**EVENT CREATION FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Title: | | Situation Vacant | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| No. of Jobs: | | 0 | 0 | 4 |  | |  |  |  |  | |  |  |  |  | |  |  |  |
|  | | | | | | | | | | | | | | | | | | | |
| Event Start Date: | | 0 | 3 | - | 1 | | 2 | - | 2 | 0 | | 2 | 2 |  |  | |  |  |  |
|  | | | | | | | | | | | | | | | | | | | |
| Event End Date: | | 1 | 7 | - | 1 | | 2 | - | 2 | 0 | | 2 | 2 |  |  | |  |  |  |
| \*Event start date must be align with the job publishing date of PID | | | | | | | | | | | | | | | | | | | |
| Event Advertisement: | | Yes |  | No |  | | Yes | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Event Details: | | “Establishment of Sub-Office of Human Rights in Merged District of Khyber | | | | | | | | | | | | | | | | | |
| Pakhtunkhwa” | | | | | | | | | | | | | | | | | |
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| **Event Focal Person Details:** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Focal Person Name: | | Mr. Ateeq Sarwar | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Designation: | | Assistant Director ICT (BS-17) | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Mobile No.: | | 0 | 3 | 1 | 2 | | - | 5 | 7 | 5 | | 8 | 5 | 7 | 1 | |  |  |  |
|  | | | | | | | | | | | | | | | | | | | |
| Landline No.: | | 0 | 5 | 1 | - | | 9 | 2 | 4 | 8 | | 1 | 0 | 9 |  | |  |  |  |
|  | | | | | | | | | | | | | | | | | | | |
| Fax No.: | | 0 | 5 | 1 | - | |  |  |  |  | |  |  |  |  | |  |  |  |
|  | | | | | | | | | | | | | | | | | | | |
| Official Email: | | [Ateeq.sarwar@mohr.gov.pk](mailto:Ateeq.sarwar@mohr.gov.pk) | | | | | | | | | | | | | | | | | |
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|  |  | | | | |  | | | | |  | | | | |  | | | |
| Signature |  | | | | | Official Stamp | | | | |  | | | | | Date | | | |

**JOB DESCRIPTION FORM FOR JOB No. 01**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Field of Experience: | | Assistant Director-II (Legal) | | | |
| Job Type: | | Contract | | | |
| Job Scale/ Grade: | | PPS-07 equivalent to BPS-17 | | | |
| Min. Experience Required: | | 2 Years’ experience in High Court. | | | |
| Vacancies/Slots: | | 01 | | | |
| Max. Age Limit Required: | | 22-30 | | | |
| Age Relaxation: | | 5 Years | | | |
| Job Title: | | Assistant Director-II (Legal) | | | |
| Quota | | KPK | | | |
| Qualification | | L.L.B with 2nd Division. | | | |
| Job Description: | | Assist Project Manager to implement the project | | | |
| Conduct legal research on the human rights issues in order to facilitate the Ministry for implementation of the international conventions. | | | |
| Coordination with law fraternity, police and judiciary | | | |
| Facilitate human rights victims in litigation and legal matters, appearance in courts if required | | | |
| Legal counseling and assist in referral services or litigations to proceed in the courts | | | |
| Awareness among communities on legal and human rights | | | |
| Capacity building and training programme of teachers, local government representatives and government officials on human rights, gender equality and women empowerment throughout the project life. | | | |
| Any other assignments as per project requirements or given by the higher authorities | | | |
| **Note:** Please replicate this form as per the number of jobs being filled in. | | | | | |
| Signature |  | | Official Stamp |  | Date |

**JOB DESCRIPTION FORM FOR JOB No. 02**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Field of Experience: | | (to be selected from the list of fields displayed at homepage of NJP)  Ministerial/Office Staff | | | |
| Job Type: | | Contract | | | |
| Job Scale/ Grade: | | (PPS -3 equivalent to BS -9) | | | |
| Min. Experience Required: | | Preference will be given experienced persons | | | |
| Vacancies/Slots: | | 02 | | | |
| Max. Age Limit Required: | | 18-25 | | | |
| Age Relaxation: | | 5 years | | | |
| Job Title: | | LDC | | | |
| quota | | KPK | | | |
| Qualification:  Job Description: | | 1. 2nd Class or Grade-C Intermediate. 2. Typing 30 WPM. 3. Proficient in Microsoft Word, Excel, Power Point and Access etc. 4. 6 months to 1 year experience will be preferred. | | | |
| **Note:** Please replicate this form as per the number of jobs being filled in. | | | | | |
|  |  | |  |  |  |
| Signature |  | | Official Stamp |  | Date |

**JOB DESCRIPTION FORM FOR JOB No. 03**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Field of Experience: | | (to be selected from the list of fields displayed at homepage of NJP).  Ministerial/Office Staff | | | |
| Job Type: | | Contract | | | |
| Job Scale/ Grade: | | (PPS-01 equivalent to BS-04) | | | |
| Min. Experience Required: | | 2 years’ experience in LTV / HTV driving in public or private sector with Valid Driving License holder and will versed in traffic rules | | | |
| Vacancies/Slots: | | 01 | | | |
| Max. Age Limit Required: | | 18-25 | | | |
| Age Relaxation: | | 5 years | | | |
| Job Title: | | Driver | | | |
| Qouta | | KPK | | | |
| Qualification:  Job Description: | | 1. Middle/Matric from a recognized Board. Matric will be preferred. 2. 2 years’ experience in LTV/HTV driving in public or private sector with Valid Driving License holder and well versed in traffic rules. | | | |
| **Note:** Please replicate this form as per the number of jobs being filled in. | | | | | |
|  |  | |  |  |  |
| Signature |  | | Official Stamp |  | Date |

**JOB DESCRIPTION FORM FOR JOB No. 04**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Field of Experience: | | (to be selected from the list of fields displayed at homepage of NJP)  Ministerial/Office Staff | | | |
| Job Type: | | Contract | | | |
| Job Scale/ Grade: | | (PPS-1 equivalent to BPS-1) | | | |
| Min. Experience Required: | | Nil | | | |
| Vacancies/Slots: | | 01 | | | |
| Max. Age Limit Required: | | 18-25 | | | |
| Age Relaxation: | | 5 years | | | |
| Job Title: | | Naib Qasid | | | |
| Quota | | KPK | | | |
| Qualification:  Job Description: | | 1. Primary or Middle (Middle will be preferred) 2. Mentally and physically sound. 3. Local based. | | | |
| **Note:** Please replicate this form as per the number of jobs being filled in. | | | | | |
|  |  | |  |  |  |
| Signature |  | | Official Stamp |  | Date |