



**SOCIAL PROTECTION STRATEGY UNIT
CHIEF MINISTER'S SECRETARIAT
GOVERNMENT OF SINDH**

**RE-ADVERTISEMENT
VACANCY ANNOUNCEMENT**

Applications are invited from candidates domiciled in Sindh, for filling up the following vacant posts in Social Protection Strategy Unit (SPSU), Chief Minister Secretariat, having qualification, eligibility and experienced as indicated against the respective post purely on the contract basis for a period of one year.

A. ESTABLISHMENT OF SOCIAL PROTECTION STRATEGY UNIT

Sr.	Name of Post	PPS/BPS	No. of Positions	Qualification	Experience	Age Limit	Duties/responsibilities
1.	Head of Policy & Research	PPS 09/10 BPS 19/20	01	Masters' degree in any of the following or related disciplines: social sciences, quantitative analysis, development studies.	<ul style="list-style-type: none">• At least 15 years working experience in Public or Private Sector in the field of Policy and Research including minimum 10 years' experience as team leader or at senior position.• Excellent understanding of concepts and methods, quantitative and qualitative, in measurement and analysis of poverty, vulnerability, exclusion, social protection, and impact evaluation• Peer-reviewed publications in high-impact internationally-recognised journals, or equivalent book peer-reviewed book chapters on any above-mentioned topics	40-55 years	<ul style="list-style-type: none">• Lead the research and policy team and assist the Project Director and Coordinator to Chief Minister, Sindh for Social Protection in implementation of overall objectives of the People Promise Program.• Undertake or commission research.• Develop research-based analysis reports of the social protection initiatives.• Keep updated information and understanding of social, political and economic developments and brief the stakeholders as when needed.• Advise senior management, stakeholders and decision makers in planning and designing of the social protection interventions.

					<ul style="list-style-type: none"> • Led policy research on above-mentioned topics, with evidence of lead authorship of reports • Understanding of political, economic, social and cultural context of Sindh. 		<ul style="list-style-type: none"> • Plan and organize events including policy dialogues and focused group discussions. • Produce briefings, reports, presentations, technical proposals, concept notes, PC-I and etc. when required. • Consultation with internal and external stakeholders on Social Protection Initiatives. • Prepare project-based feasibilities of pilot initiatives.
2.	Economist	PPS 09/ BPS 19	01	Master's Degree in Economics and/or quantitative discipline	<ul style="list-style-type: none"> • At least 12 years relevant working experience • Proven experience of analytical work on economic and/or other quantitative data. • Good understanding of concepts and issues in poverty, vulnerability, exclusion, social protection, and impact evaluation; • Proven experience of authoring research and policy papers and reports related to analysis of economic data and/or above-mentioned topics 	35-55 years	<ul style="list-style-type: none"> • Conduct research and analyze economic data to propose the policy guidelines for social protection and poverty alleviation strategies and programs. • Advise social protection strategies and implementation approaches. • Produce analytical reports of various social protection initiatives. • Assists management in the program related decision making. • Assists the socio-economic mapping of the Sindh Province.
3.	Social Exclusion Expert	PPS 09/ BPS 19	01	Master's degree in any of the following: social sciences, development studies, humanities or related discipline	<ul style="list-style-type: none"> • At least 12 years working experience relating to poverty, social exclusion and/or social sectors. • Excellent understanding of social inclusion/exclusion related issues particularly in Sindh province • Proven experience of fieldwork in rural and urban areas of Sindh province poverty, social exclusion and/or social sectors. 	35-55 years	<ul style="list-style-type: none"> • Propose policies and strategies to tackle the manifestations and causes of social exclusion. • Mapping of the social exclusion and implications on the economic development and growth in the targeted areas of the SPSU. • Propose strategies and activities to handle social exclusion under the social protection programs of the SPSU.

					<ul style="list-style-type: none"> • Proven experience of writing reports and papers on poverty, social exclusion and/or social sectors 		<ul style="list-style-type: none"> • Produce analytical reports on the social exclusion with recommendations for their redress. Resource mobilization, partnerships and social networking for increased social inclusion.
4.	Social Protection Expert	PPS 09/ BPS 19	01	Master's degree/ 16 years education in Anthropology/ Economics/ Sociology/ Social work/ Development Studies or related field.	<ul style="list-style-type: none"> • A minimum of 12 years of relevant experience in Social Protection Programs. • Working experience with international organizations would be an added value. • Strong interpersonal communication skills • Strong analytical and excellent report-writing skills. 	35-55 years	<ul style="list-style-type: none"> • Review the existing vision, mission and strategic objectives in relation to strategic alignment of the SPSU under umbrella of the Government led Social Protection Initiatives. • Mapping of all public and private social protection interventions in Sindh. • Evaluate and monitor the effectiveness of Social Protection initiatives in relation to poverty reduction and living standards. • Develop updates/ report on the social protection Initiatives and share with stakeholders.
5.	Gender Expert	PPS 09/ BPS 19	01	Master's degree in any of the following: social sciences, Women Development, Social Work, Sociology, development studies, humanities or related discipline.	<ul style="list-style-type: none"> • At least 12 years working experience relating to gender and/or women's empowerment. • Excellent understanding of gender and women's empowerment issues particularly in Sindh province • Proven experience of fieldwork in rural and urban areas of Sindh province on gender and/or women's empowerment. • Proven experience of writing reports and papers on gender and/or women's empowerment 	35-55 years	<ul style="list-style-type: none"> • Gender assessment of all activities and interventions of SPSU • Propose framework for gender analysis and mainstreaming of SPSU activities • Gender analysis of proposed interventions and recommendations for maximizing gender inclusion and women's empowerment impact of SPSU interventions • Gender impact assessment of SPSU activities and interventions • Advice on ensuring alignment of SPSU activities with provincial gender related policies, priorities and international commitments including SDGs. • Research based analysis of gender related issues and preparation of reports.

							<ul style="list-style-type: none"> • Develop the gender strategies and related action plans; • Develop and launch gender reports and represent SPSU on different forums. Support SPSU in producing regular updates and briefing materials on gender
6.	M&E Expert	PPS 09/ BPS 19	01	Master's degree in any of the following: social sciences, public/business administration, development studies, or any analytical discipline	<ul style="list-style-type: none"> • At-least 12 years of relevant experience in public or private sector on M&E systems, MEL framework and analysis reports. • Working experience of the M&E Software/ apps and database management. • Understanding of the strategic planning, logical framework, M&E tools and methods. 	35-55 years	<ul style="list-style-type: none"> • Develop integrated M&E plan and strategies for different social protection initiatives. • Establish M&E system, propose strategies and develop tools to undertake progress monitoring, assess efficiency and develop programs evaluation reports. • Develop capacity building programs for staff and stakeholders. • Review the institutional capacity, organizational setup, financial and administrative systems, identified strategic objectives, key result areas; and make recommendations, if any. • Develop an overall performance framework for SPSU that identifies key outputs and outcomes, performance indicators and targets. • Design and conduct baseline surveys, process monitoring, mid/end line assessments, program evaluations & analysis reports. • Assist the SPSU in program planning and social registry. • Participation in policy dialogues, consultations, seminars and stakeholder mapping.
7.	Statistician/ Demographer /Research Analyst	PPS 08/ BPS 18	01	Master's degree in Economics, Statistics and Demographics &	<ul style="list-style-type: none"> • Minimum 07 years working experience in public or private sector on statistical theory and techniques to design, sampling, plan and manage data collection & 	30-50 years	<ul style="list-style-type: none"> • Plan and coordinate project activities for large-scale demographic, sociological, economic and administrative data etc. for evidence-based policy and program delivery.

				Population Studies or Equivalent.	<p>and processing efforts for large scale surveys and/or censuses.</p> <ul style="list-style-type: none"> • Excellent reports writing and other IT skills, good command of statistical application such as STATA, SPSS, Eviews etc. 		<ul style="list-style-type: none"> • Design of sample surveys and statistically rigorous sampling techniques; innovative and cost effective • Provide support in collection, compilation and analysis of data to identify trends & prediction of future trends and reporting for design and implication of Social Protection interventions. • Responsible for data warehouse management/data extraction • Frequently use of statistical application such as STATA, SPSS, Eviews etc.
8.	Research Associate/ Communication /PRO.	PPS 08/ BPS 18	01	Master's degree in Social Sciences preferably in Mass Communication, Public Relation or Administration.	<ul style="list-style-type: none"> • Minimum 07 years working experience in public or private sector including research and communication. • Advanced organizational communication skills with the ability to handle multiple assignments. Excellent computer and other IT skills. 	30-50 years	<ul style="list-style-type: none"> • The Candidate shall have the following responsibilities; • Planning PR campaigns and strategies based on research • Design and execute promotional and community awareness campaigns. • Coordinate community events to foster goodwill. • Develop program related IEC material and content for social media. • Monitor and timely respond to media's opinion of the client or employer. • Writing and editing press releases, speeches, newsletters, leaflets and brochures. • Update the SPSU website. • Prepare/ consolidate, edit and share the progress and technical reports. • Develop case studies. • Coordinate and document events including seminars, workshops, program briefings, policy dialogues etc.
9.	Training Coordinator	PPS 08/ BPS 18	01	Master's	<ul style="list-style-type: none"> • Minimum 07 years working experience in public or private 	30-50 years	<ul style="list-style-type: none"> • Propose and apply a Systematic Framework of Training &

				<p>Degree in Social Science or in related discipline.</p>	<p>sector as a Training Coordinator/ Trainer/ Facilitator.</p> <ul style="list-style-type: none"> • Substantial experience on coordinating multiple training events • Adequate knowledge of learning management systems and ability to complete training cycle. • Familiarity with traditional and modern training methods and techniques. • Advanced organizational communication skills with the ability to handle multiple assignments. 		<p>Development to enhance organizational operation performance</p> <ul style="list-style-type: none"> • Choosing appropriate training methods per case (virtual, simulated, mentoring, on the job training, professional development classes, etc.) • Identify training needs, design and deliver training packages, evaluate the improvement. • Coordinate with partner organizations for the capacity building programs. • Share available training opportunities to project staff, provide necessary information and support in participation arrangements • Assist to design and conduct training sessions during field assessment & evacuation.
10.	Data Analyst	PPS 07/ BPS 17	01	<p>Master's degree in Social Science or in a related discipline preferably in Economics or Statistics</p>	<ul style="list-style-type: none"> • Minimum with 03 years working experience of public or private sector with focus on field research, data analysis, survey and report writing. • Excellent computer and other IT skills, good command of statistical application such as STATA, SPSS, etc. 	21-45 years	<ul style="list-style-type: none"> • Assist in various researches, data analysis with large amounts of primary and secondary data sets by using statistical tools such as STATA, SPSS and Eviews etc. • Ensure validity and reliability of the data. • Develop data analysis reports with required graphs, data and pie charts. • Undertakes bibliographical work and to help maintain bibliographies
11.	PS to Coordinator	PPS 07/ BPS 17	01	<p>Bachelors' Degree, DIT Certificate in MS office.</p>	<ul style="list-style-type: none"> • Minimum 03 years working experience in a Public/ Private sector as Private Secretary/ Personal Secretary/ Personal Assistant. • Excellent IT and composing skills including MS office. • Excellent record keeping, scheduling and coordination skills. • Strong English language skills 	21-45 years	<ul style="list-style-type: none"> • Assist the Coordinator on daily basis, scheduling of meetings. • Coordinate all appointments of the Coordinator, maintaining diaries, record of incoming calls, email, faxes and post, often correspond on behalf of the Coordinator. • Act as first contact point for meetings with the Coordinator.

							<ul style="list-style-type: none"> • Attending the phone calls, enquiries, requests and handling them when appropriate. • Arranging travel, visas, accommodation and take notes or dictation at meetings or to provide assistance during meetings.
12.	PS to Project Director	PPS 07/ BPS 17	01	Bachelors' Degree, DIT Certificate in MS office.	<ul style="list-style-type: none"> • Minimum 03 years working experience in a Public/ Private sector as Private Secretary/ Personal Secretary/ Personal Assistant. • Excellent IT and composing skills including MS office. • Excellent record keeping, scheduling and coordination skills. • Strong English language skills 	21-45 years	<ul style="list-style-type: none"> • Assist the PD on daily basis, scheduling of meetings. • Coordinate all appointments of the PD, maintaining diaries, record of incoming calls, email, faxes and post, often correspond on behalf of the PD. • Act as first contact point for meetings with the PD. • Attending the phone calls, enquiries, requests and handling them when appropriate. • Arranging travel, visas, accommodation and take notes or dictation at meetings or to provide assistance during meetings.
13.	Admin/ Accounts Officer	PPS 7/ BPS 17	01	Master Degree in Public / Business Administration or in relevant Administration field	<ul style="list-style-type: none"> • Minimum 03 years working experience in public or private sector in administration, staff placement and supervision. • Knowledge of computer and hand on experience of MS Office is must. • Knowledge of the objectives, functions and relating policy and regulations of the Project. • Knowledge of effective government procedures and practices in the fields of personnel, budgeting or accounting. • Knowledge of principles and techniques employed in effective office administration and management. 	21-45 years	<ul style="list-style-type: none"> • Supervision of everyday office administrative affairs. • Noting and drafting for internal and external correspondence; • Ensure timely maintenance of the office vehicles including maintenance of logbooks. • Purchasing and maintaining office supplies. • Oversee administrative and support functions; for example, outlining the duties and responsibilities of subordinate staff. • Preparation of accounts ledgers and reconciliation statements. • Oversee the receipts and disbursement; • Maintenance of bank accounts and issuance of cheques;

					<ul style="list-style-type: none"> • Knowledge of and ability to interpret statutes and regulations. 		<ul style="list-style-type: none"> • Arranging periodical audits of accounts; • Timely disbursement of allocated funds; • Compliance of Government accounting, receipts and disbursement procedures
14.	Planning/ Protocol Officer	PPS 7/ BPS 17	01	Master's Degree in Social Science or in related discipline.	<ul style="list-style-type: none"> • Minimum 03 years working experience in public or private in the relevant field. • Working knowledge of research methods and evaluation techniques and mechanisms. • Excellent communication skills (written and oral). • Working knowledge of public policy planning. • Good project management skills. • Good teambuilding skills. • Working knowledge of regulations and procedures governing the Public Service. • Working knowledge of computer applications. 	21-45 years	<ul style="list-style-type: none"> • Assist in developing, implementing and monitoring the Strategic and Social Protection Plans in collaboration with other key personnel. • Assist in developing and reviewing policies which affect the Social Protection. • Collect, analyze and compile data on social, economic and political issues. • Prepare working papers, reports and briefs designed to aid in the process of planning, policy formulation and problem solving. • Report to Project Director and Director Social Registry on developments and changes in legislation, regulations, international standards and other relevant research. • Perform related work as may be required.
15.	Research Team Assistant	PPS 06/ BPS 16	02	Bachelor's degree in Social Science or in a related discipline preferably in Economics and Statistics	<ul style="list-style-type: none"> • Minimum 03 years working experience in public or private sector. • Excellent computer and IT skills. • Good understanding of statistical applications. 	21-45 years	<ul style="list-style-type: none"> • Assist in various research work & research uptake, data collection, data analysis and management activities. • Assist in editing and preparing material for reporting and publication. • Assist in the arranging seminars, workshops, stakeholder meetings and policy dialogues.

16.	Receptionist	PPS 06/ BPS 16	01	Graduate, preference be given to Computer Literate	<ul style="list-style-type: none"> • Minimum 02 years working experience in public or private sector. • Experience of record keeping. 	21-45 years	<ul style="list-style-type: none"> • Answering screening and forwarding incoming phone calls to relevant sections/ people. • Receiving and sorting of daily mail. • Receiving visitors at the front desk by greeting. • Maintenance of guest record. • Ensure cleanliness of the front desk area. • Support dispatching letters/ brochures or other document as and when needed. • Any other logistical support as and when required.
17.	Dispatch Rider	BPS 04	01	Middle Pass Valid Driving License. Knowledge of Places of Karachi	<ul style="list-style-type: none"> • Preference may be given to the experience and literate candidate 	21-45 years	<ul style="list-style-type: none"> • Delivery and collection of official letters and postage to and from the given destinations. • Maintenance of inward outward record register. • Any other logistical support as and when required.
18.	Driver	BPS 04	03	Possession of Valid LTV & HTV driving License. Must know to maintain Log Book. Knowledge of vehicle maintenance and faults.	<ul style="list-style-type: none"> • Preference may be given to the experience and literate candidate 	21-45 years	<ul style="list-style-type: none"> • Driving of the vehicle • Ensure cleanliness and regular upkeep of the vehicle. • Maintenance of vehicle logbook including fuel record. • Ensure secure parking of the vehicle. • Adhere road safety and security rules/ SoPs. • Any other logistical support as and when required.
19.	Naib Qasid	BPS 01	02	Primary	<ul style="list-style-type: none"> • Preference may be given to the experience and literate candidate 	18-45 years	<ul style="list-style-type: none"> • Movement of files from one desk to another. • Any other logistical support as and when required.
20.	Sweeper	BPS 01	01	-----	<ul style="list-style-type: none"> • Preference may be given to the experience and literate candidate 	18-45 years	Sanitary work both in office and rest rooms.

B. ESTABLISHMENT OF SOCIAL REGISTRY

Sr.	Name of Post	PPS/BPS	No. of Positions	Qualification	Experience	Age Limit	Duties/responsibilities
1.	MIS Expert	PPS 09/ BPS 19	01	Master's degree in Information Systems, Information Technology, Computer Science or equivalent;	<ul style="list-style-type: none">• Minimum 12 years working experience of public or private sector in the field of MIS development and management.• Comprehensive understanding of MIS development plans and strategies.	35-55 years	<ul style="list-style-type: none">• Develop MIS Strategy and Plan in accordance with the Sindh Social Protection Strategy and the priorities of the SPSU.• Develop MIS manual/ framework to monitor implementation of all institutional and programmatic activities through internal and external partners/entities;• Develop and manage MIS based database of all the SPSU programs.• Support in technology-based contracts, document relevant segments & implementation with agencies including NADRA, Payment Service Provider, SMS / Robocall service providers, targeted data providers and other relevant stakeholders in making the whole process automated and technically functional.• Provide technical support and coordinate modules development from the external consultant firms/ organizations.• Capacity building of the project staff on the MIS development, handling and maintenance.
2.	Deputy Director Finance	PPS 08/ BPS 18	01	Master's degree in finance, economics, financial management,	<ul style="list-style-type: none">• Minimum 07 years working experience of public or private sector in the field of financial management.• Working knowledge of financial management software.	30-50 years	<ul style="list-style-type: none">• Prepare consolidated annual budget estimates incorporating input from all the sections; prepare financial proposals.• Review and analyze monthly activity reports with special emphasis on fund utilization under all heads;

				accountancy or equivalent	<ul style="list-style-type: none"> Understanding of the financial rules and regulations of the Sindh Government. 		<ul style="list-style-type: none"> Reconcile budget releases and expenditure on quarterly basis; Process the payments to service providers/suppliers and the salaries of staff Maintain and supervise bank accounts and prepare bank reconciliation statements; Prepare interim financial reports and management accounts; and maintain proper record of all financial transactions related to the project along with the supporting documentation.
3.	Deputy Director HR	PPS 08/ BPS 18	01	Master's degree in HRD/ HRM or equivalent;	<ul style="list-style-type: none"> Minimum 07 years working experience of public or private sector in the field of human resource management. Understanding of the HRMIS development and management. Strong interpersonal communication skills. 	30-50 years	<ul style="list-style-type: none"> Develop human resource plan for the SPSU programs. Develop HR manuals/ SoPs for the SPSU staff. Develop training manuals/ modules for capacity building of the team. Human resource management including appropriate resource planning, hiring of relevant staff, performance evaluation reports etc; Ensure compliance of government rules and regulations of the recruitment processes. Record Management
4.	Deputy Director (Procurement and Contract Management)	PPS 08/ BPS 18	01	Master's degree in public/business administration, supply chain management, procurement or equivalent;	<ul style="list-style-type: none"> Minimum 07 years working experience of public or private sector in the field of procurement and contract management. Should have excellent command on MS office and working knowledge of procurement management software; Well aware about the SPPRA rules and regulation and IDA procurement regulations 	30-50 years	<ul style="list-style-type: none"> Procurement tasks as laid down in SPP rules, Regulations. Develop annual procurement plan and bidding documents. Coordinate procurement committee meetings, evaluation of bids and develop a contract for procurement of goods, works and services; Record keeping of procurement and contracts.
5.	Manager Bhook Mitao Program	PPS 08/ BPS 18	01	Masters' degree in	<ul style="list-style-type: none"> Minimum of 07 years management experience of 	30-50 years	<ul style="list-style-type: none"> Develop and/or update the program design and operational documents

				<p>Sociology /Social work/Development studies/ Social Science/ Anthropology/ Project Management.</p>	<p>public/ private sector on poverty alleviation programs.</p> <ul style="list-style-type: none"> • Field experience and understanding of humanitarian and nutrition programs. 		<p>such as operations manual and related implementation guideline;</p> <ul style="list-style-type: none"> • Ensure effective management of the Bhook Mitao Programs in the field. • Ensure improved systems for program delivery in light of the feedback of internal and external stakeholders including M&E section and lessons learnt during implementation process. • Design framework of partnership with service delivery organization, key stakeholders, and local governments; lead the process of discussion and agreement with each partner, and ensure effective coordination with the partners; • Ensure the implementation of Bhook Mitao Programs cycle with emphasis on regular and predictable payments to program beneficiaries based on enrolment and regular monitoring of compliance with conditions in accordance with the operations manual. • Produce implementation progress reports on regular basis to keep key stakeholders informed/updated of developments and challenges in implementation of Bhook Mitao Programs. • Undertake studies for Bhook Mitao programs and propose initiatives to be integrated in Social Protection Strategies. • Assist the SPSU in program planning and social registry. • Ensure proper and rational system of referral at the Social Registry.
6.	Manager 1000 Days Program	PPS 08/ BPS 18	01	Master's degree in Sociology/	<ul style="list-style-type: none"> • Minimum 07 years' management experience of 	30-50 years	<ul style="list-style-type: none"> • Develop and/or update the program design and operational documents

				<p>Social Work/ Development Studies/ Anthropology/ Project Management/ Public Health.</p>	<p>public or private sector Mother and child care programs.</p> <ul style="list-style-type: none"> • Field experience and understanding of the social and cultural context of Sindh. • Practical knowledge of Project Management and project lifecycle. • Working knowledge of project management software. • Understanding of Mother and Child health care policies and public health systems. 		<p>such as operations manual and related implementation guideline;</p> <ul style="list-style-type: none"> • Ensure effective management of the 1000 days support program in the field. • Ensure improved systems for program delivery in light of the feedback of internal and external stakeholders including M&E section and lessons learnt during implementation process. • Design framework of partnership with service delivery organization, key stakeholders, and local governments; lead the process of discussion and agreement with each partner, and ensure effective coordination with the partners; • Ensure the implementation of 1000 days program cycle with emphasis on regular and predictable payments to program beneficiaries based on enrolment and regular monitoring of compliance with conditions in accordance with the operations manual. • Produce implementation progress reports on regular basis to keep key stakeholders informed/updated of developments and challenges in implementation of 1000 days program. • Undertake studies for Child and Mother Care Programs and propose initiatives to be integrated in Social Protection Strategies. • Assist the SPSU in program planning and social registry. • Ensure proper and rational system of referral at the Social Registry.
7.	Manager BWAWS Program	PPS 08/ BPS 18	01	Master Degree Social Science	<ul style="list-style-type: none"> • Minimum of 07 years management experience of 	30-50 years	<ul style="list-style-type: none"> • Develop and/or update the program design and operational documents

	(Benazir Women Agricultural Workers Support Program)			preferably in Rural Development/ Agricultural Studies or relevant discipline.	<p>public/ private sector on relevant programs.</p> <ul style="list-style-type: none"> • Understanding of agriculture workers, social protection/ poverty alleviation and gender related policies and programs. • Field experience and understanding of the social and cultural context of Sindh. • Working knowledge of project management software. 		<p>such as operations manual and related implementation guideline;</p> <ul style="list-style-type: none"> • Ensure effective management of the BWAWSWP in the field. • Ensure improved systems for program delivery in light of the feedback of internal and external stakeholders including M&E section and lessons learnt during implementation process. • Design framework of partnership with service delivery organization, key stakeholders, and local governments; lead the process of discussion and agreement with each partner, and ensure effective coordination with the partners; • Ensure the implementation of BWAWSWP cycle with emphasis on regular and predictable payments to program beneficiaries based on enrolment and regular monitoring of compliance with conditions in accordance with the operations manual. • Produce implementation progress reports on regular basis to keep key stakeholders informed/updated of developments and challenges in implementation of BWAWSWP. • Undertake studies for women agricultural workers programs and propose initiatives to be integrated in Social Protection Strategies. • Assist the SPSU in program planning and social registry. • Ensure proper and rational system of referral at the Social Registry.
8.	Manager Social Registry	PPS 08/ BPS 18	01	Masters' degree in Social Science/	<ul style="list-style-type: none"> • Minimum 07 years working experience in the field of policy and research with 2 years as team leader or at senior position. 	30-50 years	<ul style="list-style-type: none"> • Assist the SPSU in establishment and functioning of Social Registry system at the local level and program planning.

				Public Administration/ Economics, or Equivalent.	<ul style="list-style-type: none"> • Understanding of political, social, economic and cultural landscape of Sindh. • Experience in the public Management, Public Procurement and new initiatives shall be desirable. 		<ul style="list-style-type: none"> • Ensure effective functioning of the Social Registry with collaboration of Managers of different programs. • Produce implementation progress reports on regular basis to keep key stakeholders informed/updated of developments and challenges in implementation of Social Registry. • Ensure improved systems for social registry in light of the feedback of internal and external stakeholders including M&E section and lessons learnt during implementation process. • Coordinate activities of the SR. • Deal the legal matters pertaining to SR and coordination for enrolment and graduation process. • Ensure proper and rational referral at Social Registry. • Record keeping of the SR.
9.	Planning Officer	PPS 07/ BPS 17	01	Master's Degree in Social Science or in related discipline.	<ul style="list-style-type: none"> • Working knowledge of research methods and evaluation techniques and mechanisms. • Excellent communication skills (written and oral). • Working knowledge of public policy planning. • Good project management skills. • Good teambuilding skills. • Working knowledge of regulations and procedures governing the Public Service. • Working knowledge of computer applications. 	21-45 years	<ul style="list-style-type: none"> • Assist in developing, implementing and monitoring the Strategic and Social Protection Plans in collaboration with other key personnel. • Assist in developing and reviewing policies which affect the Social Protection. • Collect, analyze and compile data on social, economic and political issues. • Prepare working papers, reports and briefs designed to aid in the process of planning, policy formulation and problem solving. • Report to Project Director and Director Social Registry on developments and changes in legislation, regulations,

							<p>international standards and other relevant research.</p> <ul style="list-style-type: none"> • Perform related work as may be required.
10.	Admin Officer	PPS 07/ BPS 17	01	Master Degree in Public / Business Administration or in relevant Administration field	<ul style="list-style-type: none"> • Minimum 03 working experience in public or private sector in administration, staff placement and supervision. • Knowledge of computer and hand on experience of MS Office is must. • Knowledge of the objectives, functions and relating policy and regulations of the Project. • Knowledge of effective government procedures and practices in the fields of personnel, budgeting or accounting. • Knowledge of principles and techniques employed in effective office administration and management. • Knowledge of and ability to interpret statutes and regulations. 	21-45 years	<ul style="list-style-type: none"> • Supervision of everyday office administrative affairs. • Noting and drafting for internal and external correspondence; • Ensure cleanliness of the office premises. • Ensure timely maintenance of the office vehicles including maintenance of logbooks. • Arrangement of protocol and security duties. • Purchasing and maintaining office supplies. • Oversee administrative and support functions; for example, outlining the duties and responsibilities of subordinate staff. • Coordinating different departments to ensure for documentation and other necessary matters. • Any other logistical support as and when required.
11.	Accounts Officer	PPS 07/ BPS 17	01	Master degree in Commerce, Accounting or in relevant field.	<ul style="list-style-type: none"> • Minimum 03 years working experience of Accounts/ Finance in Public or Private Sector. 	21-45 years	<ul style="list-style-type: none"> • Preparation of accounts ledgers and reconciliation statements. • Oversee the receipts and disbursement; • Maintenance of bank accounts and issuance of cheques; • Arranging periodical audits of accounts; • Timely disbursement of allocated funds; • Compliance of Government accounting, receipts and disbursement procedures

12.	Admin Assistant	PPS 06/ BPS 16	01	Bachelors' Degree, DIT Certificate in MS office.	<ul style="list-style-type: none"> • Minimum 02 years experience in public or private sector. • Strong IT skills including MS Office. • Working experience of record keeping and office inventory, vehicle logbooks, service books, dairy and inward outward record maintenance. 	21-45 years	<ul style="list-style-type: none"> • Internal admin work including maintenance of leave record, service books, office inventory, vehicle logbooks, service books, dairies, inward outward record of the correspondence etc. • Assists the admin officer in overall administrative responsibilities. • Any other logistical support as and when required.
13.	Accounts Assistant	PPS 06/ BPS 16	01	B.Com/BBA	<ul style="list-style-type: none"> • Minimum 02 years experience in public or private sector. • Working experience of spreadsheet, financial software and financial record. 	21-45 years	<ul style="list-style-type: none"> • Preparation of claims bills and accounts statements. • Management of the petty cash accounts • Maintenance of financial spreadsheets. • Assisting the Accounts Office in overall responsibilities. • Any other support required to finance and admin sections.
14.	Store Keeper	PPS 06/ BPS 16	01	Graduate	<ul style="list-style-type: none"> • Minimum 01 years working experience in public or private sector. • knowledge of MS office and maintenance of stock register. 	21-45 years	<ul style="list-style-type: none"> • Maintenance of stock register. Maintenance of all relevant registers including repair work, spare parts and general items etc. • Arranging periodical inspection of stores especial of durable goods and equipment. • Any other logistical support as and when required.
15.	IT Assistant	PPS 06/ BPS 16	01	Graduation with IT Diploma or BS (IT/CS)	<ul style="list-style-type: none"> • Minimum 02 years working experience in public or private sector. • 1 year of related experience with computers and providing customer service in a technological environment. • Practical knowledge of hardware, different software, apps, programming languages, and operation systems. 	21-45 years	<ul style="list-style-type: none"> • Configure desktops and laptops with peripherals and accounts assigning security. • Install software and applications. • Install new/ repaired hardware. • Tests programs; Troubleshoots, diagnoses problems, take corrective measures within prescribed guidelines and/or escalates to other technical resources as appropriate; • Maintain systems, databases and web pages and administers user accounts;

							<ul style="list-style-type: none"> • Designs and produces basic reports; • Sets up and submits production jobs and edits and debugs computer output; • Transfers computer files between platforms;
16.	Computer Operator	PPS 06/ BPS 14-15	02	Bachelors Degree with I.T or CS Diploma.	<ul style="list-style-type: none"> • Minimum 02 years working experience in public or private sector. 	21-45 years	<ul style="list-style-type: none"> • Maintenance and operation of computer systems; • Carry out computer typing work for the given assignment; • Maintenance of computerized data of all files. • Computerization of accounts and budget related matter; • Computerization of staff data. • Any other IT related support as and when required.
17.	Photographer	PPS 06/ BPS 14-15	01	Graduate At least two years certification in the photography.	<ul style="list-style-type: none"> • Minimum 02 years working experience in public or private sector on similar position. • Working experience of the photo editing software/ apps. • 	21-45 years	<ul style="list-style-type: none"> • Setting up and periodic maintenance of the photographic equipment. • Taking pictures of the field activities, meetings and events. • Editing and retouching images choosing and setting up locations reproducing and framing photograph.
18.	Receptionist	PPS 06/ BPS 16	01	Graduate, preference be given to Computer Literate	<ul style="list-style-type: none"> • Minimum 02 years working experience in public or private sector. • Experience of record keeping. 	21-45 years	<ul style="list-style-type: none"> • Answering screening and forwarding incoming phone calls to relevant sections/ people. • Receiving and sorting of daily mail. • Receiving visitors at the front desk by greeting. • Maintenance of guest record. • Ensure cleanliness of the front desk area. • Support dispatching letters/ brochures or other document as and when needed. • Any other logistical support as and when required.

19.	Dispatch Rider	BPS 04	01	Middle Pass Valid Driving License. Knowledge of Places of Karachi	<ul style="list-style-type: none"> Preference will be given to the experience and literate candidate 	21-45 years	<ul style="list-style-type: none"> Delivery and collection of official letters and postage to and from the given destinations. Maintenance of inward outward record register. Any other logistical support as and when required.
20.	Driver	BPS 04	06	Possession of Valid LTV & HTV driving License. Must know to maintain Log Book. Knowledge of vehicle maintenance and faults.	<ul style="list-style-type: none"> Preference will be given to the experience and literate candidate 	21-45 years	<ul style="list-style-type: none"> Driving of the vehicle Ensure cleanliness and regular upkeep of the vehicle. Maintenance of vehicle logbook including fuel record. Ensure secure parking of the vehicle. Adhere road safety and security rules/ SoPs. Any other logistical support as and when required.
21.	Naib Qasid	BPS 01	02	Primary	<ul style="list-style-type: none"> Preference will be given to the experience and literate candidate 	18-45 years	<ul style="list-style-type: none"> Movement of files from one desk to another. Any other logistical support as and when required.
22.	Chowkidar/ Guard	BPS 01	02	-----	<ul style="list-style-type: none"> Preference will be given to the experience and literate candidate 	18-45 years	<ul style="list-style-type: none"> Ensure security of the office premises. Any other logistical support as and when required.
23.	Sweeper	BPS 01	02	-----	<ul style="list-style-type: none"> ----- 	18-45 years	Sanitary work both in office and rest rooms.

Instructions for candidates:

- i. Only eligible shortlisted candidates will be contacted for test/interviews.
- ii. Master in relevant field or equivalent 16 years of education in relevant field from HEC recognized institutes including required experience may apply.
- iii. The detailed job description of the positions can be downloaded from the SPSU website: www.spsu.gos.pk.
- iv. Applicants applying for multiple positions are required to apply separately for each position.
- v. The applicants are required to mention the position clearly on right top of envelope mentioning Section (A/B)
- vi. T.A/D.A will not be admissible to the candidates appearing for test/ interview.
- vii. The candidates applied to previous advertisement are advised to resend the updated CV with attested copies of the testimonials including Academic Degrees, Professional Qualification and Job Experience Certificates.
- viii. Interested Candidates are requested to send applications with updated CV and attested copies of the testimonials including Academic Degrees, Professional Qualification and Job Experience Certificates.

- ix. The selected candidates shall be responsible to submit an undertaking or a bond that he/ she shall serve on the post for minimum period of one (01) year and he/ she shall not leave service before the minimum period.
- x. Government servants may also apply through proper channel.
- xi. SPSU reserves the right to increase or decrease the number of vacancies or cancel any vacancy at any stage without mentioning the reasons.
- xii. Complete application shall be submitted **within 15 days from the date of publication of this advertisement** to the Office of **Social Protection Strategy Unit, 5th Floor, State Life Building No. 11, Abdullah Haroon Road, Saddar, Karachi.**

DIRECTOR (ADMIN/ HR)