



GOVERNMENT OF THE PUNJAB
ENVIRONMENT PROTECTION Department
QADDAFI STADIUM, LAHORE



JOB OPPORTUNITIES

EPD invites applications from eligible candidates of Punjab Province for appointment against the following positions available / vacant under ADP Scheme “Strengthening of Strategic Planning and Implementation Unit (SP&IU)” to carry out upcoming World Bank funded “Punjab Green Development Program”, Asian Development Bank aided “Revitalization of River Ravi”, for planning and implementation of future interventions of Environment Protection Department to empower and support Environment Protection Department. The details of posts and relevant information are as under:

Sr. No.	Name of the post	Qualification / Age	Experience	Job Description
1.	Project Director (Post: 01)	Ph.D/ Master’s Degree in Public Policy/ Project Management/ Environmental Engineering/ Public health engineering/socio sciences or any other relevant field from HEC recognized university. Max Age: 63 years	Should have minimum relevant experience of 10 years in case of Ph.D and 15 years in case of Master Degree	<ul style="list-style-type: none">• Overall In-charge and team leader for the project. Responsible for successful completion of listed components within time schedule and approved budget.• Provide technical advice to the Environment Protection Department in various aspects of the project including those related to recommendations made by the consultants and their adaptation in local circumstances, policy regime, planning, design and procurement in relation to the project components.• Ensure control and maintain overall financial discipline in the disbursements and reimbursement of funds for the project.• Ensure compliance and implementation of all relevant rules and regulations.• Render advice to consulting firms and other implementing entities on prevailing policy requirements, applicable laws and other related aspects.• Monitor and report progress as required and keep Environment Department fully informed of critical and sensitive areas requiring immediate attention and assistance.• Coordination/ communications with World Bank and other donor agencies• Keep active inter-action with consultants, relevant departments, and other stake holders.• Ensure good employee relation through coaching and counseling with them and thereby maintaining a congenial and conducive working environment on

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				<p>projects.</p> <ul style="list-style-type: none"> • Responsible for technical support for Program outcome activities. This will include TORs development, interaction with concerned departments, liaison with consultants including contract management issues, review of outputs, monitoring of program results and follow up on reform proposal, amongst other. • Provide assistance to Implementing partners in all matters including program management, interaction with donors, recording of minutes of meeting, preparing presentation, dissemination of communication material and preparation of relevant reports as required by the government and development partners; • Interact with provincial government departments, international donors and other stakeholders of the program; • Advise and report to Secretary EPD Punjab on program related activities; • Responsible for close coordination with and monitoring of implementing agencies, target departments / districts of other programs for timely achievements of program results. • Develop concept notes on key program interventions in collaboration with World Bank Team and relevant government departments. • Coordinate with all implementing agencies, departments and other stakeholders of the Program for holding consultative sessions on key program's interventions; • Guide to prepare and consolidate expenditure framework, Budget Execution Reports, Implementation Plans and Procurement Plans.Help to prepare PC-1s to execute program activities and provide advisory services to the department for aligning PC-1s with overall Program objectives;
2.	Director Environmental Policy & planning (Post: 01)	Ph.D or Master Degree in Environmental Engineering/Public Health Engineering Sciences or a relevant field from HEC recognized university.	Minimum Experience of 7 years in case of Ph.D and 10 in case of Master Degree at least 3 years relevant experience in a senior position preferably in international	The Director Environmental Policy & Planning will be required to undertake the following tasks: <ul style="list-style-type: none"> • To prepare environmental policy and planning manual considering the government and best international practices.

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		Max Age: 63 years	organizations	<ul style="list-style-type: none"> • Work as an advisor to EPD to help crystallize the vision, create and track key initiative progress, while often leading and directing special projects for environmental and sustainable development in the province. • As an advisor, help EPD extract the vision for the environment sector into plans, programs and projects, i.e., help bring ideas to life. • Support yearly budget and departmental planning and strategy development as well as ongoing evaluation. • Help strategically assess and frame ideas and concepts and help EPD in their prioritization and execution. • Monitor and assess state-of-play information and analysis relating to priority issues and/or policy vehicles relating to environmental protection and sustainable development, and make recommendations about how best to respond or adjust policies as needed; • Cultivate relationships with key international development partners. • Oversee successful execution of high priority cross-functional projects. • Provide regular information and deliverables to help EPD be more productive and effective. • Help manage change in EPD and its related organizations, departments, and institutions. • Organize and prioritize critical issues and required information in facilitating efficient decision making. • Help analyze progress on key initiatives of EPD. • Write policy briefs, factsheets, talking points and other materials for policy-makers in environmental protection and sustainable development. • Respond to requests, manage information to a variety of internal and external stakeholders, departments, and international partners. • Perform related duties and fulfill responsibilities as required. • May review and give comments on new planning policies and documents. • Responsible for leading the monitoring, analysis,

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				<p>policy development, program development, and program assistance in each of the areas of air, materials / waste, noise, and water.</p> <ul style="list-style-type: none"> • Serve as the department focal point for leading the analysis of emerging environmental regulations in each program area. • To assist land developers, commercial organizations, government agencies and community groups in order to provide expert advice concerning environmental conservation • Develop systems and offer advice relating to reducing the impact that mining, land development and other agricultural, industrial and commercial activities have on the environment. • Develop and implement best practices, policies and procedures • Provide advice to government and industries on how to reduce their greenhouse gas emissions • May asses and rehabilitate areas affected by logging, mining, construction and degradation <p>Analyze pollution in order to identify its sources, assess the effects and recommend methods for control and prevention</p>
3.	<p>Director Programmes (Post: 01)</p>	<p>Ph.D or Masters Degree in Environmental Engineering/ Public Health Engineering Sciences or a relevant field from an HEC recognized university. Max Age: 63</p>	<p>Minimum experience of 7 years in case of Ph.D and 10 years in case of Master Degree, at least 3 years relevant experience in a senior position preferably in international organizations.</p>	<p>The Director Programmes will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> • To prepare manual considering the government and best international practices. • Provide technical support for conceiving and develop programmes and projects for environmental management in the province. • Direct and manage project development and execution from beginning to end. The projects may often present complex issues that require significant insight and sector experience to address. • To implement new ways to enhance efficiency and productivity of procedures. • Contribute to institutional memory and knowledge base by analyzing and disseminating lessons learned from development projects of Environment Protection Department. • Work effectively with interdisciplinary teams for successful implementation of development projects

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				<p>and assigned tasks.</p> <ul style="list-style-type: none"> • Define and implement steps required to ensure compliance with applicable international, national, and provincial policies and goals. • Coordinate with National and International Development Agencies on development and implementation of projects. • Develop internal guidelines/knowledge tools/metrics for evaluating achievement of stated objectives and goals of environment protection related projects. • Perform related duties and fulfill responsibilities as required. <p>The roles and responsibilities described above may be reviewed and fine-tuned to support growing needs and requirements, and the career path planning of the employees of EPD.</p>
4.	<p>Director Monitoring & Evaluation</p> <p>(Post: 01)</p>	<p>Ph.D or Masters Degree in Management, Administration or a relevant field from an HEC recognized university.</p> <p>Max Age: 63</p>	<p>Minimum experience of 7 years in case of Ph.D and 10 years in case of Master Degree, at least 3 years relevant experience in a senior position preferably in international organizations.</p>	<p>The Director Monitoring & Performance Evaluation will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> • To prepare manual considering the government and best international practices. • Develop and implement individual and institutional performance indicators • Communicate projects' expectations to projects' teams and stakeholders. • Liaises with project stakeholders. • Estimate and ensure resources needed to achieve projects' goals. • Draft and submit subsequent development budget changes. • Make recruitments during project cycle. • Set and continually manage project expectations with projects' teams' members and other stakeholders. • Delegate tasks and responsibilities to personnel. • Identifies and resolves issues and conflicts within projects' teams. • Ensure adherence to identified projects' dependencies and critical paths. • Ensure projects' time lines and milestones using appropriate tools. • Track project milestones and deliverables.

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				<ul style="list-style-type: none"> • Develop and deliver progress reports, proposals, requirements documentation, and presentations. • Manage changes in project scope, identifies potential crises, and devise and implement contingency plans. • Perform related duties and fulfill responsibilities as required. • Provide oversight for a program's planning, evaluation, knowledge management and monitoring. • Any other task assigned by the Program Director
5.	Director Admin & Finance (Post: 01)	M.Com, MA or MBA from HEC recognized institute / University. Max Age: 63 Years	Minimum experience of 15 years' in Administration and Financial management, preferably in public sector at a senior position.	The Director Admin & Finance will be required to undertake the following tasks: <ul style="list-style-type: none"> • To prepare manual considering the government and best international practices. • Monitor administrative aspects of the office/staff and evaluate discipline and punctuality of the staff. • To oversees the organization's human resource requirement. • Prepare and finalize budgets for submission by the deadline set by the government for completion of the annual budget. • Monitor changes to the budget as it goes through the review process. • Reconcile account balances and prepare schedules and audit work-papers for auditors in conducting annual audit. • Provide technical assistance to EPD regarding finance and accounting policies and procedures. • Develop, maintain, and implement internal accounting procedures pertaining to accounts. • Liaise with Finance and PD Departments of the Punjab Government and the International Development Partners (WBG, ADB, etc.) for finalization of financial requirements of development portfolio of EPD. • Finalize and make payments and incur expenditure as per requirements of development projects. • Ensure the cashbook and registers are maintained and transactions are recorded according to all applicable laws, accounting standards and government policies.

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				<ul style="list-style-type: none"> • Provide technical expertise, advice, and direction on financial matters, budget information to ensure effective administration and implementation of approved fiscal policies, plans and programs. • To perform duties as drawing and disbursing officer (DDO) • Review and reconcile accounts on a regular basis. • Perform related duties and fulfills responsibilities as required. • Any other task assigned by the Program Director
6.	Director Procurements (Post: 01)	MBA/MPA/MSc (Engineering) or related discipline from HEC recognized University. Max Age: 63	Minimum of 10 years' experience in procurement management including at least 3 years working experience (preferably in international organizations) in senior position of procurement/ contracts management of Large Scale Projects of world Bank/ADB/other international development partners.	The Director Procurement will be required to undertake the following tasks: <ul style="list-style-type: none"> • To prepare manual considering the government and best international practices. • Provide guidance for procurement planning and execution with focus on development, drafting, and adherence to procurement rules and regulation. • To ensure smooth purchasing processes and workflow as per PPRA rules. • To ensure each procurement action is compliant with procurement manual. • Develop contractually acceptable specifications, work statements and quality assurance criteria. • Recommend the method of contracting and prepare the solicitation documents and justifications. • Ensure price and cost data to establish transparency in procurements. • Conduct pre- and post-award conferences and site visits. • Monitor contractor performance for compliance with applicable laws, delivery schedules, payment provisions, contract data reporting requirements, and other contractual requirements. • Ensure that contractor performance, estimated costs, pricing systems, financial policies, and cost control procedures are monitored, analyzed, and evaluated in accordance with financial and contract administration requirements. • Resolve delivery schedule problems with contractor and buying activity, and negotiate delivery schedule changes.

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				<ul style="list-style-type: none"> • Negotiate the contract (where permissible, e.g., in acquiring consultancy services), any modifications, recommend acceptance or rejection of waivers and/or deviations and when delinquencies occur. • Receive requests from procuring activities for specific services and/or products specified under budget allocation. • Review requests and meet with the contractor to assure understanding of the requirements. • Liaise with the contractors regarding price agreement and prepare supplemental agreement for the contracting officer's signatures. • Perform final closeout of assigned contracts; e.g., assure delivery, inspection and acceptance of contractual end items and that all administrative and reporting actions have been resolved before recommending final closeout of the contract. • Works to resolve disposition of funds decided to be surrendered and/or re-appropriated. • Issue show cause notices to correct performance deficiencies. • Any other task assigned by the Program Director
7.	Deputy Director Administration (Post: 01)	Master's degree in Public Administration, Business Administration, Public Policy, Project Management or any other related field from HEC recognized university. Max Age: 50 years	10 years' experience in the field of public/private administration. Must be fully aware of Government Rules, Procedures and regulations for administration	<p>The Deputy Director Administration will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> • Act as the point of contact for all employees, providing administrative support and managing their queries. • Receive advice from the project Director and on relevant issues and tend to the information/inquiries sought. • Convey all the required instructions and policies of the Unit to the staff and the views of the staff to the Project Director. • Monitor administrative aspects of the office/staff and evaluate discipline and punctuality of the staff. • Ensure the maintenance of attendance register in office and also confirm staff attendance. • Looks after administrative affairs of the Office • Updating office policies and procedures. • Scheduling and arranging meetings. • Preparing travel arrangements for office staff.

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				<ul style="list-style-type: none"> • Coordinating building and maintenance issues for general repair (heating and air conditioning, security, etc.) and updating (cleaning, carpet cleaning, painting, etc.). • Organizing special functions and social events. • Assisting other departments (such as financial department or HR) with administrative or clerical support. • Perform related duties and fulfill responsibilities as required. • Any other task assigned by the Program Director
8.	Environmental Planning Expert (Post: 01)	Masters or BSc Degree in Environmental Engineering/ Sciences/Agriculture Engineering/ Chemical Engineering or a relevant field from an HEC recognized university. Max Age: 50 years	Should have an experience of 3 years in case of MSc and 5 years in case of BSc.	The Environmental Planning Expert will be required to undertake the following tasks: <ul style="list-style-type: none"> • Gather data and other information to be used in environmental and sustainable development planning • Compile and organize environmental data collected by others and work with those who collect the data and interpret it for informed decision making in environmental protection sector in the province. • Provide support to Environmental Planning & Governance Specialist which includes tracking national and international environmental protection and sustainable development efforts. • Prepare reports for internal and external audience. • Prepare basic data and scientific documents, technical reports, and environmental policy documents. • Work under supervision of senior staff but is capable of completing all but the most complex tasks with minimal supervision. • To minimize the environmental impacts of housing, industrial, and transportation-related construction projects. • Review site plans and visit project sites to investigate potential environmental effects and identify needed changes. • Deep up with changes to zoning and building codes, environmental regulations, and other legal issues. • Plan, prepare, and monitor environmental research and evaluate potential impact of projects.

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				<ul style="list-style-type: none"> • Estimate the level of pollutants involving air, land, and water to devise mitigating measures. • Perform related duties and fulfill responsibilities as required.
9.	Environmental Governance Expert (Post: 01)	Master's or BSc Degree in Management/Administration/ Environmental Engineering/ Sciences or a relevant field from an HEC recognized university. Max Age: 50 years	Should have an experience of 3 years in case of Master and 5 years in case of Bachelor.	The Environmental Governance Expert will be required to undertake the following tasks: <ul style="list-style-type: none"> • Make goals for environmental protection easier to achieve. • Develop and implement environmental accounting, auditing, and reporting systems for public and corporate sectors. • Develop and implement systems for certification under the ISO 14000 series (or equivalent) standards in public and corporate sectors. • Provide product stewardship and environmental supply chain management • Implement systems for Corporate Environmental Governance. • Help auditing and verification of environmental performance statements according to recognized financial/environmental accounting, reporting and auditing standards. • Provide leadership in developing systems for • Accounting of the environment within financial systems of organizations and publications of environmental profit and loss statement, and green balance sheet. • Covering income and value derived from the environment including environmental assets, products, services, and by- products. • Reporting expenditure on natural resources licenses/permits to operate environmental protection measures and capital investment in anti-pollution equipment, payment of green taxes and court fines. • Decision-making for the control and management of the environment and natural resources • provides strategic management, coordination and implementation in the areas of Environmental Governance • Oversee day to day implementation of the Environmental Governance component activities.

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				<ul style="list-style-type: none"> • Perform related duties and fulfills responsibilities as required.
10.	Social Safeguards Expert (Post: 01)	Masters or BSc Degree in Environmental Engineering/ Sciences/Agriculture Engineering Sociology/ Applied Social Science or a relevant field from an HEC recognized university. Max Age: 50 years	Should have an experience of 3 years in case of MSc and 5 years in case of BSc.	Social Safeguards Expert will be required to undertake the following tasks: <ul style="list-style-type: none"> • Ensure adherence to the World Bank and Asian Development Bank safeguard policies in development projects. • Carryout social impact assessment and organizing participatory stakeholder engagement processes. • Communicate and work effectively with a wide range of counterparts representing different education levels and skill sets. • Provide leadership, and negotiate sensitive and complex issues for implementing the WB, ADB policies • Organize, analyze, interpret, and report on environmental and social safeguards data. • Assisting in Implementation of environmental and social management framework. • Assisting in assessment of environmental and social safeguard issues in project activities. • Conduct consultations with stakeholders in accordance with relevant policies and guideline Assist in the development process of an Environmental and Social Safeguards guideline in consultation with the World Bank Country Office to be used by line ministries in the plan and implementation process of financed projects and programme. • Undertake an environmental and social risk categorization of proposals submitted to the office and project under implementation. • Prepare Environmental and Social safeguard Plans and ensure that such plans are approved by relevant authorities before implementation • Perform related duties and fulfills responsibilities as required. The roles and responsibilities described above may be reviewed and fine-tuned to support growing needs and requirements, and the career path planning of the employees of EPD.

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11.	Programmes Specialist-I (Post: 01)	Master's or BSc Degree in Environmental Engineering/ Sciences/Agriculture Engineering/Chemical Engineering or a relevant field from an HEC recognized university. Max Age: 50 years	Should have an experience of 3 years in case of MSc and 5 years in case of BSc.	The Programmes Specialist -I will be required to undertake the following tasks: <ul style="list-style-type: none"> • Assist Director Programmes in development of development projects of EPD. • Develop full-scale project plans, define project scope, goals and deliverables in collaboration with stakeholders to support and achieve defined goals. • Prepare all projects' associated documents. • Estimate resources needed to achieve project goals. • Draft and submit development budget proposals and recommend subsequent budget changes. • Negotiate with other departments for approval of projects. • Determines and assesses need for staff and consultants, and make appropriate recruitment documents. • Identify and specify projects' dependencies and critical paths. • Plans and schedules project time lines and milestones using appropriate project management tools. • Develop and deliver progress reports, proposals, requirements documentation, and presentations. • Manage changes in project scope, identify potential crises, and recommend and devise contingency plans. • Perform related duties and fulfill responsibilities as required. The roles and responsibilities described above may be reviewed and fine-tuned to support growing needs and requirements, and the career path planning of the employees of EPD.
12.	Programmes Specialist-II (Post: 01)	Master's or BSc Degree in Environmental Engineering/ Sciences/Agriculture Engineering/Chemical Engineering or a relevant field from an HEC recognized university. Max Age: 50 years	Should have an experience of 3 years in case of MSc and 5 years in case of BSc.	The Programmes Specialist-II will be required to undertake the following tasks: <ul style="list-style-type: none"> • Assist Director Programmes in development and execution of programmes and projects funded by the World Bank Group, the Asian Development Bank and other International Development Partners. • Develop full-scale project plans, define project scope, goals and deliverables in collaboration with stakeholders to support and achieve defined goals. • Prepare all projects' associated documents.

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				<ul style="list-style-type: none"> • Estimate resources needed to achieve project goals. • Draft and submit development budget proposals and recommend subsequent budget changes. • Negotiate with other departments for approval of projects. • Determines and assesses need for staff and consultants, and make appropriate recruitment documents. • Identify and specify projects' dependencies and critical paths. • Plans and schedules project time lines and milestones using appropriate project management tools. • Develop and deliver progress reports, proposals, requirements documentation, and presentations. • Manage changes in project scope, identify potential crises, and recommend and devise contingency plans. • Perform related duties and fulfill responsibilities as required. • The roles and responsibilities described above may be reviewed and fine-tuned to support growing needs and requirements, and the career path planning of the employees of EPD.
13.	Communication Specialist (Post: 01)	Master Degree in Mass Communication, Journalism or relevant field Max. Age: 50 years	Should have an experience of at least 5 years in relevant work preferably in electronic, print and social media	The Communication Specialist will be required to undertake the following tasks: <ul style="list-style-type: none"> • Create and maintain positive relationships between SP&IU and the public by using media outlets, producing press releases and managing public events. • Develop a comprehensive communication framework to design and deliver a coherent strategic and differentiated communications and marketing strategy, reaching out to multiple levels of target audience. • Encouraging and coalescing key institutions and stakeholders to work towards a shared vision of promoting Environmental awareness • Collaborating with team staff, and local partners to

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				<p>create and implement marketing campaigns for target destinations both for the local and international audience through conferences, workshops, website, road shows, documentary etc.</p> <ul style="list-style-type: none"> • Launch a multi-pronged, high profile image building campaign to promote Environmental Awareness through print, digital and social media, achieving consistency, recall and reach through developing new channels of engagement and knowledge sharing; creatively engaging users and recipients in new and innovative ways. • Manage internal communications (memos, newsletters etc.) • Organize initiatives and plan events or press conferences • Liaise with media and handle requests for interviews, statements etc • Assist in communication of strategies or messages from Project Director. • Draft and send press releases that contain important updates about the Environmental awareness to print and broadcast media outlets. • Organize events on Environmental Awareness with the public to increase Environmental awareness/ knowledge on recent developments • Any other task assigned by the Program Director
14.	Performance Evaluation Expert (Post: 01)	Master Degree in Business Administration, Public Administration, Management, or relevant field from an HEC recognized university. Max Age: 50 years	Should have 5 years' experience in relevant field	The Performance Evaluation Expert will be required to undertake the following tasks: <ul style="list-style-type: none"> • Plan and conduct departmental performance reviews to improve utilization of human and other organizational resources. • Analyze policies, practices, procedures, workload standards, and departmental structures. • Design benchmark surveys and quantitative techniques to improve productivity and quality of operations and build an effective workforce. • Recommend innovative management strategies and complex departmental turnaround plans.

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				<ul style="list-style-type: none"> • Inspect business processes, rate structures and service delivery methods for cost recovery and revenue enhancement. • Develop and evaluate performance indicators and management reporting systems. • Propose future organizational configurations with new and/or eliminated positions, to meet sectoral strategic plans and goals. • Review professional literature on organizational planning, program evaluation, accounting, quantitative analysis, and public policy making and render advice. • Identify, monitor, and evaluate public and private sector innovations and service delivery breakthroughs. • Perform related duties and fulfills responsibilities as required. • Any other task assigned by the Program Director
15.	Monitoring & Evaluation Expert (Post: 01)	Master Degree in Management, Administration, Statistics, International Development, Social Sciences, or related field”. Max Age: 50 years	Should have 5 years’ experience in relevant field at middle management level	<p>The Monitoring & Evaluation Expert will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> • Provide technical expertise pertaining to Planning, M&E and Knowledge Management. • Introduce and develop Project Planning, M&E tools, modules, working papers and guidance notes for the effective implementation of the Project; • Review and consolidation of quarterly and annual Progress reports • To record, manage and preserve monitoring and evaluation data in a safe and accessible way • Support all M&E initiatives for assigned grant(s)/project(s) including monitoring data quality, tracking the progress of activities, and contributing to staff capacity building initiatives as necessary. • Lead project team in development and implementation of an qualitative and quantitative M&E system and oversee routine program monitoring activities • Identify, monitor, and evaluate private sector innovations and service delivery breakthroughs. • Perform related duties and fulfills responsibilities as

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				<p>required.</p> <ul style="list-style-type: none"> Any other task assigned by the Program Director
16.	<p>Financial Management Expert</p> <p>(Post: 01)</p>	<p>ACA, ACCA, ACMA, M.Com, MA (S.A.S), or MBA (Finance) from an HEC recognized institute / university.</p> <p>Max Age: 50 years</p>	<p>Should have 05 years post qualification experience in case of CA / ACCA / ACMA and 07 years in case of M.Com / MBA finance of public or private sector projects in a similar capacity.</p>	<p>The Financial Management Expert will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> Assist Director Finance in preparing and presenting of the department's annual development budget. Assist Finance Director with possible solutions of any budget shortfalls and provide recommendations to achieve a balanced budget. Monitor and report changes to the budget as it goes through the review process. Reconcile account balances. Conduct internal audit of all expenditure incurred. Answer questions, locate materials and explain policies and procedures to external auditors as requested. Review and reconcile accounts on a regular basis. Conduct special studies and analyses as directed by the Finance Director. Perform related duties and fulfills responsibilities as required. Any other task assigned by the Program Director
17.	<p>Budget & Accounts</p> <p>(Post: 01)</p>	<p>By posting of suitable officer of BS-17/BS-18 from office of Controller General of Accounts Office</p> <p>OR</p> <p>CA, ACCA, ACMA, M.Com, MA (S.A.S), or MBA (Finance) from an HEC recognized institute / university.</p> <p>Max Age: 45 years</p>	<p>5 years' experience of preparing/ maintaining of accounts in private/public organization, well aware of accounting standards of budget & Accounts, - Experience of handling Departmental Accounts, procedure & AG Office.</p>	<p>The Budget & Accounts Officer will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> Check figures, postings, and documents for accuracy. Organize, secure, and maintain all files, records, cash and cash equivalents in accordance with policies and procedures. Record, store, access, and/or analyze computerized financial information. Classify, code, and summarize numerical and financial data to compile and keep financial records, using ledgers, and/or computers. Prepare, maintain, audit, and distribute statistical, financial, accounting, auditing, or payroll reports and tables. Complete period-end closing procedures and reports as specified. Prepare, review, reconcile, and issue bills, invoices,

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				<p>and account statements according to procedures.</p> <ul style="list-style-type: none"> • Perform related duties and fulfills responsibilities as required. • Any other task assigned by the Program Director
18.	<p>Contract Management Expert (Post: 01)</p>	<p>Master's or Bachelors Degree in Business Administration, Public Administration, Management, Civil Engineering, Environmental Engineering, Contract Management, Finance, Public Policy, Project Management, Procurement or equivalent from an HEC recognized University. Max Age: 50 years</p>	<p>Should have over all experience of 05 years in case of MSc. Engineering and 07 years in case of B.Sc. Engineering.</p>	<p>The Contract Management Expert will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> • Monitor contractor performance for compliance with applicable laws, delivery schedules, payment provisions, contract data reporting requirements, and other contractual requirements. • Ensure that contractor performance, estimated costs, pricing systems, financial policies, and cost control procedures are monitored, analyzed, and evaluated in accordance with financial and contract administration requirements. • Resolve delivery schedule problems with contractor and buying activity, and negotiate delivery schedule changes. • Negotiate with contractors for consideration when delinquencies occur. • Receive requests from procuring activities for specific services and/or products specified under budget allocation. • Review requests and meet with the contractor to assure understanding of the requirements. • Liaise with the contractors regarding price agreement and prepare supplemental agreement for the contracting officer's signatures. • Perform final closeout of assigned contracts; e.g., assure delivery, inspection and acceptance of contractual end items and that all administrative and reporting actions have been resolved before recommending final closeout of the contract. • Works to resolve disposition of funds decided to be surrendered and/or re-appropriated. • Perform related duties and fulfill responsibilities as required. • Any other task assigned by the Program Director
19.	<p>Procurement Specialist (Post: 01)</p>	<p>Master's or Bachelors Degree in Business Administration, Public Administration, Management, Civil Engineering, Environmental Engineering, Contract Management, Finance,</p>	<p>Should have over all experience of 05 years in case of Master Degree and 07 years in case of Bachelor Degree.</p>	<p>The Procurement Specialist will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> • Provide guidance for procurement planning and execution with focus on development, drafting, and

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		Public Policy, Project Management, Procurement or equivalent from an HEC recognized University. Max Age: 40 Years		adherence to procurement rules and regulation. <ul style="list-style-type: none"> • Provide assistance in development of contractually acceptable specifications, work statements and quality assurance criteria. • Recommend the method of contracting and prepare the solicitation documents and justifications. • Analyze price and cost data to establish transparency in procurements. • Conduct pre- and post-award conferences and site visits, where required. • Help negotiate the contract (where permissible, e.g., in acquiring consultancy services), any modifications, recommend acceptance or rejection of waivers and/or deviations. • Draft show cause notices to correct performance deficiencies. • Perform related duties and fulfills responsibilities as required. • Any other task assigned by the Program Director
20.	Internal Auditor (Post: 01)	CA/ACMA/CIA/ACCA/MBA/MPA or related discipline from an HEC recognized institute / university. Max Age: 50 years	Should have 8 years experience in relevant field. Preferences will be given to the candidates having experience in Internal Auditing & Compliance.	The Internal Auditor will be required to assist Project Director for performing following duties: <ul style="list-style-type: none"> • Prepare and follow internal audit manual • Plan financial audits by understanding organization objectives, structure, policies, processes, internal controls, and external regulations; identifying risk areas; preparing audit scope and objectives; preparing audit programs. • Ensure compliance with established internal control procedures by examining records, reports, operating practices, and documentation • Verify assets and liabilities by comparing items to documentation. • Complete audit work papers by documenting audit tests and findings • Maintain internal control systems by updating audit programs and questionnaires; recommending new policies and procedures. • Communicate audit findings by preparing a final report; discussing findings with auditees • Protect assets by ensuring compliance with internal

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				<p>control procedures, and regulations</p> <ul style="list-style-type: none"> • Contribute to team effort by accomplishing related results as needed • Ensuring procedures, policies, legislation and regulations are correctly followed and complied with • Support external auditors by coordinating information requirements • Verifies assets and liabilities by comparing and analyzing items and collateral to documentation. • Any other task assigned by the Program Director.
21.	Environmental Economics (Posts: 02)	Master's Degree in Environmental Economics from an HEC recognized university. Max Age: 40 years	Preference will be given to candidates having relevant experience.	<p>The Environmental Economist will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> • Calculate the value of environmental goods and capital. • Present economic and statistical concepts and results related to environmental issues in effective ways. • Estimate the effects of environmental legislation on the economy using economic instruments. • Develop and apply economic models to analyze environmental issues. • Advise on analysis and development of environmental economic policy instruments such as trading systems, green taxes, and financial incentives. • Contribute to formulation of economic policies relating to environmental issues. • Perform related duties and fulfill responsibilities as required. <p>The roles and responsibilities described above may be reviewed and fine-tuned to support growing needs and requirements, and the career path planning of the employees of EPD.</p>
22.	GIS Specialist (Post: 01)	Master's in GIS or equivalent from an HEC recognized University. Max Age: 40 Years	Should have over all experience of 05 years at middle management level.	<p>The GIS Specialist will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> • Analyze needs of the department to define appropriate GIS products or services; design and create maps. • Prepare reports, maps, charts, and metadata to

Sr. No.	Name of the post	Qualification / Age	Experience	Job Description
				<p>describe programming procedures, data requirements, and software functions.</p> <ul style="list-style-type: none"> • Perform complex or specialized data conversions and carry out existing digital data and manually maintained data conversions. • Design and develop GIS application procedure and custom programming as required and write, test, and execute those programs. • Perform moderate to complex GIS analysis and geo-processing functions, including input, editing, manipulation, management, and analysis of spatial and tabular data • Maintain data quality-assurance and quality-control standards. • Perform and monitor spatial database processes, versioning, data backup, security, and archiving • Monitor and test data catalog for accuracy and usability and ensure system performance and maintenance. • Assist with web application configurations and interactive application development. • Train employees and promote effective use of GIS applications, datasets, and interactive-viewers. • Organize data acquisition and coordinate enterprise-level GIS services, policies, standards, and procedures with professional professionals and outside agencies. • Operate GIS equipment, including large format printers, storage media, and viewing devices. • Research and collect data from various departments and agencies for applications and services. • Perform related duties and fulfills responsibilities as required. • Any other task assigned by the Program Director
23.	Network Administrator (Post: 01)	Bachelor's degree (4 year) in Computer Science / Computer Engineering, Electronics Engineering, Network Administration, or a related field of study while candidates having Systems Administration Training, LAN & WAN installation & configuration, routing & switching, and network security training will be preferred.	03 years' successful experience network trouble shooting.	<p>The Network Administrator will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> • Work closely with departmental officers/officials to determine future network needs and plan for network & system changes. • Develop methods and tools to be used to test and implement new LAN/WAN equipment.

Sr. No.	Name of the post	Qualification / Age	Experience	Job Description
		<p>Max Age: 35 years</p>		<ul style="list-style-type: none"> • Establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols • Create projects that are designed to either add functionality required by the department or to address ongoing network failure issues. • Carry out regular network troubleshooting activities and resolve network connectivity issues. • Analyze current network structure and submit quarterly comprehensive reports to the Project Director on how to make the network more efficiently. • Perform related duties and fulfill responsibilities as required. • Maintains computing environment by identifying network requirements; installing upgrades; monitoring network performance. • Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation. • Prepares users by designing and conducting training programs; providing references and support. • Upgrades network by conferring with vendors; developing, testing, evaluating, and installing enhancements • Any other task assigned by the Program Director
24.	Web Manager (Post: 01)	<p>Bachelor's degree (4 year) in Computer Science /Computer Engineering, Systems Engineering, or a related field of study. Max Age: 40</p>	03 years successful experience web content management.	<p>The Web Manager will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> • Administer all the web contents of the department/project including managing content, maintaining web design. • Publishing content, maintain continuity of themes, designing layout, streamline navigation and increasing online presence to potential visitors of all web contents of the department and/or project. • Protects organization's value by keeping information confidential. • Perform related duties and fulfill responsibilities as required. • Responsible for development, implementation and

Sr. No.	Name of the post	Qualification / Age	Experience	Job Description
				<p>maintenance of the infrastructure, hardware, and software utilized for the organization's website</p> <ul style="list-style-type: none"> • Monitors web traffic, performance and capacity to identify, prevent and resolve issues. • Maintains appropriate security and troubleshoots any issues. • Ensure website functionality and perform software updates • Monitor, assess, and report on website performance • Ensure domain registration and hosting are current • Develop and/or update content • Any other task assigned by the Program Director
25.	Gender Specialist (Post: 01)	Master OR Bachelor's degree (4 year) in social sciences especially gender studies, or relevant discipline. Max Age: 40 years	03 Years relevant work experience in managing gender portfolio	<p>The Gender Specialist will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> • Provide advice and support to the Project Director in the Implementation of the key gender components across the crisis response interventions • Advice and support to management on gender issues • Advice policy and facilitation of knowledge building on gender issues • Develop and disseminate a collection of good practice examples of gender mainstreaming in different types of work carried out in the department. • Provide technical support in the field of gender as relevant, including the development of training activities • Support in implementing, monitoring and updating gender action plan with recent developments • Develop methodologies and guidelines for promoting effective gender mainstreaming • Any other task assigned by the Program Director
26.	Office Executive (Post: 01)	Master degree/BSc. BS Hons. in Finance, Commerce, Project Management, Economics, Business Administration, Public Administration from HEC recognized university.	03 year of relevant work experience	<p>The Office Executive will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> • Provide secretarial services to the Project Director. • Manage all office files, records, and maintain data

Sr. No.	Name of the post	Qualification / Age	Experience	Job Description
		Max Age: 40 years		<p>base in hard and soft form;</p> <ul style="list-style-type: none"> • Manage and perform all administrative tasks as assigned by the immediate supervisor; • Maintain smooth daily operations of the unit; • Provide support to all staff with logistics while observing rules and procedures; • Provide front line support to the team/admin section to coordinate missions of international donors and other stake holders; • Undertake any other task assigned by the management • Perform related duties and fulfills responsibilities as required. • Any other task assigned by the Program Director
27.	Accountant (Post: 01)	BSC/B.com/B.A. from HEC recognized institute / university. Max Age: 55 years	10 years' experience of preparing/ maintaining of accounts in private/public organization, well aware of accounting standards of budget & Accounts, Experience of handling Departmental Accounts, procedure & AG Office procedures.	<ul style="list-style-type: none"> • To meet the office requirement on daily basis and processing of bills from AG Office. • Maintaining of cash book. • Drawing of payments from State Bank • Preparation of documents for annual audit
28.	Office Secretary (Post: 01)	BSC/B.COM/B.A. from HEC recognized institute /university	05 years experience of office work in similar capacity	<ul style="list-style-type: none"> • Provide support as required for office work.
29.	Office Assistant (Posts: 06)	BSC/B.COM/B.A. from HEC recognized institute /university Max Age 35 Years	03 years of relevant work experience	<p>The Office Assistant will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> • Provide secretarial services to the Project Director. • Manage all office files, records, and maintain data base in hard and soft form; • Manage and perform all administrative tasks as assigned by the immediate supervisor; • Maintain smooth daily operations of the unit; • Provide support to all staff with logistics while observing rules and procedures; • Provide front line support to the team/admin section to coordinate missions of international donors and other stake holders; • Undertake any other task assigned by the management • Perform related duties and fulfills responsibilities as required. <p>Any other task assigned by the Program Director.</p>
30.	Dak Runner	Intermediate	-	The Dak Runner will be required to undertake the

Sr. No.	Name of the post	Qualification / Age	Experience	Job Description
	(Post: 01)	Max Age 40		following tasks: <ul style="list-style-type: none"> • To sort and deliver letters, parcels /post to addresses on a daily basis • Receiving & Delivery of Dak in different departments • To deal with the postage & Telegraph matters as directed by concerned officers. • Perform related duties and fulfills responsibilities as required.
31.	Office boy (Posts: 06)	Matric Max Age 35 Years	-	The Office Boy will be required to undertake the following tasks: <ul style="list-style-type: none"> • Serve Tea and Coffee to management and office guest • Dusting and cleaning of office • Change printer cartridges • Filing documents as per the department requirement • Helping the receptionist, secretaries, or other administrative assistants in performing their duties • Organizing and maintaining electronic and paper files. • Collecting and distributing couriers or parcels among employees and to the Dak runner. • Perform related duties and fulfills responsibilities as required.
32.	Receptionist (Post: 01)	Intermediate Max Age 35 Years	-	The receptionist will be required to undertake the following tasks: <ul style="list-style-type: none"> • Welcome visitors by greeting them, in person or on the telephone; • Answering or referring inquiries. • Direct visitors by maintaining employee and department directories • Maintain security by following procedures; • Monitoring logbook; issuing visitor badges.
33.	Security Guard (Posts: 03)	Middle Max Age 40 Years	-	The Watchman will be required to undertake the following tasks: <ul style="list-style-type: none"> • Protection of the people and property of the organization • Routinely inspect the property for any suspicious activities. • Sound alarm or calls police or fire department by telephone in case of fire or presence of unauthorized

Sr. No.	Name of the post	Qualification / Age	Experience	Job Description
				<p>persons.</p> <ul style="list-style-type: none"> • Examines doors, windows, and gates to determine that they are secure • Inspects equipment and machinery to ascertain if tampering has occurred • Perform related duties and fulfills responsibilities as required.
34.	Driver (Posts: 08)	Matric Max Age 40 Years	03 years experience with LTV License	<p>The driver will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> • To provide secure and timely driving services to officers • Update monthly mileage records • Maintain log book of each service vehicle on daily basis • Check oil and tyres properly and keep the service vehicles in clean condition, both inside and outside • Ensure sound running of the vehicles assigned and arrange minor repairs where necessary • Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition. • Schedule annual vehicle examination for service vehicles with the Transportation Department and apply for the renewal for the vehicle license. • Responsible for conveying materials, equipment, and staff of the organization to the areas where they are required
35.	Sanitary worker (Posts: 03)	Middle Max Age 40 Years	-	<p>The Sanitary Worker will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> • Regular/daily cleaning and/or washing of office premises, bathrooms, etc. • Dusting and cleaning of office • Responsible for maintaining high levels of sanitation by accurately and efficiently completing cleaning assignments in the office. • Sweep and clean entire office to maintain required level of cleanliness. • Empties trash bins and cleans trash area daily.

GENERAL INSTRUCTIONS

1. Applicants are advised to read job descriptions in detail available at www.epd.punjab.gov.pk
2. All the advertised positions are required for an ADP Scheme on purely temporary basis or till the completion of the project subject to satisfactory performance.
3. Test/interview date will be communicated to shortlisted candidates only.
4. Name of the applied post should be clearly mentioned on envelop.
5. Properly signed Application Form available at EPD website along with detailed CV, attested copies of all relevant documents/testimonials, experience certificate, CNIC & 2 latest passport size photographs must reach in the office of **Assistant Director (Admin) Environmental Protection Agency, Gate No. 10. National Hockey Stadium, Qaddafi Stadium Complex, Lahore** till **27.08.2019**.
6. Separate envelopes should be used for each post in case a candidate intends to apply for more than one posts.
7. The responsibility of correctness of the data/documents provided to EPD will rest on the candidates.
8. If any instruction available on the website or advertisement is found contradictory to the relevant Law, Rules and Regulations and Policy Decisions, the relevant Laws, Rules and Regulations and Policy Decisions will prevail over the instructions.
9. Persons already in Government Service should send their applications through proper channel and attach NOC from the concerned Department/employer.
10. Applications received after due date and incomplete applications will not be entertained and would be considered as rejected.
11. No. TA/DA will be admissible for attending test / interview etc.

Deputy Secretary (Admin)
Environment Protection Department Punjab
Gate No. 10. National Hockey Stadium,
Qaddafi Stadium Complex, Lahore.
042-99232232