





HUMAN RESOURCE DEVELOPMENT CENTER-

INSTITUTE OF MANAGEMENT SCIENCES PESHAWAR

*management education with public spirit*

*and market dynamism*

JOB OPPORTUNITIES

The Institute of Management Sciences (IMSciences) Peshawar is a leading government higher education institution of Khyber Pakhtunkhwa that is fully autonomous. Its reputation has extended nationally and internationally based on the quality of its graduates and a strong network of partners and collaborators. Its excellence in teaching has been recognized both by national and international agencies. The **Human Resource Development Center (HRDC)**, is a training, research & consultancy center of IMSciences Peshawar. HRDC-IMSciences requires the services of qualified & experienced staff in GIZ Project Head Office (HRDC) and Newly Merged Areas **(NMAs’)** of KP. Following are the details:

|  |  |  |  |
| --- | --- | --- | --- |
| **S#** | **Designation** | **Qualification and Experience** | **Description** |
| **1.** | **Sub-Divisional Coordinators (SDC)**  **06 positions for sub-divisions**   1. **SD Hassan Khel** 2. **SD Darra Adam Khel** 3. **SD Bettani** 4. **SD Wazir** 5. **SD Jandola** 6. **SD Darazinda** | **03 to 04 years in Relevant field.**  1).BS Degree/University Degree preferable in Social Sciences, Economics, Statistics, Development Studies, Data Sciences or Information Technology. From Recognized University / HEC Verified.  Candidates holding Domicile & CNIC of relevant Sub Division will be preferred. | 1). Serve as the focal point for coordination with Sub-Division Education Officers for implementation of FDP technical assistance activities at SD level. Provide guidance in SD-level planning and coordination.  2). Assist E&SED delivery teams in implementation of SD level activities including activities under District Education Plan, feedback on capacity building events/workshops, collection of data for research, monitoring and evaluation activities and support communication functions by sharing success stories, photographs and dissemination of important updates from E&SED. |
| **2.** | **Merged Area delivery Unit Advisor MADU**  **02 Position** | **03 to 04 years’ experience in Relevant Field**  1). Masters’ degree /University Degree preferable in Social Sciences, Economics, Statistics, Development Studies, Data Sciences, BBA (Hons) MBA or Information Technology. From Recognized University / HEC Verified. | 1). Work closely with Team Lead - MADU for the implementation of district education plans in all districts of Khyber Pakhtunkhwa.  2). Support MADU in follow-up and monitoring on already developed action tracker in consultation with Team Lead-MADU, Director E&SE KP and Additional Director (P&D) – NMDs to monitor the budget execution, performance, and implementation of district education plans in all Merged Areas.  3). Prepare progress report in consultation with the Team Lead on bi-weekly/need basis, indicating the status of milestones achieved in Merged Areas. |
| **3.** | **Program Officer**  **01 Position** | **03 to 05 years’ experience in Relevant Field**  Masters or Bachelor’s Degree in Social Sciences, Development Studies, Project Management or relevant qualification. Degree From Recognized University / HEC Verified.  Female candidates are preferable | 1). Work with the education department collecting and stockpiling of all allocation of Annual Development Program (ADP), AIP (Accelerated Implementation Program) and comparable EMIS data from DoE/E&SED.  Analyses of reports and other documents as assigned by the Team Lead.  2). Organises quality assurance measures and suggests necessary changes, improvements and initiatives.  Support CD (Capacity Development) interventions as advised by the Program Advisor.  3). Responsible for overall operations, documentations, administrative affairs and coordination with partners.  Serve as the focal point for coordination with District Technical Coordinators (DTCs) and Sun-Divisional Coordinator (SDC) for implementation of the Program. Provide guidance to district-level staff for planning and coordination. |
| **4.** | **Project Officer Capacity Development (CD)**  **01 Position** | **03 to 05 years’ experience in Relevant Field**  Masters or Bachelor’s Degree in Social Sciences, Development Studies, Project Management or relevant qualification. Degree From Recognized University / HEC Verified.  Female candidates are preferable | 1). Support in supervision and management of PTC trainings, progress reporting, and coordination with field as well as supervision of M&E process on field  2). Assists in implementation of Programme plans and activities for capacity development in the education sector in Tribal Districts and Sub-Divisions in close consultation with counterparts and relevant stakeholders |
| **5.** | **Communication Assistant**  **01 Position** | **03 to 04 years’ experience in Relevant Field**  **I)**. Bachelors’ degree in a relevant subject such as Journalism, Communication Sciences or Information Management. From Recognized University / HEC Verified.  Female candidates are prefereable | 1). Identifying key stakeholder groups and create communication strategies that create desired impact  Preparing and distributing content that enhances program’s visibility among key stakeholders and appropriate governmental bodies and institutions Promoting program’s image through social media content creation and dissemination through significant channels. |

**NOTE:** All the interested candidates shall fulfill the minimum qualification criteria mentioned above. Candidates holding Domicile & CNIC of erstwhile FATA will be preferred.

All the interested candidates shall send the following;

1. **Job Application Form** (download it from IMSciences website: [www.imsciences.edu.pk](http://www.imsciences.edu.pk))
2. **An Updated Resume**
3. **Attested Photocopies of Education Documents and Experience Certificates**
4. **03 Passport Size Attested Photographs** (white or blue background)
5. **Attested Photocopies of** **CNIC and Domicile**

Last date for documents submission: **Thursday, December 30th, 2021, between 09:00.am to 04:00. Pm on below address in HARD.** No queries/documents shall be entertained/accepted after the last date of submission.

**NO TA/DA will be paid.**

**Address:** Human Resource Development Centre (HRDC) - IM Sciences, 1-A, Sector E/5, Phase 7, Hayatabad, Peshawar. Phone: 091-9217332; 5861024-25 Ext: 126.

Only shortlisted candidates will be called for a Test / Interview.