to produce and publish compelling digital content including posts, infographics, short videos, reels, and success stories highlighting women entrepreneurs. - Competence in implementing paid social media ads and analyzing their performance using platforms such as Meta Ads Manager and Google Ads. - Experience working with women entrepreneurs, rural businesses, or development programs is preferred. - Proficiency in supporting women
6	Assistant (Digital Marketing) Rs. 130,000/-	01	Lahore	22-35	Bachelor's or Master's degree (16 years of education) in Business Studies, Management Sciences or Social Sciences from a HEC-recognized university. Fresh graduates can apply.
7	Business Development Officer Rs. 200,000/-	03	1. Rawalpindi 2. Faisalabad 3. Bahawalpur	22-40	Bachelor's or Master's degree (16 years of education) in Business Studies, Management Sciences or Social Sciences from a HEC-recognized university. At least 2 years of experience in business development, community entrepreneurship, enterprise facilitation, or sales/marketing

					- digital entrepreneurs and freelancers with service positioning, client acquisition, and optimization of digital platforms. - Capacity to identify local market opportunities and connect incubates to buyers, exhibitions, and sales channels, both physical and digital.
8	Assistant (Admin & Finance) Rs. 130,000/-	03	1. Rawalpindi 2. Faisalabad 3. Bahawalpur	22-40	Master's Degree in Management Sciences or Social Sciences from an HEC recognized university with minimum 1 year of relevant experience. Minimum 1 year of relevant experience in administrative, financial, or operational support role
					- Proficiency in maintaining accurate financial records and documentation. - Skilled in supporting activity budget preparation and tracking expenditures against approved budgets to ensure financial discipline and transparency - Ability to assist in managing daily financial transactions, including invoice preparation, payment processing, and receipt documentation with accuracy and timeliness.

NOTE:

- The competent authority reserves the right to cancel the recruitment process, increase or decrease the number of posts at any stage without assigning any reason.
- The above-mentioned positions are purely "Project Post" on contract up to **30-06-2026**. In case the project is extended, the incumbent may be considered for extension subject to satisfactory performance.

- iii. Government employees may apply through proper channel.
- iv. DOMICILE: Candidates domiciled in any district of the Province of Punjab.
- v. Application along with detailed C.V, attested copies of degrees & certificates, experience certificates, copy of CNIC, copy of Domicile, and recent passport size photograph may be submitted till **18-09-2025** on the address i.e. Women Development Department, Civic Center, G-Block, Sabzazar, Lahore, opposite cricket ground.
- vi. No TA/DA will be admissible for interview.
- vii. These vacancies are post specific and non-transferable.
- viii. Submission of fake documents or concealment of any fact will lead to dis-qualification of the candidate at any stage of recruitment process or during service.
- ix. Candidates already working in Government/Semi Government/Autonomous Bodies should apply through proper channel.
- x. Decisions of Department on all matters concerning recruitment, including eligibility/ short listing/selection criteria shall be final.
- xi. Final Terms & Conditions of appointment shall be settled at the actual date of appointment.
- xii. Incomplete applications or applications received after due date or closing of office hours on the last date for submission of application will not be entertained.
- xiii. Only short-listed candidates will be called for Test/ interview. The date & time of Test/interview will be communicated through email/call/SMS/letter/notice on website of Women Development department by the concerned department.


Section Officer (Establishment)
Government of the Punjab
Women Development Department
Civic Center G-Block Sabzazar , Lahore,
Phone: +92-42-36447500