



Project Management & Implementation Unit
Strengthening Social Protection Delivery System in Sindh
Sindh Social Protection Authority
Social Protection Department
Government of Sindh

VACANCIES ANNOUNCEMENT

The Project Management & Implementation Unit, Strengthening Social Protection Delivery System in Sindh established under Sindh Social Protection Authority invites applications from the qualified and experienced candidates for the project of “**Strengthening Social Protection Delivery System in Sindh**” assisted by World Bank through IDA Loan/Credit No: IDA / 7229-PK purely on contract basis.

The required academic qualifications, experience and other requirements for the positions are as under:

1. VACANT POSITIONS (HEAD OFFICE) – TOTAL VACANCIES: TWENTY TWO (22):-

Sr.#	Name of Position	Qualification	Experience
A.	<u>INTEGRATED INFORMATION SYSTEM FOR SOCIAL PROTECTION:-</u>		
i.	<u>IT Infrastructure Head</u> <u>(PPS-10)</u> ***** Total Vacancies: One (01)	16 years of education in Information Technology/Computer science or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. - Specialization in ITM (Information Technology Management) shall be accorded due weightage.	- Minimum eight (08) years of post-qualification experience in software/system design, (preferably commercial) development and deployment experience in large scale service architectures with IT applications. - Experience of infrastructure design, application development, fault tolerant system, implementation, and go-live support. - Proven experience of managing projects from a technical aspect including requirements analysis design through to deployment and post go-live support.
ii.	<u>Software Developer</u> <u>(PPS-08/09)</u> ***** Total Vacancies: One (01)	16 years of education in Computer Science/ software engineering or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. - Relevant certifications of Software development shall be accorded due weightage.	- Minimum seven (07) years of post-qualification experience in software development. - Strong technical skills are required, including experience with programming languages such as Python, Java, C++, and JavaScript. Familiarity with databases and software development tools such as GitHub, JIRA, and Visual Studio is also preferred. - The ability to adapt to changing technologies and methodologies is important, as the software development field is constantly evolving. - Relevant certifications such as Microsoft Certified Systems Developer (MCSD) or Oracle Certified Professional, Java SE 11 Developer, would be an added advantage.
iii.	<u>Data Center Officer</u> <u>(PPS-07/08)</u> *****	16 years of education in Computer Science/ software engineering or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of	- Minimum five (05) years of post-qualification experience in data center management. - Strong technical skills are required, including knowledge of data center infrastructure, servers, storage systems, networking equipment, and backup systems. Experience with

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	Total Vacancies: One (01)	Pakistan. Relevant certifications such as CompTIA Network+, Comp TIA Security+, or Certified Data Center Professional (CDCDP) shall be accorded due weightage.	virtualization technologies such as VMware and Hyper-V is also preferred. - Ability to analyze problems and develop creative solutions is essential, as well as the ability to work effectively as part of a team. - The ability to adapt to changing technologies and methodologies is important, as the data center field is constantly evolving. Ability to manage multiple projects simultaneously, prioritize tasks, and meet deadlines is essential.
iv.	<u>System Analyst</u> <u>(PPS-07/08)</u> ***** Total Vacancies: One (01)	16 years of education in Computer Science / Software Engineering or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	- At least, five (05) years of post-qualification experience in system analysis. - Strong technical skills are required, including experience with software development methodologies, database management systems, and programming languages. - Strong analytical and problem-solving skills are essential, as well as the ability to think creatively and develop innovative solutions. - Excellent communication skills.
A.	<u>PROGRAMME IMPLEMENTATION AND DELIVERY (OPERATIONS):-</u>		
i.	<u>General Manager</u> <u>Operations</u> <u>(PPS-09/10)</u> ***** Total Vacancies: One (01)	16 years of education in Development Studies/ Public Policy/ Social Policy/ /Economic Development/ Project Management or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	- Minimum ten (10) years of post-qualification experience in managing and implementing development projects for any public/private sector organization(s). - Must have team building and organizational development understanding. - Due weightage shall be accorded to: - Experience in project management/implementation, planning and design of large-scale social protection/development programs. - Familiarity with government structures, operations, and procedures. - Managing cash transfers, grievance redressals, logistics and budgets for medium to large scale social protection/development programs for government/World Bank or any other relevant organizations.
ii.	<u>Payment Officer</u> <u>(PPS-07/08)</u> ***** Total Vacancies: One (01)	16 years of education in Accounting, Finance, Business Administration, Finalist of Professional certification in accounting such as Chartered Accountant (CA), Certified Public Accountant (CPA), or ACCA or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	- At least five (05) years of post-qualification experience in accounting, finance, or payment processing. - Strong knowledge of accounting principles, financial management, and payment processes. - Experience in using accounting software and electronic payment systems. - Excellent analytical, organizational, and interpersonal skills. Ability to work accurately and efficiently under pressure and meet deadlines.
iii.	<u>Programme Officer</u> <u>(PPS-07/08)</u> ***** Total Vacancies: One (01)	16 years of education in Development Studies/Business Administration/ Social Policy/ /Economics/ Public Administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	- Minimum five (05) years of post-qualification experience in program support or project coordination. - Project Management Skills: Knowledge of project management principles and practices, including experience with project scheduling, budgeting, and resource allocation. - Strong interpersonal skills, including the ability to build relationships with stakeholders and work effectively with a diverse range of individuals. Proficiency in using project management software and other relevant technologies, as well as a good understanding of project management methodologies and best practices.
iv.	<u>Training Coordinator</u> <u>(PPS-07/08)</u> ***** Total Vacancies:	16 years of education in Education, Business Administration, Development Studies/ Public Policy/ Social Policy/ Public Administration or related field from a reputed local or foreign university, duly recognized by the Higher	- Minimum five (05) years of post-qualification experience in organizing training programs. - Knowledge of using a variety of training methods, development of training modules, guidelines and training reports. - Excellent communication, interpersonal, and organizational skills.

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	<u>One (01)</u>	Education Commission (HEC) of Pakistan. ▪ Professional certification in training and development, such as Certified Professional in Learning and Performance (CPLP), is desirable.	▪ Ability to develop and maintain effective relationships with stakeholders, including trainers, subject matter experts, and participants. ▪ Ability to manage multiple tasks and prioritize effectively.
B. <u>FINANCE & AUDIT:-</u>			
i.	<u>Audit Officer (PPS-07/08)</u> ***** Total Vacancies: Two (02)	▪ 16 years of education in Accounting, Finance, or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. ▪ Professional certification in auditing, such as ACCA, CIA, or CPA shall be accorded due weightage.	▪ Minimum five (05) years of post-qualification experience in internal auditing in a public sector environment. ▪ Excellent written and verbal communication skills. ▪ Ability to work effectively in a team environment. ▪ Proficiency in using computer applications such as Microsoft Office and audit software. ▪ Knowledge of relevant laws, regulations, and guidelines related to auditing in Pakistan.
ii.	<u>Accounts/Audit Assistant (PPS-06)</u> ***** Total Vacancies: One (01)	▪ Bachelor's Degree in Commerce / Finance or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	▪ Minimum (02) years of post-qualification experience in accounting and/or auditing in a public sector environment. ▪ Strong analytical, research and problem-solving skills. ▪ Excellent written and verbal communication skills. ▪ Ability to work effectively in a team environment. Proficiency in using computer applications such as Microsoft Office and accounting software.
C. <u>ADMINISTRATION:-</u>			
i.	<u>Manager HR and Administration (PPS-08/09)</u> ***** Total Vacancies: One (01)	▪ 16 years of education in Public or Business Administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. ▪ Degree in Human Resources Management shall be accorded due weightage.	▪ Minimum seven (07) years of post-qualification experience in a senior HR management role. ▪ Strong leadership and management skills. ▪ Excellent interpersonal and communication skills. ▪ Ability to work effectively in a team environment. ▪ Knowledge of relevant laws, regulations, and guidelines related to HR in Pakistan. Proficiency in using computer applications such as Microsoft Office and HR management software.
ii.	<u>Secretary to Project Director (PPS-07)</u> ***** Total Vacancies: One (01)	▪ Bachelor's degree from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	▪ Minimum three (03) years of post-qualification relevant experience in a similar role. ▪ Excellent written and verbal communication skills in English and Urdu. ▪ Strong organizational and time-management skills. ▪ Ability to maintain confidentiality and handle sensitive information. Proficiency in Microsoft Office and other office software.
iii.	<u>Administration Assistant (PPS-06)</u> ***** Total Vacancies: One (01)	▪ Bachelor's degree from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	▪ Minimum two (02) years of post-qualification experience in a similar role. ▪ Excellent written and verbal communication skills in English and Urdu. ▪ Strong organizational and time-management skills. ▪ Ability to maintain confidentiality and handle sensitive information. Proficiency in Microsoft Office and other office software.
D. <u>POLICY PLANNING & RESEARCH:-</u>			
i.	<u>Research Officer (PPS-07/08)</u> *****	▪ 16 years of education in Economics, Statistics, Public Policy, Public Administration, Social Sciences or related field from a	▪ Minimum five (05) years post-qualification experience in primary data collection, processing and analysis of administrative data

Sr.#	Name of Position	Qualification	Experience
	Total Vacancies: Three (03)	reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan. ▪ Relevant professional certification shall be accorded due weightage.	and processing household survey data, cleaning will be preferred. ▪ Strong research and analytical skills, excellent written and verbal communication skills. ▪ Experience working in a fast-paced, deadline-driven environment. ▪ Ability to work independently and as part of a team. Familiarity with data analysis software and Programming languages is a plus.
E.	<u>HEAD OFFICE – SUPPORT STAFF:-</u>		
i.	<u>Dispatch Rider</u> <u>(PPS-02)</u> ***** Total Vacancies: One (01)	▪ Minimum Matriculation.	▪ Preference may be given to the experienced candidate. Valid Driving License.
ii.	<u>Gardener</u> <u>(PPS-02)</u> ***** Total Vacancies: One (01)	▪ Minimum Primary.	▪ Prior experience in gardening or horticulture is preferred. ▪ Knowledge of plants, trees, and shrubs, and their care and maintenance. ▪ Ability to perform physical tasks, such as digging, planting, and pruning. ▪ Good organizational skills and attention to detail.
iii.	<u>Sweeper</u> <u>(PPS-01)</u> ***** Total Vacancies: Three (03)	▪ Preference may be given to the literate candidate.	Preference may be given to the experienced candidate.

2. VACANT POSITIONS (DISTRICT OFFICES ACROSS SINDH) – TOTAL VACANCIES: ONE HUNDRED & TWENTY-SEVEN (127):-

(Badin, Dadu, Ghotki, Jamshoro, Jacobabad, Kambar, Kashmore, Khairpur, Larkana, Matiari, Mirpurkhas, Naushahro Feroze, Sanghar, Shaheed Benazirabad, Shikarpur, Sujawal, Sukkur, Tando A. Yar, Tando M. Khan, Tharparkar, Thatta & Umerkot)

Sr.#	Name of Position	Qualification	Experience
i.	<u>District Social Protection</u> <u>Coordinator/Head</u> <u>(Preferably Female) (PPS-</u> <u>07/08)</u> ***** Total Vacancies: Eight (08) ***** <i><u>One (01) each in District:-</u></i> *Dadu, *Jamshoro, *Kashmore, *Larkana, *Sanghar *Naushahro Feroze,	▪ 16 years of education in Social Science, economics, development studies, public / business administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	▪ Minimum five (05) years of post- qualification experience in public/private sector with provincial/national/ international organization(s) demonstrating evidence of implementation at field level. ▪ Should have developed and implemented field operations including supervision and monitoring of the field operations. ▪ Excellent communication and interpersonal skills. ▪ Should have excellent command on MS office.

Sr.#	Name of Position	Qualification	Experience
	*Shaheed Benazirabad, *Sukkur		
ii.	<u>Senior Officer - Field Operations (Female)</u> <u>(PPS-07/08)</u> ***** Total Vacancies: Eighteen (18) ***** <u>One (01) each in District:-</u> *Badin, *Dadu, *Ghotki, *Jacobabad, *Jamshoro, *Khairpur, *Matiari, *Mirpurkhas, *Naushahro Feroze, *Shaheed Benazirabad, *Shikarpur, *Sujawal, *Sukkur, *Tando A. Yar, *Tando M. Khan, *Tharparkar, *Thatta *Umerkot	▪ 16 years of education in economics, development studies, Sociology/ Social Work administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	▪ Minimum five (05) years of post-qualification experience in public and/or private sector with provincial/national/ international organization(s) demonstrating evidence of operations management at field level. ▪ Should have developed and implemented field operations including supervision and monitoring of the field operations. ▪ Excellent communication and interpersonal skills ▪ Should have excellent command on MS office and preferably working knowledge of project scheduling and project management software. ▪ Written and oral fluency in Urdu and English. Knowledge of the regional language (Sindhi) will be considered a big plus. ▪ Proven ability to work in a collaborative, multi-tier team environment; and Good communication, people management, and writing skills.
iii.	<u>M&E Officer (Female)</u> <u>(PPS-06/07)</u> ***** Total Vacancies: Eighteen (18) ***** <u>One (01) each in District:-</u> *Badin, *Dadu, *Jacobabad, *Jamshoro, *Kambar, *Kashmore, *Khairpur, *Larkana, *Matiari, *Naushahro Feroze, *Sanghar, *Shaheed Benazirabad, *Shikarpur, *Sujawal, *Tando M. Khan, *Tharparkar, *Thatta, *Umerkot	▪ Bachelor's degree in statistics, demographics, economics, or related field from an HEC- recognized university. ▪ Equivalent foreign qualification from an accredited university/ institution shall be accorded due weightage. ▪ Advanced certificate in M&E, statistics or economics shall be accorded due weightage.	▪ Minimum (03) years of relevant experience in monitoring/ evaluation of social protection/ poverty alleviation programs/ projects. ▪ Demonstrated experience in, developing logical framework sampling design. ▪ Conducting assessments and surveys. ▪ Data quality assessments and oversight. ▪ Managing and providing training to partners. Facilitating and serving as the project liaison for externally managed evaluations.
iv.	<u>Field Officer (Female)</u> <u>(PPS-06/07)</u> ***** Total Vacancies: Seventeen (17) ***** <u>One (01) each in District:-</u> *Badin, *Dadu, *Jamshoro, *Kambar, *Kashmore,	▪ Bachelor's degree in economics, development studies, public/business administration, Sociology/ Social Work or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	▪ Minimum (03) years of relevant experience in public and/or private sector with provincial/national/ international organization(s) demonstrating evidence of operations management at field level; ▪ Should have developed and implemented field operations including supervision and monitoring of the field operations. ▪ Should have excellent command on MS office and preferably working knowledge of project scheduling and project management software; ▪ Written and oral fluency in Urdu and English. Knowledge of the regional language (Sindhi) will be considered a big plus. Proven ability to work in a collaborative, multi- tier team environment; and Good

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	*Khairpur, *Larkana, *Mirpurkhas, *Naushahro Feroze, *Shaheed Benazirabad, *Sanghar, *Shikarpur, *Sujawal, *Sukkur, *Tharparkar, *Thatta, *Umerkot		communication, people management, and writing skills.
v.	<u>Field Officer</u> <u>(Male)</u> <u>(PPS-06/07)</u> ***** Total Vacancies: Eight (08) ***** <i>One (01) each in District:-</i> *Jacobabad, *Kashmore, *Kambar, *Khairpur, *Larkana, *Mirpurkhas, *Sukkur, *Thatta	▪ Bachelor's degree in economics, development studies, public/business administration, Sociology/ Social Work or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	▪ Minimum (03) years of relevant experience in public and/or private sector with provincial/national/ international organization(s) demonstrating evidence of operations management at field level; ▪ Should have developed and implemented field operations including supervision and monitoring of the field operations. ▪ Should have excellent command on MS office and preferably working knowledge of project scheduling and project management software; ▪ Written and oral fluency in Urdu and English. Knowledge of the regional language (Sindhi) will be considered a big plus. Proven ability to work in a collaborative, multi- tier team environment; and Good communication, people management, and writing skills.
vi.	<u>District MIS/GRM Officer</u> <u>(PPS-06/07)</u> ***** Total Vacancies: Thirteen (13) ***** <i>One (01) each in District:-</i> *Badin, *Ghotki, *Jacobabad, *Jamshoro, *Kambar, *Larkana, *Naushahro Feroze, *Shaheed Benazirabad, *Shikarpur, *Sukkur, *Tharparkar * Kashmore, * Thatta.	▪ Bachelor's degree in information systems, Computer Science, Information Technology, Computer Engineering or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	▪ Minimum (03) years of post-qualification experience in public and/or private sector with provincial/ national/ international organization(s) demonstrating evidence of managing information systems; with provincial/national/ international organization(s) demonstrating evidence of operations management at field level; Should have developed and implemented field operations preferably grievances redressal or complaint management system of any social sector program. Should have excellent command on MS office and preferably working knowledge of project scheduling and project management software.
vii.	<u>District Admin and Finance Officer</u> <u>(PPS-06/07)</u> ***** Total Vacancies: Ten (10) ***** <i>One (01) each in District:-</i> *Dadu, *Jacobabad, *Kambar, *Kashmore, Mirpurkhas, *Sanghar, *Tando A. Yar,	▪ Bachelor's degree in Business or Public Administration or related field from a reputed local or foreign university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	▪ Minimum three (03) years of post-qualification experience as an office assistant, office administrator & finance, or handling administrative and financial responsibilities in a related field. ▪ Knowledge of government procedures and practices. Experience in preparing reports, budgets, drafting letters, and minutes.

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	*Tando M. Khan, *Tharparkar, *Umerkot		
viii.	<u>Driver</u> <u>(PPS-03)</u> ***** Total Vacancies: Nine (09) ***** <u>One (01) each in District:-</u> *Dadu, * Jacobabad, *Kashmore, *Khairpur, *Naushahro Feroze, *Shaheed Benazirabad, *Sukkur. *Badin, * Sujawal.	▪ Matriculation.	▪ Possession of Valid LTV & HTV driving License. ▪ Must knowledge of maintaining of Log Book. Knowledge of vehicle maintenance and faults.
ix.	<u>Naib Qasid/Peon (PPS-02)</u> ***** Total Vacancies: Nine (09) ***** <u>One (01) each in District:-</u> *Dadu, *Jamshoro, *Kashmore, *Khairpur, *Larkana, *Mirpurkhas, *Naushahro Feroze, *Shaheed Benazirabad, *Sukkur	▪ Primary.	Preference may be given to the experience and literate candidate.
x.	<u>Sweeper</u> <u>(PPS-01)</u> ***** Total Vacancies: Seventeen (17) ***** <u>One (01) each in District:-</u> *Dadu, *Ghotki, *Jacobabad, *Jamshoro, *Kambar, *Kashmore, *Khairpur, *Larkana, *Naushahro Feroze, *Sanghar, *Shaheed Benazirabad *Shikarpur, *Sujawal, *Sukkur *Tando A. Yar, *Tando M. Khan, *Tharparkar	▪ Preference may be given to the experienced and literate candidate.	Preference may be given to the experienced candidate

Please submit your application online at www.nts.org.pk within **15 days of publication of this advertisement**. Only online applications will be entertained, there is no need to send hard copies of the form, documents, to NTS.

- The recruitment will be made purely on contract basis.
- Incomplete or late applications will be rejected without assigning any reason.
- If any information or document furnished by a candidate is found to be false, incorrect, or misleading at any stage, the candidature shall stand cancelled without notice
- The preference will be given to Sindh (Province) domicile holders.
- Only eligible shortlisted candidates will be contacted for written test.
- T.A/D.A will not be admissible to the candidates appearing for written test.
- Equal opportunity will be given and strongly encourage applications from candidates of all backgrounds, **including women, minorities, differently abled persons and transgender individuals.**
- Those already in government service may apply through proper channel.
- Applicants applying for multiple positions are required to apply separately for each position.
- Positions will be filled with as per World Bank's Guidelines.
- The detailed job descriptions for each position can be obtained from the website: **www.nts.org.pk**.

----- **THANK YOU** -----

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