



**Government of Pakistan**  
**Ministry of Federal Education &**  
**Professional Training**  
**Islamabad**

**Vacancy Announcement**

Applications are invited against the following post in the Project Coordination Unit of a development project being implemented by the Ministry of Federal Education and Professional training, Islamabad. These posts will be filled purely on contract basis as per project pay package admissible for PSDP funded project staff.

S#	Title	No. of Posts & Quota	Eligibility of Post
1.	Financial Management Associate (PPS-06)	01 Merit	<ul style="list-style-type: none"> <li>• ACCA, BSc. (Hons) Accounting/ MBA (Finance), Masters in Accounting/Finance, or M.Com.</li> <li>• 2 years' relevant experience in Financial Management/Accounting department of public or private sector of repute.</li> <li>• Experience of working in Foreign-Aided Development Projects in a similar role will be preferred.</li> </ul>
2.	Monitoring and Evaluation Associate (PPS-06)	02 Merit	<ul style="list-style-type: none"> <li>• Bachelors (16 years) Degree in Social Sciences, Economics, Humanities, Data Management, Statistics or related discipline with three years of relevant professional experience.</li> <li>• Advanced skills in MS Office applications.</li> <li>• Knowledge of database management and/or statistical software packages (SPSS) will be considered as added advantage.</li> </ul>
3.	Program Associate (PPS-06)	01 Merit	<ul style="list-style-type: none"> <li>• Bachelors/Masters (16 years of Education) in Public Policy/Administration, Business Administration, Communications, Mass Media, Project Management, Development Studies, Social and Management Sciences.</li> <li>• Minimum 2 years of relevant experience.</li> </ul>
4.	Procurement Associate (PPS-06)	01 Merit	<ul style="list-style-type: none"> <li>• Masters Degree in Management Sciences (Preferable: Supply Chain Management)</li> <li>• Minimum 2 years of relevant experience.</li> </ul>
5.	Intern/Trainees	05 Merit	<ul style="list-style-type: none"> <li>• Fresh graduates having degree in IT/ Business Administration / Public Administration / Public Policy / Finance / Social Sciences / Humanities from any HEC recognized reputed university.</li> <li>• Ability to handle tasks related to Data Monitoring and Evaluation.</li> <li>• Ability to handle report writing tasks.</li> <li>• Excellent command of handling Analytical Tools and Reporting Techniques.</li> <li>• Knowledge of Microsoft office.</li> <li>• Proficient in English Language</li> </ul>

**Important Instructions:**

- Only shortlisted candidates will be called for interview. No TA/DA will be admissible for interview. The candidates called for interview will have to bring original documents along with attested copies of testimonials/experience certificates.
- Detailed ToRs/Job Description can be accessed on M/o FE&PT Website ([www.mofept.gov.pk](http://www.mofept.gov.pk))
- Applications that are incomplete or received after due date will not be entertained.
- Detailed Job description and eligibility criteria are available at the website of Ministry of Federal Education and Professional Training, Islamabad.
- The competent authority reserves the right to cancel the recruitment process, increase or decrease the number of posts as per requirement against any post at any stage without assigning any reason.
- Applications along with attested degrees/certificate/experience letters and testimonials should be submitted in hard on the following address within fifteen (15) days of publication of this advertisement.

**Director (Admn/HR & Coordination)**  
**Project Coordination Unit**  
**Ministry of Federal Education & Professional Training**  
PMI Building, Khayaban-e-Suhrwardy, G-7/1, Islamabad  
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