

PUNJAB HIGHER EDUCATION COMMISSION

Determined to enhance accessibility and quality of Higher Education in the Province

Positions Vacant

The Punjab Higher Education Commission invites applications from highly motivated, qualified and competent individuals, for various positions on contract basis initially for **One-Year** extendable subject to satisfactory performance. We offer bright career opportunities and prospects in a conducive working environment with an attractive salary package. Candidates having relevant qualification and experience, may apply for the following posts.

S N	Post	No of Posts	Area of Work	Required Qualification & Experience	Area of Expertise	Age Limit
1	Director General	1	i) Quality Assurance & Academics	Ph.D. or equivalent terminal degree in any discipline from an HEC recognized University with at least 10 years' experience in relevant field or Advanced degree from an HEC recognized University with at least 15 years' experience in the relevant field. Management and Administrative experience in an academics / research / professional institution of higher learning will be preferred.	Proven experience of quality assurance & quality management in academics, strong analytical reasoning, reviewing quality standards / ISOs, and collaborations with QECs, knowledge of modern pedagogical skills and techniques, designing and implementing learning strategies & programs in any public sector organization or HEIs.	65 Years
		1	ii) Planning & Development (P&D)		Proven experience in Planning & Development, project implementation, need assessment & project management, annual plan, strategic plan and development & non development projects, sound knowledge of proposals for grant in aid and its releases, allocation of funds, liaison with P&DD, in public sector or any HEIs.	
2	Director	1	i) Quality Assurance & Academics	M.Phil. /MS from an HEC recognized University with 6 years' relevant experience or MA/MSc or equivalent education with first division in terminal degree from an HEC recognized University and 8 years' relevant experience. Management and administrative experience in an academic / research / professional institution of higher learning will be preferred.	Preference will be given to the candidate who has proven experience of working in higher education institutions, review of quality standards and the quality of teaching and learning in organizations /academic institutions, correspondence with HEIs and cross departmental collaborations, in any public sector organizations.	50 Years
		1	ii) Human Resource Development		Proven expertise in human development programs, i.e. scholarships, career development & faculty development programs, R&D, etc. related to HEIs or in public sector organization.	
		1	iii) Finance		Proven experience of outlining financial structure, budget planning, financial management, conducting of budgeting & audit, in any public sector organization or HEIs.	
		1	iv) Monitoring & Evaluation		Proven experience in regulatory and/or policy management of higher education, excellent M&E & project appraisal skills that meet the highest academic standards in HEIs or any public sector organization.	
3	Deputy Director	1	i) Accreditation	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 years relevant experience in a public or private sector organization is required.	Preference will be given to those who have Expertise in dealing with accreditation matters, HEIs charters / Acts, strong report writing & analytical skills etc. in any public sector organization or HEIs.	50 Years
		1	ii) Planning & Development		Proven experience of managing & processing Planning Commission Forms, annual plan, strategic plan and development & non development projects, in any public sector organization or HEIs.	
		1	iii) Purchase		Preference will be given to those who have Expertise in dealing with procurement matters, sound understanding of PPPRA Rules, budget planning, demand forecasting etc. in any public sector organization or HEIs	
4	Executive Secretary	1	Chairperson Secretariat	MA/MSc or equivalent education with first division in terminal degree from an HEC recognized university with at least 7 years of relevant experience in any public or private sector organization. Computer literate with expertise in MS office is required.	Proven expertise in secretarial tasks. Ability to multi tasks, managing calendars, social media handling, designing presentations, office management, could be able to maintain confidentiality, in any public sector organization or HEIs.	40 Years
5	Assistant Director	1	i) Quality Assurance & Academics	MA/MSc or equivalent education with first division in terminal degree in relevant field from an HEC recognized University. Relevant experience in public or private sector	Proven experience of quality assurance & quality management, strong analytical & writing skills, reviewing quality standards and collaborations with QECs, correspondence with HEIs and	40 Years

				organization will be preferred. Computer literate with expertise in MS office is required.	cross departmental collaborations, in any public sector organization or HEIs.	
		1	ii) Human Resource Development		Proven experience of monitoring the service delivery plans, initiating & coordinating of HRD programs, reports writing, scrutiny & evaluations of applications for various programs, strong writing & analytical skills in any public sector organization or HEIs.	
		1	iv) Finance		Proven experience of financial management e.g. developmental & non-developmental budget management, payroll management, taxation matters & financial operations in any public sector organization or HEIs.	
		1	v) Audit		Proven experience of audit matters e.g. pre-audits of expenses, conducting annual audits, coordinating with DAC,SDAC, PAC etc. auditing annual budget, filing return & statements etc., in any public sector organization or HEIs.	
		1	vi) Monitoring & Evaluation		Proven experience of monitoring & evaluations of running programs, performance appraisal, quality assurance & quality management, strong analytical & writing skills, reviewing quality standards and collaborations with QECs, correspondence with HEIs and cross departmental collaborations, in any public sector organization or HEIs.	
		1	vii) Training		Proven experience of training related matters, sound knowledge of capacity building practices, faculty development programs in HEIs, operational activities of training matters, strong writing & analytical skills etc. in any public sector organization or HEIs.	
		1	viii) Admin		Preference will be given to those who have experience in admin related matters, sound knowledge of human resource management, office management, strong writing & analytical skills etc. in any HEIs or public sector organization.	
6	Research Officer	1	i) Law	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.	Preference will be given to those who have experience in dealing with legal matters, strong writing skills, para-wise comments, legal report, and valid Bar Council license.	40 Years
7	Accountant	1	i) Finance	M.Com/B.com (Hons.) /BBA from an HEC recognized university with 3 years' experience in the relevant field in any Government / Semi Government / Autonomous Bodies / any other reputed organizations. Computer literate with expertise in MS office is required.	Preference will be given to the candidates those who have experience in finance & audit, AG / Treasury office in in any public sector organization or HEIs.	40 Years
8	Driver	3	Admin	Matric with at least 5 years of experience along with LTV/HTV license.	Could be able to perform duty in pool and different shifts. Experience of public/reputable organization will be preferred.	35 Years
9	Office Attendant	3	Admin	Literate	Experience in public/reputable organization will be preferred.	30 Years

- Interested candidates must apply through the online application available at www.punjabhec.gov.pk till **12th March, 2024** and post a duly signed hard copy of the online application form up to **15th March, 2024** till 05:00 pm (through registered courier/post only) to the address listed below, along with CV, copy of CNIC, attested copies of educational and professional experience certificates and a recent colored photograph.
- Application will only be entertained after receiving the valid Bank Draft / Pay Order / Deposit Slip for serial no. 1-2 Rs. 2000/-, for serial no. 3-4 Rs. 1500/-, for serial no. 5-7 Rs. 1000/-, for serial no. 8-9 Rs. 500/-, for the vacant positions advertised at PHEC in favor of **Punjab Higher Education Commission, The Bank of Punjab Account No. 6580045615700054 branch code 0320.**
- Applicants must apply separately for each post with name of post clearly mentioned on the envelope.
- Persons already in service should submit their application through proper channel.
- Only short-listed candidates will be called for test/interview. No TA/DA will be admissible.
- Incomplete applications and applications submitted by email/fax/by-hand or after the deadline will not be entertained.
- PHEC reserves the right to reject any or all the applications without assigning any reason.
- PHEC is providing an equal opportunity of merit based selection as per Government policy.

Administration Department
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