

Annex-VI

Designation	Project Pay Scale	No. of Posts	Age Limit	Eligibility Criteria *	Job Description
Educational Technology (EdTech) Specialist (Subject Specialist)	PPS-12	01	35 and above	<ul style="list-style-type: none"> • Master/Bachelors in relevant field or Equivalent from HEC recognized institute / university (Master Degree / Bachelors (Hons) i.e. 16-Years Education) • Minimum 15 Years of Post-Qualification Experience in the relevant domain 	<ol style="list-style-type: none"> 1. Function as a liaison with Division Heads and Academic Affairs Coordinators to ensure seamless coordination of technology tools supporting curriculum, instruction, and assessment; 2. Provide Educational Technology guidance and expertise, especially in the areas of iPads, MacBooks, and G-Suite for Education; 3. In coordination with school policies and procedures, promote continued development and use of the school's AUP, digital citizenship program, and current technology standards; 4. Provide support for educational technology devices, systems, and content; Perform other related duties as and when required
Distance Learning Education Specialist (Subject Specialist)	PPS-12	01	35 and above	<ul style="list-style-type: none"> • Master/Bachelors in relevant field or Equivalent from HEC recognized institute / university (Master Degree / Bachelors (Hons) i.e. 16-Years Education) • Minimum 15 Years of Post-Qualification Experience in the relevant domain. 	<ol style="list-style-type: none"> 1. Evaluate the effectiveness and quality assurance of distance learning programmes / projects and support development and delivery of formative assessments that target grade level essential standards; 2. Provide guided instructions online to ensure students' understanding of new concepts and skills; 3. Remain current with online learning pedagogy, web conferencing applications and associated hardware; 4. Design and conduct professional

					development opportunities for both the distance learning and online learning programs; Perform other related duties as and when required
Economist / Project Appraisal Specialist	PPS-10	01	35 and above	<ul style="list-style-type: none"> • Master/Bachelors in relevant field or Equivalent from HEC recognized institute / university (Master Degree / Bachelors (Hons) i.e. 16-Years Education) • Minimum 10 Years of Post-Qualification Experience in the relevant domain 	<ol style="list-style-type: none"> 1. Support Ministry in preparation of overall portfolio of PSDP aligned with Ministry's priority areas and sectoral plan by identifying projects to be executed by different organization; 2. Ensure completion of projects as envisioned in PC-I; 3. Prepare strategy for implementation of development projects as per guidelines of Planning Commission; 4. Support Project Directors during implementation of projects and after completion of projects for timely submission of PC-IV's; 5. Overall supervise the activities of PPDU; 6. Perform other related duties as and when required
Civil Engineer (Subject Specialist)	PPS-10	01	35 and above	<ul style="list-style-type: none"> • Master/Bachelors in relevant field or Equivalent from HEC recognized institute / university (Master Degree / Bachelors (Hons) i.e. 16-Years Education) • Minimum 10 Years of Post-Qualification Experience in the relevant domain 	<ol style="list-style-type: none"> 1. Ensure quality of civil work of development projects; 2. Ensure completion of work as per schedule through monthly visit of each site; 3. Submit monthly reports to PDs; 4. Perform other related duties as and when required
M&E Specialist	PPS-10	01	35 and above	<ul style="list-style-type: none"> • Master/Bachelors in relevant field or Equivalent from HEC recognized institute / university (Master Degree / Bachelors (Hons) i.e. 16-Years 	<ol style="list-style-type: none"> 1. Prepare monitoring plans of each ongoing project; 2. Prepare monitoring mechanism for new projects to be incorporated in PC-I; 3. Prepare monthly monitoring

				<p>Education)</p> <ul style="list-style-type: none"> • Minimum 10 Years of Post-Qualification Experience in the relevant domain 	<p>report, physical & financial, of each project and submit recommendations for timely completion of projects;</p> <p>4. Perform other related duties as and when required</p>
Financial Management Specialist	PPS-10	01	35 and above	<ul style="list-style-type: none"> • Master/Bachelors in relevant field or Equivalent from HEC recognized institute / university (Master Degree / Bachelors (Hons) i.e. 16-Years Education) • Minimum 10 Years of Post-Qualification Experience in the relevant domain 	<ol style="list-style-type: none"> 1. Support project teams in preparation of financial proposals of development projects and rationalize the projects' cost as per market rates and PPRA rules; 2. Prepare bi-annual financial report of each project and ensure utilization of funds as per PPRA rules; 3. Perform other related duties as and when required
Procurement Expert	PPS-10	01	35 and above	<ul style="list-style-type: none"> • Master/Bachelors in relevant field or Equivalent from HEC recognized institute / university (Master Degree / Bachelors (Hons) i.e. 16-Years Education) • Minimum 10 Years of Post-Qualification Experience in the relevant domain 	<ol style="list-style-type: none"> 1. Prepare procurement framework for procurement of services, goods under different development projects as per PPRA rules; 2. Review major procurement contracts; coordinates contract compliance, change orders, and problem resolution in conformance with contract law; consults with legal counsel as required; 3. Ensure that approved purchases are of a sufficient quality and are cost-efficient; 4. Perform other related duties as and when required
MIS Specialist	PPS-10	01	35 and above	<ul style="list-style-type: none"> • Master/Bachelors in relevant field or Equivalent from HEC recognized institute / university (Master Degree / Bachelors (Hons) i.e. 16-Years Education) 	<ol style="list-style-type: none"> 1. Develop database tool of development projects; 2. Determine the projects' technology requirements, design, develop, test and maintain the technology platform, software/s and its database, including end

				<ul style="list-style-type: none"> • Minimum 10 Years of Post-Qualification Experience in the relevant domain • Effective problem-solving skills 	<p>user documentation and training;</p> <ol style="list-style-type: none"> 3. Develop technology frameworks / tools to assist in program and impact assessments, work progress and project data analysis, providing recommendations for improvements to current processes / offerings; 4. Perform other related duties as and when required
Assistant	PPS-6	02	22-35	<ul style="list-style-type: none"> • BSC/B.COM/B.A. from HEC recognized university • Minimum 02 Years of Post-Qualification Experience in the relevant domain 	<ol style="list-style-type: none"> 1. Organize and manage files, acting as receptionists, schedule meetings and appointments, and support other staff with organizational tasks; 2. Maintain diaries, receipts and letter issues and update / maintain databases such as mailing lists, contact lists and client information; 3. Retrieve information when requested; 4. Perform related work as and when required
Data Entry Operator (DEO)	PPS-5	02	22-35	<ul style="list-style-type: none"> • B.A. / B.Sc./ B.Com. from HEC recognized institute / university • Certified from a recognized Institute in M.S. Office • Minimum 02 Years of Post-Qualification Experience in the relevant domain 	<ol style="list-style-type: none"> 1. Prepare, compile, and sort documents for data entry; 2. Verifies and logs receipt of data; 3. Transcribes source data into the required electronic format; 4. Transfer information from paper formats into computer files using keyboards, data recorders, or optical scanners; 5. Respond to queries for information and access relevant files and ensure proper use of office equipment and address any malfunctions; 6. Perform related work as and when required

