

## Eligibility Criteria for Strategic Planning Unit (SPU)

S.No.	Post	Job Description in brief	Criterion for Recruitment
1.	Procurement Specialist	<ul style="list-style-type: none"> <li>• To assist the department for Procurement of goods and services as per PPRA as well as donor's agencies rule.</li> <li>• Overseeing the procurement of services and goods, contractual matters regarding mega projects according to FIDIC conditions of contracts and the Donor's guideline, ICB &amp; NCB contracts.</li> <li>• Inter-act with Donors, contractors, consultants and other stake holders on monthly review progress of the project or any such area requiring immediate attention.</li> <li>• Prepare departments Annual Procurement Plan.</li> <li>• Prepare standard documents of procurements for colleges.</li> <li>• Conduct training sessions on procurement procedures.</li> <li>• Any other task as directed by Competent Authority.</li> </ul>	<ul style="list-style-type: none"> <li>• 16 years of education in Finance, Business Administration, Economics or equivalent from HEC recognized university</li> <li>• 7 years' experience out of which at least 3 years' experience in consultancy services / work as procurement expert in major project / department.</li> <li>• Must be well conversant with PPRA rules.</li> <li>• Must have experience in procurement of goods in public sector.</li> </ul>
2.	IT Specialist	<ul style="list-style-type: none"> <li>• Guide the department to automate their business process.</li> <li>• Provide technical support for reengineering/automation of business processes of department including HR, transfer/posting, development portfolio, college infrastructure, universities, enrolment etc.</li> <li>• Identify and encourage areas for growth and improvement in department related to IT Sector.</li> <li>• Collaborate with stakeholders to plan, design, develop, test, and maintain web- and desktop-based business applications for development portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>• 16 years education in Computer Science, Software Engineering, Information Technology or equivalent from HEC recognized University.</li> <li>• 7 years of software development experience.</li> <li>• Ability to accurately gather, analyse and interpret data, identify and define problems and make recommendations for resolution.</li> <li>• Proven ability to develop and maintain positive working relationships.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Assist the top management in decision making by generating different reports related to development project, HR, infrastructure, enrolment etc.</li> <li>• Any other task as directed by Competent Authority.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to take a variety of tasks from start to finish with minimal supervision.</li> </ul>
3.	Financial Specialist	<ul style="list-style-type: none"> <li>• Responsible for the overall financial analysis of development projects. Assist the department in the preparation of annual budgets, audited reports and supervise other related functions</li> <li>• Capable of handling financial matters of mega project including Foreign Assisted Projects, universities, PSDP projects etc.</li> <li>• Responsible for the issue of various Monthly, Quarterly and Yearly End Financial Reports to Donors and A.G Govt. Of Punjab.</li> <li>• Maintain books of accounts as per Government's financial and PIFRA Rules.</li> <li>• Setup internal control system in accordance with the guidance of Financial Management.</li> <li>• Ensure maintenance of overall financial discipline in disbursements of funds and reconciliation with FD and P&amp;DD.</li> <li>• Any other task as directed by Competent Authority.</li> </ul>	<ul style="list-style-type: none"> <li>• 16 years of education in Finance, Accounting, Business Administration, Commerce or equivalent from HEC recognized university or CA/ACCA/ACMA.</li> <li>• 7 years' experience with public / private sector in relevant fields.</li> <li>• Familiar with the latest accounting rules and regulations and have experience of handling financial management ERP software's.</li> <li>• Should be well aware of Accounting Standards of Budget &amp; Accounts. Also have experience of handling Departmental Accounts procedure &amp; AG office procedures.</li> </ul>
4.	Human Resource Specialist	<ul style="list-style-type: none"> <li>• Preparing or updating employment records related to hiring, transferring, promoting, and terminating.</li> <li>• Addressing any employment relations issues, such as work complaints and harassment allegations.</li> <li>• Processing all personnel action forms and ensuring proper approval.</li> <li>• Process applications of leave, NOCs, transfer/posting etc.</li> </ul>	<ul style="list-style-type: none"> <li>• 16 years of education in Human Resource Management, Business Administration, Public Administration or equivalent from HEC recognized university</li> <li>• At least 7 years' experience in HR management.</li> <li>• Must have knowledge of leave rules, contract</li> </ul>

<b>S.No.</b>	<b>Post</b>	<b>Job Description in brief</b>	<b>Criterion for Recruitment</b>
		<ul style="list-style-type: none"> <li>• Coordinate with PPSC for initiating and completing the hiring process of vacant posts of HED.</li> <li>• Conduct induction, promotion and specialized training of HED faculty.</li> <li>• Evaluating the effectiveness of training programs.</li> <li>• Coordinate for conduction of enquiries and maintain the record of disciplinary proceedings.</li> <li>• Maintaining records of employee participation in all training and development programs.</li> <li>• Coordinate with IT team for development of Human Resource Management Software.</li> <li>• Any other task assigned by Competent Authority.</li> </ul>	<ul style="list-style-type: none"> <li>• appointment policy and related government laws.</li> <li>• Outstanding verbal and written communication skills.</li> <li>• Solid problem-solving and team management abilities.</li> </ul>
5.	Communication Specialist	<ul style="list-style-type: none"> <li>• Develop and implement a communication strategy that includes media outreach and social media content creation.</li> <li>• Acquire and maintain a detailed knowledge of the company's policies, principles and strategies, and to keep up-to-date with relevant developments.</li> <li>• Arrange and coordinate press conferences, and plan events.</li> <li>• Prepare documentaries, videos, short films of mega projects of HED.</li> <li>• Create youtube channel and develop contents for it. Record lectures and broadcast it on youtube channel.</li> <li>• Prepare media strategy for Higher Education Department.</li> <li>• Coordinate with print media for publishing the news.</li> <li>• Attend meeting of HED and make arrangement for publishing them in media.</li> </ul>	<ul style="list-style-type: none"> <li>• 16 years of education in Mass Communications, Journalism, Public Relations or equivalent from HEC recognized university</li> <li>• 7 years of experience in communication strategy development.</li> <li>• Highly computer literate with capability in MS Office and related business and communication tools.</li> <li>• Must have excellent skills in writing and editing.</li> <li>• Must have Content writing experience for all media platforms.</li> <li>• Proven social media and networking expertise.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Maintain and update Facebook page of HED.</li> <li>• Develop and maintain relationship with the local media, including newspaper and electronic outlets.</li> <li>• Prepare newsletter of HED for distribution among the stakeholders.</li> <li>• Any other task assigned by Competent Authority.</li> </ul>	
6.	GIS Expert	<ul style="list-style-type: none"> <li>• Plot all colleges, universities, BISE's, field offices etc. of Higher Education on GIS.</li> <li>• Develop web-based GIS applications for determining the feasibility for establishment of new colleges.</li> <li>• Create maps and graphs, using GIS software and data collection equipment.</li> <li>• Perform research to obtain and expand existing datasets</li> <li>• Gather and report on GIS data and determine how data sets are best utilized through GIS.</li> <li>• Compile geographic and demographic data from many sources.</li> <li>• Consult with external stakeholders to access censuses, fieldwork, satellite and aerial imagery, and maps.</li> <li>• Compile data for statistics to incorporate into documents and reports.</li> <li>• Build, manipulate, and update databases.</li> <li>• Operate and maintain GIS system hardware, software, and peripherals.</li> <li>• Any other task as directed by Competent Authority.</li> </ul>	<ul style="list-style-type: none"> <li>• 16 years of education in GIS, Computer Sciences or equivalent from HEC recognized university.</li> <li>• At least 3 years' experience in GIS data base development.</li> <li>• Must have strong presentation &amp; analytical skills.</li> <li>• Must have Experience with mapping tools such as QGIS and Carto and GPS measuring tools.</li> </ul>

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7.	Data Analyst	<ul style="list-style-type: none"> <li>• Interpret data, analyze results using statistical techniques and provide ongoing reports</li> <li>• Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality</li> <li>• Acquire data from primary or secondary data sources and maintain databases/data systems. Identify, analyze, and interpret trends or patterns in complex data sets</li> <li>• Filter and “clean” data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems</li> <li>• Work with management to prioritize tasks and information needs.</li> <li>• Locate and define new process improvement opportunities</li> <li>• Provide demand-based reporting for HED officials when required. Prepare annual report.</li> <li>• Create tables, charts, presentations, documents for analysis and reporting.</li> <li>• Maintain valid, consistence and accurate Relational Database Management System (RDMS) of major activities including the following: - <ul style="list-style-type: none"> <li>a) College Management Information System (CMIS)</li> <li>b) Teachers/HR Management Information System.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 16 Years of education in Mathematics, Computer Science, Statistics, Economics or equivalent from HEC recognized university.</li> <li>• 3 years’ experience of data analyst.</li> <li>• Proven analytic skills, including data mining, evaluation, analysis of data and visualization of future goals/targets.</li> <li>• Technical writing experience in relevant areas, including queries, reports, and presentations.</li> <li>• Command on Microsoft Office, latest Operating System and Statistical soft wares like STATA, E-views and SPSS.</li> <li>• Expert in research and data collection skills, organizational and time-management skills and command on database structure</li> <li>• Proven working experience as a data analyst or business data analyst</li> </ul>

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		<ul style="list-style-type: none"> <li>c) Distribution System for Stipend, Bonus, Scholarship etc.</li> <li>d) Development Schemes/Funds Allocation, Releases and Utilization.</li> <li>e) Any other activity.</li> <li>• Any other task as directed by Competent Authority.</li> </ul>	
8.	Planning Officer	<ul style="list-style-type: none"> <li>• Should be responsible to maintain record of all activities of development projects and updating with actual progress to date both in terms of physical and financial</li> <li>• Undertake analytical tasks including monitoring &amp; evaluation of project activities.</li> <li>• Prepare and evaluate PC-Is of the department.</li> <li>• Should be responsible for active inter-action with line departments or other stake holders on monthly review, progress of the sub projects</li> <li>• Should be able to perform multi-disciplinary activities in operational, administrative, financial and managerial tasks.</li> <li>• Should have strong organizational and planning skills</li> <li>• Any other task as directed by Competent Authority.</li> </ul>	<ul style="list-style-type: none"> <li>• 16 years of education in Economics, Commerce, Statistics and Business Administration or equivalent from HEC recognized university.</li> <li>• At least 2 years' experience in development planning / planning management.</li> </ul>
9.	Monitoring & Evaluation Officer	<ul style="list-style-type: none"> <li>• Assist Monitoring &amp; Evaluation Specialist in monitoring and evaluation of development projects.</li> <li>• Keep record of all activities regarding HR, Infrastructure and Finances involved of educational institutions.</li> <li>• Assess, monitor and evaluate the developmental activities of colleges &amp; universities.</li> </ul>	<ul style="list-style-type: none"> <li>• MA / MSc. in Quality Management, Public Administration, Project Management, Economics, Finance or equivalent from HEC recognized university.</li> <li>• AT least 2 years' experience in Assessment, Monitoring and Evaluation or related field.</li> </ul>

S.No.	Post	Job Description in brief	Criterion for Recruitment
		<ul style="list-style-type: none"> <li>• Assist and prepare field visit chart for monitoring and evaluation of under construction and completed project of ADP.</li> <li>• Coordinate with C&amp;W, Architect Department, field formation of HED.</li> <li>• Collect document of projects from C&amp;W department regarding awards of contracts for evaluation and revision.</li> <li>• Develop analysis from progress report on monthly bases and prepared list of slow moving and problematic schemes of ADPs.</li> <li>• Any other task as directed by Competent Authority.</li> </ul>	<ul style="list-style-type: none"> <li>• Should be computer literate having experience of Computer Software's MS Office Suite and STATA.</li> </ul>
10.	IT Associate	<ul style="list-style-type: none"> <li>• Actively participate in departmental projects to keep the presentation / graphical details of the schemes handy all time, and update them time to time.</li> <li>• Data collection and coordination for presentation preparation.</li> <li>• Prepare effective and engaging presentations using latest techniques and software's.</li> <li>• Give suggestions to upgrade/update HED website.</li> <li>• Maintain data repository of planning wing needed time to time for presentation.</li> <li>• Any other task assigned by competent authority.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor in Computer Science or equivalent field.</li> <li>• 2 years' experience with command on Microsoft Office and expert in MS power point and use of soft-wares for making presentations.</li> <li>• Have good communication, time-management and presentation skills.</li> <li>• Preference will be given who have diploma in Computer Science or 06 months short course on Microsoft Office/web development/graphic designing.</li> </ul>
11.	HR Associate	<ul style="list-style-type: none"> <li>• Assist in preparing or updating employment records related to hiring, transferring, promoting, and terminating.</li> <li>• Assist in processing of applications of leave, NOCs, transfer/posting etc.</li> <li>• Make strategy to fill the vacant post of college faculty from PPSC.</li> </ul>	<ul style="list-style-type: none"> <li>• 16 years of education in Human Resource Management, Business Administration, Public Administration or equivalent from HEC recognized university.</li> </ul>

S.No.	Post	Job Description in brief	Criterion for Recruitment
		<ul style="list-style-type: none"> <li>• Assist in initiating and completing the hiring process of vacant posts of HED.</li> <li>• Prepare modules of conduct induction, promotion and specialized training of HED faculty and monitor the training sessions</li> <li>• Evaluating the effectiveness of training programs.</li> <li>• Maintaining records of employee participation in all training and development programs.</li> <li>• Collect and sort data and coordinate with IT team for development of Human Resource Management Software.</li> <li>• Any other task assigned by Competent Authority.</li> </ul>	<ul style="list-style-type: none"> <li>• At least must 2 years' experience in HR management.</li> <li>• Must have knowledge of leave rules, contract appointment policy and related government laws.</li> <li>• Good verbal and written communication skills.</li> </ul>
12.	Communication Associate	<ul style="list-style-type: none"> <li>• Work on development of communication strategy and assist in its implement that includes media outreach and social media content creation.</li> <li>• Coordinate with all wings of HED to keep up-to-date with relevant developments.</li> <li>• Acquire and maintain a detailed knowledge of the company's policies, principles and strategies.</li> <li>• Assist in arranging and coordinating press conferences, and plan events.</li> <li>• Assist in preparation of documentaries, videos, short films of mega projects of HED.</li> <li>• Assist in creating youtube channel and developing contents for it.</li> <li>• Coordinate with the college and universities to record lectures and broadcast it on youtube channel.</li> <li>• Assist in preparing media strategy for Higher Education Department.</li> <li>• Coordinate with print media for publishing the news.</li> <li>• Assist in maintaining and updating Facebook page of HED.</li> </ul>	<ul style="list-style-type: none"> <li>• 16 years of education in Mass Communications, Journalism, Public Relations or equivalent from HEC recognized university.</li> <li>• At least 2 years of experience in communication strategy development.</li> <li>• Must be familiar with MS Office and related business and communication tools.</li> <li>• Must have excellent skills in writing and editing.</li> <li>• Must have Content writing experience for all media platforms.</li> <li>• Proven social media and networking expertise.</li> </ul>



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		<ul style="list-style-type: none"> <li>• Ensure close relationship with the local media, including newspaper and electronic outlets.</li> <li>• Gather material for preparation of newsletter of HED.</li> <li>• Any other task assigned by Competent Authority.</li> </ul>	
13.	Research Associates	<ul style="list-style-type: none"> <li>• Responsible for conducting useful research on various projects activities.</li> <li>• Responsible for report writing, presentations on development projects.</li> <li>• Responsible for active inter-action with line departments or other stake holders on monthly review progress of the sub projects</li> <li>• Conduct research for promotion of higher education with reference to international and regional scenario.</li> <li>• Develop documents with sufficient data for identification of gaps in higher education sector regarding infrastructure, curriculum and HR.</li> <li>• Analyze the existing education facilities in higher education sector with reference to asses, quality, governance and market relevance.</li> <li>• Any other task assigned by competent authority.</li> </ul>	<ul style="list-style-type: none"> <li>• 16 years of education in Economics, Statistics, Environmental Sciences, Business Administration, Computer Sciences, information Technology, Public Policy or equivalent from HEC recognized university.</li> <li>• Must have strong communication &amp; presentation skills.</li> <li>• Proficiency in written as well as spoken English.</li> </ul>
14.	Computer Assistant	<ul style="list-style-type: none"> <li>• Providing assistance to IT Expert.</li> <li>• Perform office duties to prepare, enter and modify data or text into a computerized format.</li> <li>• Data collection and coordination.</li> <li>• Enters data into system to produce drafts or final copy or to update/create file.</li> <li>• Any other task assigned by competent authority.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor degree or diploma in Computer Science.</li> <li>• Having command on Microsoft Office to process data with excellent typing speed.</li> <li>• Preference will be given who have 3 months short course on Microsoft Office.</li> </ul>

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15.	Office Assistant	<ul style="list-style-type: none"> <li>• Handle organizational and clerical support tasks</li> <li>• Prepare documents, organizing files, scheduling appointments, and public dealing.</li> <li>• Operate office machines, such as photocopiers and scanners and personal computers.</li> <li>• Prepare meeting agendas, attend meetings, and record and transcribe minutes.</li> <li>• Compile data and documents for file record, copy, sorting, binding and file records of office activities, business transactions, and other activities.</li> <li>• Maintain and update filing, inventory record, mailing, and database systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate degree from HEC recognized university with Economics / Mathematics / Statistics / Business/Management Sciences or equivalent from HEC recognized university.</li> <li>• At least 1 years' experience of any reputed public or private organization.</li> </ul>
16.	Office Boy	<ul style="list-style-type: none"> <li>• As per Govt. rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Middle</li> <li>• Should have work experience of different office environment.</li> </ul>
17.	Drivers	<ul style="list-style-type: none"> <li>• As per Government rules</li> </ul>	<ul style="list-style-type: none"> <li>• Middle</li> <li>• Valid LTV License</li> <li>• 3 years of experience</li> </ul>