**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 |
|  |
|  |  |  |  |  |
| 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 |