



# PUNJAB HIGHER EDUCATION COMMISSION

## Positions Vacant

The Punjab Higher Education Commission invites applications from the eligible candidates for following positions on contract basis. The qualification and experience mentioned against each post:

Sr. No	Post	No. of Posts	Scale/Salary Package	Qualification & Experience	Area of work	Age Limit
1.	<b>Member</b> (Academics & Quality Assurance)	01	Special Pay Package (Lump sum) / Equivalent to MP-II	Ph.D or equivalent terminal degree in any discipline from an HEC recognized University with significant teaching and research experience. At least 15 years of professional experience of working with universities, development partners and public sector institutions. A creative team builder having experience of policy making, management of complex academic administrative and research organizations.	Academics, Quality Assurance, R&D, ICT and Digital Library	65 years
2.	<b>Member</b> (HRD & Special Initiative)	01	Special Pay Package (Lump sum) / Equivalent to MP-II	Ph.D or equivalent terminal degree in any discipline from an HEC recognized University with at least 15 years' experience in relevant field or Advanced degree from an HEC recognized University with at least 20 years' experience in the relevant field. Must have experience in planning and implementing development plans and monitoring development projects at senior level. Exposure to policy making in higher education and administration is required.	HRD, Faculty Training, Special Initiative on Higher Education and Community Colleges	65 years
3.	<b>Advisor</b> (Planning, Implementation & Monitoring)	01	Special Pay Package (Lump sum)/ Equivalent to MP-II	Ph.D or equivalent terminal degree in any discipline from an HEC recognized University with at least 10 year of experience in relevant field or Advanced degree from an HEC recognized University with at least 15 year of experience in the relevant field. Administrative experience in quality assurance in an academic/research/professional institution of higher learning is required.	Planning & Development, Monitoring & Evaluation and Implementation	65 years
4.	<b>Principal Program Manager / Director General</b> (Academics, Accreditation and Quality Assurance)	01	(Lump sum) / Equivalent BPS-20/21	Ph.D or equivalent terminal degree in any discipline from an HEC recognized University with at least 10 year of experience in relevant field or Advanced degree from an HEC recognized University with at least 15 year of experience in the relevant field. Administrative experience in quality assurance in an academic/research/professional institution of higher learning is required.	Academics, Accreditation and Quality Assurance	65 years
5.	<b>Principal Program Manager / Director General</b> (Special Initiative in Higher Education)	01			Special Initiative in Higher Education and Community Colleges	65 years
6.	<b>Deputy Program Manager/Deputy Director</b> (Finance)	01	Special Pay Package (Lump sum)/ BPS-18	M.Phil/MS from an HEC recognized University with 04 years relevant experience or MA/MSc or equivalent education from an HEC recognized University with first division in terminal degree and 7 year relevant experience in a public or private sector Organization is required.	Finance, Accounts and Audit	50 years
7.	<b>Web Application Manager</b>	01	Special Pay Package (Lump sum)/ BPS-18	BS (Hons)/ MSc Computer Science/ Information Technology/Software Engineering or equivalent degree from an HEC recognized University. Higher degree will be preferred. At least 3 years' relevant experience in a public or private sector Organization is required.		40 years
8.	<b>Computer Programmer</b>	01	Special Pay Package (Lump sum) / BPS-17	BS (Hons)/ MSc Computer Science/ Information Technology/Software Engineering or equivalent degree from an HEC recognized university. Relevant experience in a public or private sector Organization will be preferred		40 years
9.	<b>Research Officer</b>	02	Special Pay Package (Lump sum) / BPS-17	MA/MSc or equivalent education with first division in terminal degree from an HEC recognized University. Relevant experience in public or private sector Organization will be preferred. Computer literate with expertise in MS office is required	Academics and Education Research	40 years
10.	<b>Research Officer</b>	01	Special Pay Package (Lump sum) / BPS-17		Media and Public Relations	40 years

- Applications duly signed along with C.V, copy of CNIC, attested copies of all testimonials/ experience certificates, 2 recent color photographs and receipt of application processing fee must be sent to the postal address given below by **March 04, 2016**. Incomplete/late applications will not be entertained.
- Apply separately for each post. Name of the post should be clearly mentioned on the application / envelope.
- Application processing fee @ Rs. 500/- for above should be deposited in the account of the Punjab Higher Education Commission, Lahore, Bank of Punjab, Arfa Software Technology Park, Ferozpur Road, Lahore through demand draft / pay order / online A/C No. CPA0012760001, and Branch Code 0320.
- Persons, already in service should submit their applications through proper channel.
- Only short-listed candidates will be called for interview. No TA/DA will be admissible.
- All appointments will be on **contract basis** initially for one year extendable subject to satisfactory performance.

**Note:** PHEC reserves the right to reject any or all the applications without assigning any reason. Apply separately for each post.

**Director Admin**

**Punjab Higher Education Commission**

10<sup>th</sup> Floor, Room No. 2, Arfa Software Technology Park, Lahore.

[www.punjabhec.gov.pk](http://www.punjabhec.gov.pk)