

F.No.4-17/2023-Admin
GOVERNMENT PAKISTAN
MINISTRY OF HUMAN RIGHTS
CHILD PROTECTION INSTITUTE

SITUATIONS VACANT

The Child Protection Institute, Ministry of Human Rights invites applications from Pakistan Nationals to fill the following posts in PSDP project on purely contract basis for the period of two years/ completion of the project.

S. No.	Name of post	Age Limit	No. of Vacant Posts	Qualification & Experience	Fall under Quota
1.	Project Director Child Protection (Female) (PPS- 9 equivalent to BS- 19)	32-40	01	- Minimum 2nd Division Master's Degree in Sociology, Social Work, Anthropology, Gender Studies from a recognized University. -12 years post qualification Management experience in the field of Child Protection, partnerships, institutional capacity building or organizational development, establishment & management of child protection institute in public Sectors	Punjab (Including ICT) Merit
2.	Deputy Director Child Protection (Female) (PPS- 8 equivalent to BS- 18)	25-35	01	-Minimum 2nd Division Master's Degree in Sociology, Social Work, Anthropology or equivalent. -7-year working experience in Child Protection, programme planning and development	Punjab (Including ICT) Merit
3.	Deputy Director (Admin &Accounts) (PPS- 8 equivalent to BS- 18)	25-35	01	-Minimum 2nd Division MBA (Finance) -7-year working experience in administration and accounts.	Punjab (Including ICT) Merit
4.	Principal (Female) (PPS- 7 equivalent to BS- 17)	22-30	01	-Minimum 2 nd Division in MA and M.Ed. -2-year Post Qualification relevant working experience.	Punjab (Including ICT) Merit
5.	Assistant Director (IT) (PPS- 7 equivalent to BS- 17)	22-30	02	Minimum 2 nd Division Masters Degree in computer Science, Information Technology with two years post qualification experience in the public or private sector.	Punjab (Including ICT) Merit-01 KPK (Merit)-01
6.	Child Protection Officer (Female)(SW) (PPS-7 equivalent to BS-17)	22-30	02	Minimum 2 nd Division Master's Degree in Sociology, Social Work, Anthropology or equivalent	Punjab (Including ICT) Merit-01 Sindh (U) Merit-01
7.	Psychologist (Female) (PPS-7 equivalent to BS-17)	22-30	02	-MSC Psychology - 02-year Post qualification experience in the relevant field both in public or private sector.	Punjab (Including ICT) Merit-01 Sindh (R) Merit-01
8.	Child Protection Officer (Female) (Legal) (PPS-7 equivalent to BS-17)	22-30	02	L.L.B with 2 nd Division from the HEC recognized University.	Punjab (Including ICT) Merit-01 KPK (Merit)-01
9.	Doctor (Female) (PPS-7 equivalent to BS-17)	22-30	01	-MBBS from a recognized Institution -02-year Post qualification experience in the relevant field both in public or private sector.	Punjab (Including ICT) Merit-01 Sindh (U) Merit-01
10.	Manager Shelter (Female) (PPS-7 equivalent to BS-17)	22-30	01	-Second Class or Grade "C" Master Degree (Social Work, Sociology, Psychology, Anthropology, Gender Studies) from a recognized University. -02-year post qualification experience in the relevant field both in public or private sector.	Punjab (Including ICT) Merit-01
11.	Warden (Female) (PPS-6 equivalent to BS-16)	22-28	04	Second Class or Grade "C" Bachelor Degree from a recognized University. 02-year experience in the relevant field both in public or private sector.	Punjab (Including ICT) Merit-02

					Sindh (R) Merit-01 KPK (Merit)-01
12.	Staff Nurse (Female) (PPS-6 equivalent to BS-16)	20-28	02	BS Nursing (Four Years) three-year nursing and one-year midwifery and valid registration from Pakistan Nursing Council.	Punjab (Including ICT) Merit-01 KPK (Merit)-01
13.	Assistant Private Secretary (Female) (Admin & Accounts) (PPS-6 equivalent to BS-16)	20-28	01	-Second Class or Grade "C" in BA/B.Sc. -Typing 100/50 W.P.M.in shorthand/ typing respectively -Proficient in Microsoft Word, Excel, Power Point and Access etc. -One year relevant experience will be preferred.	Punjab (Including ICT) Merit-01
14.	Assistant (IT) (PPS-6 equivalent to BS-16)	20-28	02	Second Class or Grade "C" Bachelor in Computer Science/ Information Technology -One year relevant experience will be preferred.	Punjab (Including ICT) Merit-01 KPK (Merit)-01
15.	Office Assistant (Admin & Accounts) (PPS-5 equivalent to BS-15)	18-25	02	Second Class or Grade "C" in B.Com. Typing 50 W.P.M. in typing, Proficient in Microsoft Word, Excel, Power Point and Access etc. One-year experience will be preferred.	Local ICT Merit-01 Punjab Merit-01
16.	Teacher (Female) (PPS-5 equivalent to BS-14)	18-25	02	B.A/B.ED	Local ICT Merit-01 Punjab Merit-01
17.	Teacher (Female) (Religious) (PPS-5 equivalent to BS-14)	18-25	01	B.A with certified in Hafiz-e-Quran	Local ICT Merit-01
18.	Store Keeper (PPS-4 equivalent to BS-11)	18-25	02	F.A/FSc	Local ICT) Merit-01 Punjab Merit-01
19.	Nanny (Female) (PPS-4 equivalent to BS-9)	18-25	06	Matric Experience in Child Care Institution will be preferred	Local ICT Merit-03 Punjab Merit-01 Sindh (R) Merit-01 KPK (Merit)-01
20.	Helpline Operator (PPS-2 equivalent to BS-07)	18-25	04	Matric Receive calls and determine the eligibility of the call as a child protection complaint, enquiry or if it is on another matter	Local ICT Merit-02 Punjab Merit-01 Sindh (R) Merit-01
21.	Driver (PPS-2 equivalent to BS-4)	18-30	02	Middle/Matric from a recognized Board. Matric will be preferred. 2-year year experience in LTV/HTV driving in public or private sector with Valid Driving License and well versed in traffic rules.	Local Based (ICT)
22.	Cook (Female) (PPS-1 equivalent to BS-4)	18-25	02	Primary or Middle. Middle will be preferred	Local Based (ICT)
23.	Gardner (PPS-1 equivalent to BS-1)	18-25	02	Primary	Local Based (ICT)
24.	Sanitary worker (02 male, 02 female)(PPS-1 equivalent to BS-1)	18-25	04	Primary or Middle Pass. Middle will be preferred	Local Based (ICT)

Terms & Conditions

1. The selection shall be made purely on merit basis observing regional/provincial quota with 10%, 5% & 2% quota for women, minorities & disabled candidates respectively as per Govt. Policy
2. Interested candidates can apply online through National Job Portal at [website www.njp.gov.pk](http://www.njp.gov.pk) within 15 days from the date of publication of advertisement. Applications by post/by hand will not be entertained.
3. Advertisement can be downloaded from website www.mohr.gov.pk.

4. Only short listed candidates will be called for written test/ interview. The eligible candidates will be informed for test / interview through post or on the given Email.
5. Candidates already in Government Service should apply through proper channel, along with NOC from their organizations clearly stating the length of service and other particulars.
6. Candidates will have to produce original documents at the time of interview. Candidates already in Government Service, will also have to produce original NOC from their departments/organizations.
7. The general age relaxation of 5 years and others in upper age limit would be granted as admissible under the rules.
8. No TA/DA shall be admissible for appearing in test/interview.
9. If a candidate is interested to apply for more than one post, he should apply separately.
10. The competent authority reserves the right to cancel the process of recruitment at any stage without citing any reasons.

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