

**GOVERNMENT OF PAKISTAN
MINISTRY OF HUMAN RIGHTS**

SITUATIONS VACANT

Applications are invited for appointment on the following projects purely on contract basis.

**Project-I: Establishment of Project Planning and Monitoring Unit (PMU)
in Ministry of Human Rights.**

Duration of the Project = 03 years

Sr. No	Name of Post	No. of Posts and Quota	Salary package	Age Limit	Education Qualification/Experience	Place of Posting
1.	Director/ Project Planning and Appraisal Specialist (PPS-9 equivalent to BPS-19)	01-Post Punjab (Including ICT)	175,000/-	32-40 Years	<ul style="list-style-type: none"> i. Second Class or Grade "C" Master's Degree in Public Administration/Sociology /Social Work/Development Studies/Gender Studies or equivalent qualification from a university recognized by HEC. ii. Twelve (12) years post qualification experience in the field of project planning, project management, research, project appraisal, Monitoring and Evaluation in Government/Semi Govt. / Autonomous Bodies/NGOs/INGOs. iii. Knowledge of government rules and regulations. iv. Computer Skills in MS Office (Power Point, Word & Excel). 	Islamabad
2.	M&E Specialist (PPS-8 equivalent to BPS-18)	01-Post Punjab (Including ICT)	125,000/	25-35 Years	<ul style="list-style-type: none"> i. Second Class or Grade "C" Master's Degree in Economics/Sociology/ Development Studies/Human Rights or equivalent qualification from a university recognized by HEC. ii. Five (5) years post qualification experience in the field of project planning, project management, research, project appraisal, monitoring and Evaluation in Government/Semi Govt. / Autonomous Bodies/NGOs/INGOs. iii. Knowledge of government rules and regulations. iv. Computer Skills in MS Office (Power Point, Word & Excel). 	Islamabad

3.	Financial Management Specialist (PPS-8 equivalent to BPS-18).	01-Post Punjab (Including ICT)	125,000/-	25-35 Years	<ul style="list-style-type: none"> i. Second Class or Grade 'C' Master's Degree in Finance/Accounting/MBA (Finance)/Commerce/CA/ACCA/ACMA or equivalent qualification from a University recognized by HEC. ii. Five (5) years post qualification experience in public financial management (preferable on PIFRA and SAP), Accounting/Budgeting/Financial auditing etc. in Government or Semi Govt. organizations etc. iii. Proficient in financial rules and regulation of Government of Pakistan. iv. Computer Skills in MS Office (Power point, Word & Excel). 	Islamabad
4.	Procurement Specialist (PPS-8 equivalent to BS-18)	01-Post Punjab (Including ICT)	125,000/-	25-35 Years	<ul style="list-style-type: none"> i. Second Class or Grade 'C' Master's Degree in Finance/MBA (Finance) or equivalent qualification from a University recognized by HEC. ii. Five (5) years post qualification experience in consultancy services or as a procurement expert in any project or government department. iii. Proficient in financial rules and regulation of Government of Pakistan. iv. Knowledge of public sector procurement processes, e-procurement, policies and PPRA Rules and regulations. v. Computer Skills in MS Office (Power point, Word & Excel). 	Islamabad
5.	Assistant Director (Admin) (PPS-7 equivalent to BS-17)	01-Post Punjab, Including ICT (Women Quota)	90,000/-	22-30 Years	<ul style="list-style-type: none"> i. Second Class or Grade 'C' Master's Degree in MPA/MBA or relevant disciplines from a University recognized by HEC. ii. Two (2) years post qualification experience in the administrative matters. iii. Good knowledge of public sector procedures, rules and regulations. vi. Proficient in computer and MS office (Power point, MS Excel and MS Word). 	Islamabad

6.	LDC (PPS-3 equivalent to BPS-9)	01-Post Punjab (Including ICT)	25,000/-	18-25 Years	i. Intermediate (2 nd Division). ii. Minimum Typing Speed of 30 W.P.M. iii. Basic IT Training Course including MS Office. iv. Preference will be given to experienced persons.	Islamabad
7.	D.R (PPS-1 equivalent to BPS-4)	01-Post Islamabad	16,000/-	18-30 Years	i. Middle/Matric from a recognized Board. ii. Matric will be preferred. iii. 2 years experience in driving with Valid Driving License holder and well versed in traffic rules. iv. Local based.	Islamabad
8.	Naib Qasid (PPS-1 equivalent to BPS-1)	02-Posts Islamabad	16,000/-	18-25 Years	i. Middle ii. Mentally and physically sound. iii. Local based.	Islamabad
9.	Security Guard/ Chowkidar (PPS-1 equivalent to BPS-1)	01-Post Islamabad	16,000/-	18-25 Years	i. Primary pass. ii. Fit for security guard duty. iii. Local based.	Islamabad
10.	Sanitary Worker (PPS-1 equivalent to BPS-1)	01-Post Islamabad	16,000/-	18-25 Years	i. Primary pass. ii. Fit for duty. iii. Local based.	Islamabad

Project-II: Establishment of Sub-Office of Human Rights in Merged Districts of Khyber Pakhtunkhwa.

Duration of the Project = 03 years

Sl. No	Name of Post	No. of Posts and Quota	Salary package	Age Limit	Education Qualification/Experience	Place of posting
1.	Project Manager/ Deputy Director (PPS-08 equivalent to BPS-18)	01-Post KPK Quota	125,000/-	25-35 Years	i. Minimum 2 nd Division Master's Degree in Sociology, Social Work, Anthropology, Economics or equivalent. ii. 5 years working experience in development sector, planning and development, human rights, preferably in merged districts of KP.	KPK
2.	Assistant Director-I (Human Rights) (PPS-07 equivalent to BS-17)	01-Post KPK Quota	90,000/-	22-30 Years	i. Minimum 2 nd Division Master's Degree in Sociology, Social Work, Anthropology, Economics or equivalent. ii. 2 years working experience in development sector, planning and development, preferably in merged districts of KP.	
3.	Assistant Director-II (Legal) (PPS-07 equivalent to BS-17)	01-Post KPK Quota	90,000/-	22-30 Years	i. LLB with 2 nd Division. ii. 2 Years experience in High Court	

4.	LDC (PPS-03 equivalent to BS-09)	02-Posts KPK Quota	25,000/-	18-25 Years	<ul style="list-style-type: none"> i. Second Class or Grade "C" Intermediate. ii. Typing 30 W.P.M iii. Proficient in Microsoft Word, Excel, Power Point and Access etc. iv. 6 months to 1 year experience will be preferred.
5.	Driver (PPS-01 equivalent to BS-04)	01-Post KPK Quota	16,000/-	18-30 Years	<ul style="list-style-type: none"> i. Middle/Matric from a recognized Board. Matric will be preferred. ii. 2 years experience in LTV/HTV driving in public or private sector with Valid Driving License holder and well versed in traffic rules.
6.	Naib Qasid (PPS-01 equivalent to BS-01)	02-Posts KPK Quota	16,000/-	18-25 Years	<ul style="list-style-type: none"> i. Primary or Middle. ii. Middle will be preferred.
7.	Sweeper (PPS-01 equivalent to BS-01)	01-Post KPK Quota	16,000/-	18-25 Years	<ul style="list-style-type: none"> i. Primary or Middle. ii. Middle will be preferred.
8.	Chowkidar (PPS-01 equivalent to BS-01)	01-Post KPK Quota	16,000/-	18-25 Years	<ul style="list-style-type: none"> i. Primary or Middle. ii. Middle will be preferred.

Project: III: Establishment of Human Rights Information Management System:

Duration of the Project = 01 year

Sr. No	Name of Post	No. of Posts/Quota	Salary package	Age Limit	Education Qualification/Experience	Station
1.	Director (HRIMS) (PPS-09 equivalent to BPS-19)	01-Post Sindh-R Quota	175,000/ -	32-40 Years	<ul style="list-style-type: none"> i. Master's Degree in Sociology, Social Work, Anthropology, OR equivalent qualification from a University recognized by Higher Education Commission. Diploma in Management Information System (MIS) with proven knowledge and experience in computer systems including hardware, software and networks etc. OR ii. Master's Degree in Information Technology, Computer Science, Management OR four-years BS in Computer Science OR equivalent qualification from a University recognized by Higher Education Commission. Proven knowledge and experience in human rights etc. iii. Twelve (12) years post qualification experience in the related field in BS-17 OR equivalent in a Government/ Semi Government/ reputable private organization. iv. Good leadership skills, report writing and written communication skills. 	Islamabad

2.	Network Administrator (PPS-07 equivalent to BPS-17)	01-Post (Punjab including ICT Quota)	90,000/-	22-30 Years	<ul style="list-style-type: none"> i. Master's Degree in Computer Science, Information Technology or Bachelor (4 years) in Computer Science or equivalent qualification from a University recognized by Higher Education Commission. ii. Two years post qualification experience in the public or private sector. iii. Experience in networking, routing and switching, network tuning, network design and implementation. iv. Proven Network administrator work experience. v. Cisco Certification is must. vi. Experience with firewalls, troubleshooting and problem resolution. vii. Experience in backup and recovery software and methodologies 	Islamabad
3.	Driver (PPS-01 equivalent to BPS-04)	01-Post Islamabad	16,000/-	18-30 Years	<ul style="list-style-type: none"> i. Middle/Matric from a recognized Board. Matric will be preferred. ii. Valid Driving License holder and well versed in traffic rules. iii. 2 years experience in LTV/HTV driving in public or private sector. iv. Local based. 	

Project-IV: Establishment of Transgender Protection Centre (ETPC), Islamabad.

Duration of the Project = 01 year or till the completion of the project

Sl. No	Name of Post	No. of Posts/ Quota	Age limit	Salary package	Qualification and Experience	Place of Posting
1.	Deputy Director/ Project Manager, PPS-08 (equivalent to BPS-18)	01-Post Punjab Including ICT (Transgender)	25-35 Years	125,000/-	<ul style="list-style-type: none"> i. Master Degree at least 2nd Division in Sociology, Social Work, anthropology, project management or equivalent qualification from a university recognized by HEC. ii. 05 years post qualification experience in the field of Human Rights and project Management in Public or private organization. iii. Effective communication and writing skills and computer competency, 	Islamabad
2.	Psychologist PPS-07 (equivalent to BPS-17)	01-Post (Punjab including ICT) Quota	22-30 Years	90,000/-	<ul style="list-style-type: none"> i. MSc in Psychology or equivalent qualification from a University recognized by HEC. ii. 02 years post qualification experience in applied/Clinical Psychology. 	

Project-V: Implementation of Action Plan for Human Rights in Pakistan.

Duration of the Project = 01 year

Sl. No.	Designation	Nos. of Posts/ Quota	Salary package	Age limit	Condition of eligibility/ Experience	Place of Posting
1.	Assistant Director (Legal) (PPS-07 equivalent to BPS-17)	02-Posts 01- Sindh-R 01-Sindh-U Quota	90,000/-	22-30 Years	i. Minimum 2 nd Division LLB. ii. 2 years post qualification experience in High Court.	Islamabad
2.	Assistant Director (Strategic Planning & Coordination) (PPS-07 equivalent to BPS-17)	1-Post (Punjab, Including ICT)	90,000/-	22-30 Years	i. Minimum 2 nd Division Master's Degree in Sociology, Social Work, Anthropology, Gender Studies, Human Rights, Peace & Conflict Studies, Economics or equivalent. ii. 2 Years post qualification experience in the Development Sector, Planning and Development.	Islamabad
3.	Dispatch Rider (PPS-01 equivalent to BPS-04)	01- Post Islamabad	16,000/-	18-30 Years	i. Middle/Matric from a recognized Board. ii. Matric will be preferred. iii. 2 years experience in driving with Valid Driving License holder and well versed in traffic rules. iv. Local based.	Islamabad

Project-VI: Institutional Strengthening of Ministry of Human Rights.

Duration of the Project = 01 year

Sl. No	Name of Post	No. of Posts/ Quota	Salary package	Age Limit	Education Qualification/Experience	Place of Posting
1.	Assistant Director (Law & Development) (PPS-07 equivalent to BPS-17)	01-Post (KPK Quota)	90,000/-	22-30 Years	i. Minimum 2 nd Division LLB. ii. 2 years experience in High Court.	Islamabad
2.	Superintendent/ DDO (PPS-07 equivalent to BPS-17)	01-Post (Punjab including ICT Quota)	90,000/-	Upto 63 Years	i. Minimum 2 nd Division Master's Degree in Business Administration, MBA (Finance and Accounting) and M. Com or equivalent ii. 2 years experience in finance and accounts preferably in Federal Government. iii. Having knowledge of all Financial Rules Government of Pakistan. iv. Retired officer (man/woman) from Federal Government having experience in finance and accounts or retired officer from AGPR would be preferred.	

3.	Naib Qasid (PPS-01 equivalent to BPS-01)	01-Post Islamabad, Disability Quota	16,000/-	18-25 Years	i. Middle pass ii. Local based	
----	--	--	----------	----------------	-----------------------------------	--

Project: VII:

Strengthening of Regional Directorate of Human Rights, Lahore, Karachi, Peshawar & Quetta, Ministry of Human Rights:

Duration of the Project = 01 year

Sr. No	Name of Post	No. of Posts/Quota	Salary package	Age Limit	Education Qualification/Experience	Station
1.	Assistant Director (PPS-07 equivalent to BPS-17) (Human Rights)	01- Post Sindh-R	90,000/-	22-30 Years	i. Second Class or Grade, C, Master's Degree in Human Rights/Gender Studies/Sociology/Social Work / Anthropology or equivalent qualification from a University recognized by Higher Education Commission. ii. Preferred 2 years experience in Govt./ Semi Govt./ Autonomous Bodies/ NGOs/INGOs working in human rights including gender, child and women's rights, labour rights, religious minorities, IDPs and Refugees'	Karachi
2.	Data Entry Officer (PPS-06 equivalent to BPS-16)	01- Post Punjab	60,000/-	22-28 Years	i. Bachelor's Degree in computer science/ Information Technology/ or equivalent qualification from a University recognized by Higher Education Commission. ii. Experience in data entry, fast typing, familiarity with spread sheets and online forms iii. Experience in MS Office and data programmes	Lahore
3.	Driver (PPS-01 equivalent to BPS-04)	01- Post Baluchistan	16,000/-	18-30 Years	i. Middle/Matric from a recognized Board. Matric will be preferred. ii. Valid Driving License holder and well versed in traffic rules. iii. 2 years experience in LTV/HTV driving in public or private sector	Quetta

TERMS AND CONDITIONS:

1. Applications on the prescribed format alongwith attested copies of Academic Degrees, Domicile and CNIC etc. should reach to the undersigned within **15-days** from the date of advertisement.
2. Applications will not be considered without the copies of CNIC, relevant qualification degree, domicile and experience certificate or any other related documents with the application form.

3. The ***Application form*** can be downloaded separately against the posts in BPS-01 to BPS-16 and Posts in BPS-17 above from the official website www.mohr.gov.pk of the Ministry of Human Rights, Islamabad.
4. Jobs Description of the posts are available on the website i.e. www.mohr.gov.pk of the Ministry of Human Rights, Islamabad.
5. Only short listed candidates will be called for test/interview.
6. Candidates should clearly write the name of project and post on envelop and application.
7. Candidates will have to produce original documents at the time of interview.
8. Applicants shall be entitled to an upper age relaxation of five years in the maximum age limit given above.
9. No TA/DA will be admissible for appearing in test/interview.
10. Candidates already in government service should apply through proper channel, alongwith NOC from the concerned organization, clearly stating the length of service and other particulars.
11. Incomplete applications and those received after the expiry date shall not be considered.
12. The Ministry of Human Rights reserves the right to cancel/withdraw advertisement at any time.
13. The Ministry reserves the right to accept or reject any or all the applications without assigning any reason and cancel the whole recruitment.

(Maryam Aslam)
Section Officer (Admn)
Ministry of Human Rights,
9th Floor, Kohsar Block, Pak Secretariat,
Islamabad
Tele:-051-9207250