



EVENT CREATION FORM

Event Title:

No. of Jobs:

0	0	2
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Event Start Date:

0	3	-	1	1	-	2	0	2	2
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Event End Date:

1	7	-	1	1	-	2	0	2	2
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*Event start date must be align with the job publishing date of PID

Event Advertisement: Yes No Yes

Event Details:

Event Focal Person Details:

Focal Person Name:

Designation:

Mobile No.:

0	3	1	2	-	5	7	5	8	5	7	1
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Landline No.:

0	5	1	-	9	2	4	8	1	0	9
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Fax No.:

0	5	1	-							
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Official Email:

Signature

Official Stamp

Date



Government of Pakistan
Ministry of Information Technology & Telecom
NATIONAL INFORMATION TECHNOLOGY BOARD



JOB DESCRIPTION FORM FOR JOB No. 01

Job Field of Experience:	Deputy Director / Project Manager (to be selected from the list of fields displayed at homepage of NJP)
Job Type:	Contract
Job Scale/ Grade:	Establishment of Transgender Protection Centre (ETPC)
Min. Experience Required:	05 Years
Vacancies/Slots:	01
Max. Age Limit Required:	25-35
Age Relaxation:	5 Years
Job Title:	Deputy Director / Project Manager
Job Description:	Responsible for implementation of the project as per approved PC-I. Manage staff and activities of the project including financial and record management. Prepare a detailed implementation schedule and annual work plan. Responsible for delegating tasks to the project staff. Prepare and submit progress reports as desired by the Ministry. Evaluate Performance of project staff and provides guidance and feedback. Evaluate Project performance and identify bottleneck, if any. Establish collaboration with Transgender Community and development partners including UNCTs, INGOs, NGOs, academia and civil society organizations. Build liaison with government departments particularly district and local governments, judiciary, hospitals and police. Arrange consultations with relevant stakeholders. Any other assignment given by the higher authorities.

Note: Please replicate this form as per the number of jobs being filled in.

Signature

Official Stamp

Date

