



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 "**Strategic Planning and Implementation Unit 2024-27**". The contract is extendable for any further period subject to satisfactory performance of the contract employees on the extension of Development Scheme.

Sr. No.	Name of the Post	No.of Posts	Age Limit	Qualification	Experience	Skills
1.	Senior Policy Analyst/Team Lead (PPS 11) Rs. 700,000/-	01	32-45	Master's Degree (18 years of education) in Gender Studies, Women Studies, Development Studies, Public Administration, Public Policy, Development Studies, or Sociology (from a Government/HEC-recognized university)	08 years of post-qualification experience of working in research and analysis, preferably in policy analysis. Out of 08, two years of experience as a team lead at the provincial /regional level is preferred.	• Strong Knowledge of international, and regional policies, successful models, and practices for women's empowerment, promotion of gender equality, international commitments of Pakistan, and progress thereto. • Strong managerial/ administrative skills • Strong research, analytical skills, and report-writing skills. • Strong computer skills

2.	Legal Analyst Analyst/(PPS 10) Rs. 550,000/-	01	30-45	LLM/Bachelor's Degree in Law (16 years of education) from a university recognized by HEC)	06 years post-qualification experience as legal researcher and analyst, legal advisor, in a multinational/well-reputed provincial/regional level organizations	• Strong Knowledge of international, and regional Laws, successful models, and practices for women's empowerment, promotion of gender equality, international commitments of Pakistan, and progress thereto. • Experience of drafting legislation drafts • Strong researcher and analytical skills, and report-writing skills. • Strong computer skills
3.	Specialist (Research & Development) (PPS 10) Rs. 550,000/-	01	33-45	M.Phil./ MS Degree (18 years of education) in Sociology or Gender Studies, or Women Studies, Statistics, Data Sciences (from a Government/HEC recognized university.	08 years of post-qualification experience in a leading research organization as a researcher.	• Strong research and analysis skills. • Strong report-writing skills. • Excellent written and verbal communication skills. • Competence in applying statistical techniques. • Strong Skill in using visualization tools like to create clear and informative graphs, charts, and dashboards. • Competence in applying statistical techniques such as descriptive statistics, inferential statistics, regression analysis, hypothesis testing, and multivariate analysis.

						• Proficiency in Computer applications/ MS Office Suite. Technical proficiency in word processing, data analysis, and publication software
4.	Specialist (Mobilization & Outreach) (PPS 09) Rs. 400,000/-	01	28-40	Masters/BS-Hons Degree (16 years of education) in Mass Communication, Sociology, Gender Studies, Digital Media Marketing, or Project Management, (from a Government/HEC recognized university)	05 years of post-qualification experience in relevant field.	• Proficiency in Computer applications/ MS Office Suite. • Media content development skills. • Excellent written and verbal communication skills. • Graphics & Content Writing • Proficiency in creating engaging content, including text, images, and videos. • Excellent written and verbal communication skills for engaging with the audience and collaborating with the team. • Familiarity with social media management tools, graphic design software and video editing software. Ability to work collaboratively with various stakeholders. • Ability to work collaboratively with various stakeholders.
5	Specialist (Strategic Planning) (PPS 10)	01	30-45	Masters/(BS-Hons) Degree (16 years of education) in Gender Studies, Women	05 years of post-qualification experience of relevant field.	• Strong Knowledge of international, and regional Laws, successful models,

	Rs. 550,000/-			Studies, Public Administration, and Public Policy, or Masters in Sociology (from a Government/HEC recognized university)		and practices for women's empowerment, promotion of gender equality, international commitments of Pakistan, and progress thereto. • Strong research and analytical abilities. • Excellent verbal and written communication skills. • Technical proficiency in word processing, data analysis, and publication software.
6	Manager (Projects/Initiatives) (PPS 08) Rs. 250,000/-	01	30-45	Masters/BS-Hons Degree (16 years of education) in Sociology, Project Management, Economics, International Development Studies, Gender Studies (from a Government/HEC-recognized university)	06 years of post-qualification experience in relevant field.	• Proficiency in Computer applications/ MS Office Suite • Ability to work collaboratively with various stakeholders. • Project Planning and PC-I Development • Budgeting & Grants Proposals
7	Data Entry Operators (PPS 04) Rs. 60,000/-	01	18-30	I.C.S. or F.A./F.Sc. with diploma/certificate in I.T. from a recognized institute. And typing speed of 35 words per minute	Not required	• Proficiency in Computer applications/ MS Office Suite/ In Page/Coral Draw, Adobe Photoshop etc. • Excellent written and verbal communication skills • Ability to work collaboratively
8	DRIVER (PPS 02) Rs. 50,000	03	18-25	Matric, Have a valid Driving License.	Not required	• Familiar with repairs and maintenance of vehicles

NOTE:

- i. 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.
- ii. The above-mentioned positions are purely "Project Post" on contract up to **30-06-2027**. 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 **10-01-2025** on the address i.e. Women Development Department 37-Main Gulberg, Lahore.
- 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.


24/10/2024
Section Officer (Establishment)
Women Development Department
Government of the Punjab
37-Main Gulberg, Lahore
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