



Shaheed Benazir Women Support Program
Social Protection Unit
Finance Department
Government of Sindh

Expression of Interest

Government of Sindh has established the Social protection Unit (SPU) for undertaking a few focused Poverty reduction projects including the “Benazir Women Support Program (BWSP)” to alleviate poverty of the poor people in the province.

As advertised earlier, the SPU requires the services of eligible individuals having relevant qualification and experience for following positions:

Position	Job Overview	Qualification	Experience & Age
Deputy Director (Administration)	<ul style="list-style-type: none"> • Coordination with Procurement and Contract Administration and Human Resource Management Specialists, will assist PC-SPU in planning, managing and administrating procurement of goods and services. 	<ul style="list-style-type: none"> • He should have master’s degree in social sciences. • Proficiency in English, Urdu and Sindhi language. • Should have proficiency in MS Office. • Should have good interpersonal and communication skills. • Should have understanding of public budgetary and procurement rules. 	<ul style="list-style-type: none"> • Should have at least 05 Years Experience in public sector administration. • 2 years experience in public sector / donor – aided development projects administration will have an added advantage. • Should not be over 45 years of age.
Assistant Director (Finance)	<ul style="list-style-type: none"> • Manager (Finance) in coordination with all program heads ensure implementation of SPU/GOS financial policies and procedures • Lead all book keeping activities • Maintaining books of accounts and implementation of accounting policies as per requirement of Govt. of Sindh • Preparation of cash flow statement and ensure availability of sufficient funds at bank • Training of Finance/Administration 	<ul style="list-style-type: none"> • He /She should have master’s degree preferably with major in accounts/ MBA Finance/Certified CA or ACMA or M.Com (Degree from reputed University will be preferred). • Well conversant with customized accounting software and MS office. • Proficiency in English, Urdu and Sindhi language. • Should have good interpersonal and communication skills. • Should have understanding of public 	<ul style="list-style-type: none"> • Should have at least 05 Years relevant Experience in public sector finance & administration. • 2 years experience in public sector development projects administration will have an added advantage. • Should not be over 40 years of age.

	<p>staff of implementing partners</p> <ul style="list-style-type: none"> • Coordinate / liaise with all the concerned administrative departments. • Developing accounting policies for SPU and provide extensive support in preparation of annual budget and coordinate audit activities. • Prepare financial and management reports. 	<p>budgetary and procurement rules.</p>	
Assistant Director (Technical)	<ul style="list-style-type: none"> • Research and design of various projects • Assistant Director (Technical) in coordination with concerned authority will assist PC-SPU in developing <ul style="list-style-type: none"> i) requirements for the Program Performance Monitoring System (PPMS) , ii) Monitoring procedures for different parameters in the PPMS, and iii) reporting performance of projects according to the parameters in PPMS. 	<ul style="list-style-type: none"> • Masters in Economics /MBA • IT Certification 	<ul style="list-style-type: none"> • 3 to 5 years experience in Research and teaching • Well versed with Micro and Macro Economic Models, Development Economics • Money and Banking, Business Economics, Financial Management, Accounting. • Research Publication in reputed journals and news papers • Should not be over 35 years of age.
Assistant Director (Monitoring)	<ul style="list-style-type: none"> • Assist PC-SPU in monitoring procedures into fields for different parameters • Reporting performance of projects according to the parameters in PPMS. 	<ul style="list-style-type: none"> • He should have master's degree in social sciences preferably MBA. • Should have proficiency in MS Office. • Should have good interpersonal and communication skills. 	<ul style="list-style-type: none"> • Should have at least 05-07 years experience in public sector monitoring and evaluation. • 05 years Experience in public sector/donor aided project development program / project monitoring and evaluation will be given preference. • Should not be over 45 years of age.

Monitoring Officers	<ul style="list-style-type: none"> Monitoring Officer in coordination with concerned authority will monitor into fields for different parameters Reporting performance of projects according to the parameters in PPMS. 	<ul style="list-style-type: none"> He should have master's degree in social sciences. Should have proficiency in MS Office. Should have good interpersonal and communication skills. 	<ul style="list-style-type: none"> Should have at least 03-05 years experience in public sector monitoring and evaluation. Two years Experience in public sector/donor aided project development program / project monitoring and evaluation will be given preference. Willing to work in Interior Sindh Should not be over 40 years of age.
Manager IT / IS	<ul style="list-style-type: none"> Lead the development of Information system for BWSP and maintain liaison with software development firms. Analyze the project requirements and implementation of information systems. Provide inputs and guidance for procurement of hardware / equipment and services. Time to time submission of information system progress report to PC. Design and implement the LAN/WAN for SPU Coordinate with vendor / firm for support & services. 	<ul style="list-style-type: none"> He should have Master's or 4 year Bachelor's degree in IT/IS/CS/ Computer System Engineering or equivalent. Should have good interpersonal and communication skills. Any certification / technical training will be an added advantage. 	<ul style="list-style-type: none"> Should have at least 07 years experience in field of IS/IT in any public / corporate/ multinational organization. Expertise in managing Database and Networking projects. Working Experience of Data ware house and data center will be an added advantage. Should not be over 40 years of age.
Program Officer (SPU)	<ul style="list-style-type: none"> Assist the Program Coordinator -SPU Day to Day management of BWSP and other projects Capacity building and assistance Monitoring and Evaluation of the implementation of projects. 	<ul style="list-style-type: none"> Should have a Masters Degree in Social Sciences. I.T Diploma / Certification. Proficiency in English, Urdu and Sindhi Language Excellent interpersonal and communication skills. Well Conversant with Office procedures and correspondence vis-à-vis Public Sector development projects. 	<ul style="list-style-type: none"> 3 to 5 years experience in Social Sector / Public Sector Development Projects International Donor aided projects will be given preference. Event Management (trainings, seminars etc) Well versed with Capacity Building initiatives Should not be over 28 years of age.

Admin Officer	<ul style="list-style-type: none"> • Ensure proper maintenance of log books of vehicles, OHP, Multimedia, Photocopier, etc. • Checking of monthly fuel consumption report • Ensure validity of agreements i.e. premises, vehicle rent, etc. • Ensure proper maintenance of automobiles and equipment • Supervise maintenance of inventory record • implementation of proper security procedures • Certifying monthly attendance sheet. • Oversee financial/administrative filing and records 	<ul style="list-style-type: none"> • He / She should be a graduate in social science or B.Com/BBA or equivalent degree in accounting and auditing. • Well conversant with Govt. of Sindh Rules. • Proficiency in English, Urdu and Sindhi language. • Should have good interpersonal and communication skills. 	<ul style="list-style-type: none"> • 3-5 years of relevant experience in reputable multinationals or major multi-donor or multi-sectoral public sector project. • Relevant public sector donor aided project will be given preference. • Age not more than 35 years.
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(Those who have applied earlier need not apply again)

Interested eligible individuals must provide detailed Curriculum Vitae containing complete bio data about stipulated skills, and experience along with computerized NIC plus one fresh passport size photo. An attractive remuneration package will be negotiated on the basis of qualification and professional experience. The appointments will be made on contract basis, renewable on satisfactory performance appraisals. Positions are based in Karachi and for the whole Sindh.

Applications / Expressions of interest must reach this office on the address given below not later than **fifteen days (15)** from the date of publication of this advertisement (EOI). Please clearly mention the **post applied for** on your enclosed CVs.

Assistant Director (Admn)
Shaheed Benazir Women Support Program
Social Protection Unit (SPU)
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021-99207378