GOVERNMENT OF THE PUNJAB
ENVIRONMENT PROTECTION Department
QADDAFI STADIUM, LAHORE
JOB OPPORTUNITIES

EPD invites applications from eligible candidates of Punjab Province for appointment against the following positions available / vacant under ADP Scheme "Strengthening of Strategic Planning and Implementation Unit (SP&IU)" to carry out upcoming World Bank funded "Punjab Green Development Program", Asian Development Bank aided "Revitalization of River Ravi", for planning and implementation of future interventions of Environment Protection Department to empower and support Environment Protection Department. The details of posts and relevant information are as under:

Sr. No.	Name of the post	Qualification / Age	Experience
1.	Project Director (Post: 01)	Ph.D/ Master's Degree in Public Policy/ Project Management/ Environmental Engineering/ Public health engineering/socio sciences or any other relevant field from HEC recognized university. **Max Age: 63 years**	Should have minimum relevant experience of 10 years in case of Ph.D and 15 years in case of Master Degree
2.	Director Environmental Policy & planning (Post: 01)	Ph.D or Master Degree in Environmental Engineering/Public Health Engineering Sciences or a relevant field from HEC recognized university. **Max Age: 63 years**	Minimum Experience of 7 years in case of Ph.D and 10 in case of Master Degree at least 3 years relevant experience in a senior position -- preferably in international organizations
3.	Director Programmes (Post: 01)	Ph.D or Masters Degree in Environmental Engineering/ Public Health Engineering Sciences or a relevant field from an HEC recognized university. **Max Age: 63**	Minimum experience of 7 years in case of Ph.D and 10 years in case of Master Degree, at least 3 years relevant experience in a senior position preferably in international organizations.
4.	Director Monitoring & Evaluation (Post: 01)	Ph.D or Masters Degree in Management, Administration or a relevant field from an HEC recognized university. **Max Age: 63**	Minimum experience of 7 years in case of Ph.D and 10 years in case of Master Degree, at least 3 years relevant experience in a senior position preferably in international organizations.
5.	Director Admin & Finance (Post: 01)	M.Com, MA or MBA from HEC recognized institute / University. **Max Age: 63 Years**	Minimum experience of 15 years' in Administration and Financial management, preferably in public sector at a senior position.
6.	Director Procurements (Post: 01)	MBA/MPA/MSc (Engineering) or related discipline from HEC recognized University. **Max Age: 63**	Minimum of 10 years' experience in procurement management including at least 3 years working experience (preferably in international organizations) in senior position of procurement/ contracts management of Large Scale Projects of world Bank/ADB/other international development partners.
7.	Deputy Director Administration (Post: 01)	Master's degree in Public Administration, Business Administration, Public Policy, Project Management or any other related field from HEC recognized university. **Max Age: 50 years**	10 years' experience in the field of public/private administration. Must be fully aware of Government Rules, Procedures and regulations for administration
8.	Environmental Planning Expert (Post: 01)	Masters or BSc Degree in Environmental Engineering/ Sciences/Agriculture Engineering/ Chemical Engineering or a relevant field from an HEC recognized university. **Max Age: 50 years**	Should have an experience of 3 years in case of MSc and 5 years in case of BSc.
9.	Environmental Governance Expert (Post: 01)	Master's or BSc Degree in Management/Administration/ Environmental Engineering/ Sciences or a relevant field from an HEC recognized university. **Max Age: 50 years**	Should have an experience of 3 years in case of Master and 5 years in case of Bachelor.
10.	Social Safeguards Expert (Post: 01)	Masters or BSc Degree in Environmental Engineering/ Sciences/Agriculture Engineering Sociology/ Applied Social Science or a relevant field from an HEC recognized university. **Max Age: 50 years**	Should have an experience of 3 years in case of MSc and 5 years in case of BSc.
11.	Programmes Specialist-I (Post: 01)	Master's or BSc Degree in Environmental Engineering/ Sciences/Agriculture Engineering/Chemical Engineering or a relevant field from an HEC recognized university. **Max Age: 50 years**	Should have an experience of 3 years in case of MSc and 5 years in case of BSc.
12.	Programmes Specialist-II (Post: 01)	Master's or BSc Degree in Environmental Engineering/ Sciences/Agriculture Engineering/Chemical Engineering or a relevant field from an HEC recognized university. **Max Age: 50 years**	Should have an experience of 3 years in case of MSc and 5 years in case of BSc.
13.	Communication Specialist (Post: 01)	Master Degree in Mass Communication, Journalism or relevant field **Max. Age: 50 years**	Should have an experience of at least 5 years in relevant work preferably in electronic, print and social media
14.	Performance Evaluation Expert (Post: 01)	Master Degree in Business Administration, Public Administration, Management, or relevant field from an HEC recognized university. **Max Age: 50 years**	Should have 5 years' experience in relevant field
15.	Monitoring & Evaluation Expert (Post: 01)	Master Degree in Management, Administration, Statistics, International Development, Social Sciences, or related field". -- **Max Age: 50 years**	Should have 5 years' experience in relevant field at middle management level
16.	Financial Management Expert (Post: 01)	ACA, ACCA, ACMA, M.Com, MA (S.A.S), or MBA (Finance) from an HEC recognized institute / university. **Max Age: 50 years**	Should have 05 years post qualification experience in case of CA / ACCA / ACMA and 07 years in case of M.Com / MBA finance of public or private sector projects in a similar capacity.
17.	Budget & Accounts (Post: 01)	By posting of suitable officer of BS-17/BS-18 from office of Controller General of Accounts Office OR CA, ACCA, ACMA, M.Com, MA (S.A.S), or MBA (Finance) from an HEC recognized institute / university. **Max Age: 45 years**	5 years' experience of preparing/ maintaining of accounts in private/public organization, well aware of accounting standards of budget & Accounts, - Experience of handling Departmental Accounts, procedure & AG Office.
18.	Contract Management Expert (Post: 01)	Master's or Bachelors Degree in Business Administration, Public Administration, Management, Civil Engineering, Environmental Engineering, Contract Management, Finance, Public Policy, Project Management, Procurement or equivalent from an HEC recognized University. **Max Age: 50 years**	Should have over all experience of 05 years in case of MSc. Engineering and 07 years in case of B.Sc. Engineering.
19.	Procurement Specialist (Post: 01)	Master's or Bachelors Degree in Business Administration, Public Administration, Management, Civil Engineering, Environmental Engineering, Contract Management, Finance, Public Policy, Project Management, Procurement or equivalent from an HEC recognized University. **Max Age: 40 Years**	Should have over all experience of 05 years in case of Master Degree and 07 years in case of Bachelor Degree.
20.	Internal Auditor (Post: 01)	CA/ACMA/CIA/ACCA/MBA/MPA or related discipline from an HEC recognized institute / university. **Max Age: 50 years**	Should have 8 years experience in relevant field. Preferences will be given to the candidates having experience in Internal Auditing & Compliance.
21.	Environmental Economics (Posts: 02)	Master's Degree in Environmental Economics from an HEC recognized university. **Max Age: 40 years**	Preference will be given to candidates having relevant experience.
22.	GIS Specialist (Post: 01)	Master's in GIS or equivalent from an HEC recognized University. **Max Age: 40 Years**	Should have over all experience of 05 years at middle management level.
23.	Network Administrator (Post: 01)	Bachelor's degree (4 year) in Computer Science / Computer Engineering, Electronics Engineering, Network Administration, or a related field of study while candidates having Systems Administration Training, LAN & WAN installation & configuration, routing & switching, and network security training will be preferred. **Max Age: 35 years**	03 years' successful experience network trouble shooting.
24.	Web Manager (Post: 01)	Bachelor's degree (4 year) in Computer Science /Computer Engineering, Systems Engineering, or a related field of study. **Max Age: 40**	03 years successful experience web content management.
25.	Gender Specialist (Post: 01)	Master OR Bachelor's degree (4 year)in social sciences especially gender studies, or relevant discipline. **Max Age: 40 years**	03 Years relevant work experience in managing gender portfolio
26.	Office Executive (Post: 01)	Master degree/BSc. BS Hons. in Finance, Commerce, Project Management, Economics, Business Administration, Public Administration from HEC recognized university. **Max Age: 40 years**	03 year of relevant work experience
27.	Accountant (Post: 01)	BSC/B.com/B.A. from HEC recognized institute / university. **Max Age: 55 years**	10 years' experience of preparing/ maintaining of accounts in private/public organization, well aware of accounting standards of budget & Accounts, Experience of handling Departmental Accounts, procedure & AG Office procedures.
28.	Office Secretary (Post: 01)	BSC/B.COM/B.A. from HEC recognized institute /university	05 years experience of office work in similar capacity
29.	Office Assistant (Posts: 06)	BSC/B.COM/B.A. from HEC recognized institute /university **Max Age 35 Years**	03 years of relevant work experience
30.	Dak Runner (Post: 01)	Intermediate **Max Age 40**	-
31.	Office boy (Posts: 06)	Matric **Max Age 35 Years**	-
32.	Receptionist (Post: 01)	Intermediate **Max Age 35 Years**	-
33.	Security Guard (Posts: 03)	Middle **Max Age 40 Years**	-
34.	Driver (Posts: 08)	Matric **Max Age 40 Years**	03 years experience with LTV License
35.	Sanitary worker (Posts: 03)	Middle **Max Age 40 Years**	-

GENERAL INSTRUCTIONS

1. Applicants are advised to read job descriptions in detail available at www.epd.punjab.gov.pk
2. All the advertised positions are required for an ADP Scheme on purely temporary basis or till the completion of the project subject to satisfactory performance.
3. Test/interview date will be communicated to shortlisted candidates only.
4. Name of the applied post should be clearly mentioned on envelop.
5. Properly signed Application Form available at EPD website along with detailed CV, attested copies of all relevant documents/testimonials, experience certificate, CNIC & 2 latest passport size photographs must reach in the office of **Assistant Director (Admin) Environmental Protection Agency, Gate No. 10, National Hockey Stadium, Qaddafi Stadium Complex, Lahore** till **27.08.2019.**
6. Separate envelopes should be used for each post in case a candidate intends to apply for more than one posts.
7. The responsibility of correctness of the data/documents provided to EPD will rest on the candidates.
8. If any instruction available on the website or advertisement is found contradictory to the relevant Law, Rules and Regulations and Policy Decisions, the relevant Laws, Rules and Regulations and Policy Decisions will prevail over the instructions.
9. Persons already in Government Service should send their applications through proper channel and attach NOC from the concerned Department/employer.
10. Applications received after due date and incomplete applications will not be entertained and would be considered as rejected.
11. No. TA/DA will be admissible for attending test / interview etc.

Deputy Secretary (Admin)
Environment Protection Department Punjab
Gate No. 10. National Hockey Stadium,
Qaddafi Stadium Complex, Lahore.
042-99232232

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