



**LIVESTOCK & DAIRY DEVELOPMENT DEPARTMENT
GOVERNMENT OF THE PUNJAB**

JOB OPPRTUNITIES

Livestock & Dairy Development Department, Punjab seeks qualified and experienced professionals to serve in the Directorate of Planning & Evaluation, L& DD Department, Punjab purely on contract basis under the Project "Revamping of Directorate of Planning & Evaluation, Punjab, Lahore"

Sr. No	Name of Post	No. of Post	Qualification	Experience	Maximum Age Limit
1	STRATEGY & POLICY SPECIALIST	01	At least 16 years of education in Economics / Development Economics / Public Policy, International Development, International Business or livestock & Rural Development or equivalent from HEC recognized university	At least ten years of professional experience of working as an economist in public sector, multinational organizations, and development agencies and / or as consultant on assignments related to various economic issues of livestock sector	55 Years
2	MONITORING & EVALUATION SPECIALIST	01	At least 16 years of education in Business Administration, Livestock Economics, Development studies, Project Management or equivalent qualification from HEC recognized university	At least ten years of professional experience of working as M&E Specialist in public sector, multinational organizations, and development agencies.	55 Years
3	PROCUREMENT SPECIALIST	01	At least 16 years of education in procurement, Supply chain Management, Business administration, Contract Management or relevant field from HEC recognized university	A minimum of seven years of relevant work experience in the government, academia, international agency or the private sector, working with procurement of complex IT solutions	55 Years
4	PROJECT DEVELOPMENT SPECIALIST	01	At least 16 years of education in business management, project management, Engineering or a related field from HEC recognized university	A minimum of five years of relevant work experience in the government, academia, international agency or the private sector	55 Years
5.	FINANCIAL SPECIALIST	01	Qualified Chartered Accountant (CA, ACCA), At least 16 years in finance or equivalent from HEC recognized institution	Minimum of five Years work experience of which, a proven track record of work in a procurement environment preferably in a public organization or an NGO involving international donor financed projects.	55 Years
6.	IT SPECIALIST	01	At least Masters of Computer Science (MCS), Information Technology (MIT), or 16 years education in Computer Science, BSCS, BSIT etc.	A minimum of five years of relevant work experience in the government, academia, international agency or the private sector, working with multiple ICT projects;	55 Years
7.	DRIVER	02	Must Have Matriculation Certificate, must Have LTV License and having Domicile of Province of Punjab	A Minimum 05 years experience including 01 year experience in Government/ Semi Government Department or Online Taxi Driver	30 Years
8	OFFICE BOY	02	Matriculation Certificate & having Domicile of Province of Punjab	01 Year Experience in Government/ semi Government Departments	30 Years

- The appointment will be made purely on contract basis for 02 years (duration of project).
- Recruitment will be subject to clearance of post (s) from Finance Department. In case any change, will be communicated through corrigendum duly published and uploaded in daily newspaper and website of Livestock & Dairy Development Department, Punjab respectively.
- The final offer letters to the selected candidates will be issued after approval of pay package by the Competent Board.
- After clearance from the Finance Department, Punjab the selection of the candidates will be finalized on the basis of Pay Packages approved by the Competent Authority.
- TORs, Job Description, Qualification, Experience and Short-Listing criteria can be seen on website i.e. www.livestock.punjab.gov.pk
- Application along with complete CV, 02 Passport size photographs should be reached at the address given below latest by 07-09-2021 before office closing hours.
- Incomplete applications will not be considered.
- L& DD Department reserves the rights to cancel the recruitment process at any stage.
- Only short-listed candidates shall be called for interview.
- NO TAV DA will be admissible.

DIRECTOR
PLANNING & EVALUATION
4th floor, Livestock Complex
16-Cooper Road, Lahore
042-99201125

IPL-8368

QUALIFICATION, JOB DESCRIPTION AND KPIs OF LSU STAFF

1. STRATEGY & POLICY SPECIALIST

Job Title	STRATEGY & POLICY SPECIALIST
Qualification	<ul style="list-style-type: none"> • At least 16 years of education in Economics / Development Economics / Public Policy, International Development, International Business or livestock & Rural Development or equivalent from HEC recognized university. • Foreign Professional Qualification (Degree/ Diploma/ Certificate/ Membership/ Fellowship, etc.) in related fields (Livestock/ Livestock/ Rural Development/ Project Management/ ICT etc.) will be preferred. • Good understanding of livestock sector of Pakistan and of other countries. • Strong analytical and writing skills, and experience of presenting complex technical information in a comprehensive way for non-specialist readers. • Well versed with the policy and strategy documents, so far been developed by the government or development agencies for policy and institutional reforms in Pakistan / Punjab with respect to underlying economic factors and impact. • Strong Communication and writing skills in English and Urdu <p>Well versed with MS Office (Word, power point, excel and access).</p>
Experience	<ul style="list-style-type: none"> • At least ten years of professional experience of working as an economist in public sector, multinational organizations, and development agencies and / or as consultant on assignments related to various economic issues of livestock sector.

JOB DESCRIPTION

- To review the policy documents available in the Livestock Department and align it with the core objectives of the department.
- To identify the policy gaps, and suggest the policy initiatives to the Management.
- To conduct the situation analysis of all the components of Livestock Department and prepare a comprehensive strategy to achieve the goals.
- To prepare a comprehensive plan for implementation to enhance the livestock sector productivity at substantial level.
- To prepare a comparative analysis of Livestock sector of Pakistan with neighbouring countries, especially India and the technologically advanced countries for guidance of the policy implementers in Punjab.
- To prepare a doable way forward for Livestock Department keeping in view the gaps in existing situation of the Livestock sector.

- To review the existing regulatory framework, identify the need of further legislation and propose/draft laws in the perspective of ‘Ease to do business’.
- To build the capacity of concerned staff in the department regarding policy formulation and implementation through holding a series of training sessions.
- To develop liaison with the Admin Department, other relevant departments and agencies, national and international, to bridge gaps that exist in development portfolio.

KEY PERFORMANCE INDICATORS (KPIs)

S. No.	Key Performance Indicators	Expected Output/Outcome
1.	Review the policy documents available in the livestock department and align it with the core objectives of the department.	01 Document
2.	Identify the policy gaps, and suggest the policy initiatives to the Management.	01 Document
3.	Conduct the situation analysis of all the components of Livestock Department and prepare a comprehensive strategy to achieve the goals.	01 Document
4.	Prepare a comprehensive plan for implementation to enhance the livestock sector productivity at substantial level.	01 Document
5.	Review the existing regulatory framework, identify the need of further legislation and propose/draft laws in the perspective of ‘Ease to do business’.	01 Document
6.	Build the capacity of concerned staff in the department regarding policy formulation and implementation through holding a series of training sessions.	At least 04 Training Sessions

2. MONITORING & EVALUATION SPECIALIST

Job title	MONITORING & EVALUATION SPECIALIST
Qualification	<ul style="list-style-type: none"> • At least 16 years of education in Business Administration, Livestock Economics, Development studies, Project Management or equivalent qualification from HEC recognized university • Good understanding of livestock sector of Pakistan and of other countries. • Strong analytical and writing skills, and experience of presenting complex technical information in a comprehensible way for non-specialist readers.

	<ul style="list-style-type: none"> • Strong connectivity with donors and Government sector • Well versed with the policy and strategy documents, so far been developed by governmental or development agencies for policy and institutional reforms in Pakistan / Punjab with respect to underlying economic factors and impact. • Strong Communication and writing skills in English and Urdu • Strong Computer related Skills.
Experience	<ul style="list-style-type: none"> • At least ten years of professional experience of working as M&E Specialist in public sector, multinational organizations, and development agencies.

JOB DESCRIPTION

- To review the existing monitoring & evaluation methods and procedures, analyses their effectiveness and suggest improvements.
- To prepare monitoring and evaluation framework for development and current activities going on in the department.
- To develop monitoring dashboards for various projects and activities dovetailing the ICT-based systems.
- To develop monitoring and evaluation tools and processes for development projects
- To prepare Terms of Reference (TOR) for baseline, mid-term, and end-line surveys including methodology preparation and sample selection, etc.
- To conduct extensive trainings of the concerned staff and executing personnel on various aspects of effective M&E.
- To coordinate with relevant departments, like Directorate General Monitoring, P&D Department for making M&E more efficient.
- To help the department in preparation of PC-Is and to incorporate meaningful, quantifiable objectives and targets which may enable the effective M&E.

KEY PERFORMANCE INDICATORS (KPIs)

S. No.	Key Performance Indicators	Expected Output/Outcome
1.	Review the existing monitoring & evaluation methods and procedures, analyze their effectiveness and suggest improvements.	01 Document
2.	Prepare monitoring and evaluation framework for development and current activities going on in the department.	01 Document
3.	Develop monitoring dashboards for various projects and activities dovetailing the ICT-based systems.	01 System
4.	Develop monitoring and evaluation tools and processes for development projects	01 Package

5.	Prepare Terms of Reference (TOR) for baseline, mid-term, and end-line surveys including methodology preparation and sample selection, etc.	01 Document
6.	Conduct extensive trainings of the concerned staff and executing personnel on various aspects of effective M&E.	At least 06 Trainings

3. PROCUREMENT SPECIALIST

.Job title	PROCUREMENT SPECIALIST
Qualification	<ul style="list-style-type: none"> • At least 16 years of education in procurement, Supply chain Management, Business administration, Contract Management or relevant field from HEC recognized university • Experience in determining end-user requirements and procuring produces to meet those needs; • Key understanding of prevailing Government of Punjab Procurement Legislations (PPRA 2014) • Strong negotiation skills • Advanced proficiency in MS office-Outlook, Word, Excel and Power point. • Strong financial and analytical skills; • Strong communication and interpersonal skills and capable of working with senior officials; and • Fluent communication in English and Urdu.
Experience	A minimum of seven years of relevant work experience in the government, academia, international agency or the private sector, working with procurement of complex IT solutions;

JOB DESCRIPTION

- To review the processes and practices of procurement of various goods, services and consultancies being adopted in the department.
- To study and replicate ICT-based procurement system already prepared by the Agriculture Delivery Unit (ADU) of the Agriculture Department, Punjab.
- To prepare standard documents like, Pre-qualification Documents, Tender Document for procurement of goods and services, Contract Agreements, etc.
- To draft Procurement manual for Livestock Department that will include all best practices and procedures during complete procurement cycle.
- To conduct a series of training sessions to enhance the capacity of staff involved in the procurement related assignments.
- To supervise the purchases being made in various directorates of the department.
- To provide guidelines and advice on specific issues being faced by the procuring agencies in the department, on day to day basis.
- To develop Standard Operating Procedures for proper maintenance of record to bring transparency in the process and also both for internal and external audits.

- To develop mechanism and checks for identifying fraud and embezzlement in procurement process

KEY PERFORMANCE INDICATORS (KPIs)

S. No.	Key Performance Indicators	Expected Output/Outcome
1.	Review the processes and practices of procurement of various goods, services and consultancies being adopted in the department.	01 Review Document
2.	Study and replicate ICT-based procurement system already prepared by the Agriculture Delivery Unit (ADU) of the Agriculture Department, Punjab.	01 System
3.	Prepare standard documents like, Pre-qualification Documents, Tender Document for procurement of goods and services, Contract Agreements	At least 03 Documents
4.	Draft Procurement manual that may include all best practices and procedures during complete procurement cycle	01 Document
5.	Conduct a series of training sessions to enhance the capacity of staff involved in the procurement related assignments	At least 10 Sessions
6.	Develop Standard Operating Procedures for proper maintenance of record to bring transparency in the process	01 Document

4. PROJECT DEVELOPMENT SPECIALIST

Job title	PROJECT DEVELOPMENT SPECIALIST
Qualification	<ul style="list-style-type: none"> • At least 16 years of education in business management, project management, Engineering or a related field from HEC recognized university • Prior experience as a project specialist, project manager or a similar position. • Excellent communication and interpersonal skills. • Ability to create and manage budgets. • Excellent planning and time management skills. • Well verse with Public sector projects development and implementation cycle
Experience	A minimum of five years of relevant work experience in the government, academia, international agency or the private sector,

JOB DESCRIPTION

- To conduct review of existing development portfolio of the department.
- To identify the deficiencies and gaps in the development framework of the department.
- To develop the short-term, medium-term and long-term strategies to enhance the share of livestock in the development portfolio of the Punjab province.
- To conduct a series of trainings for the staff of the department engaged in the preparation of concept papers, feasibility reports, PC-Is, progress and completion reports as well as the impact analysis mechanisms. Training on use of computer and IT skills in project cycle management.
- To provide technical support to the planning and executing agencies in the department in disposing the day to day business.
- To propose certain measures to make the project execution efficient and increase the development allocation share in the proportion to the contribution from livestock sector in the national GDP.
- To help in preparation of Annual Development Program for livestock and progress report on development portfolio.

KEY PERFORMANCE INDICATORS (KPIs)

S. No.	Key Performance Indicators	Expected Output/Outcome
1.	Conduct review of existing development portfolio of the department	01 Document
2.	Develop the short-term, medium-term and long-term strategies to enhance the share of livestock in the development portfolio of the Punjab province	01 Document
3.	Conduct a series of trainings for the staff of the department engaged in the preparation of concept papers, feasibility reports, PC-Is, progress and completion reports as well as the impact analysis	At least 10 Sessions
4.	Propose certain measures to make the project execution efficient and increase the development allocation share	01 Document
5.	Preparation of Annual Development Program for livestock and Progress Report	01 ADP; 01 Progress Report

5. FINANCIAL SPECIALIST

Job title	FINANCIAL SPECIALIST
Qualification	<ul style="list-style-type: none"> • Qualified Chartered Accountant (CA, ACCA), At least 16 years in finance or equivalent from HEC recognized institution • Experience including financial management, financial analysis, financial reporting roles with reputable local or international firms / organizations • Development sector experience will be an added advantage • Work experience in financial management in public sector organization preferably under a donor assisted project
Experience	<ul style="list-style-type: none"> • Minimum of five years work experience of which, a proven track record of work in a procurement environment preferably in a public organization or an NGO involving international donor financed projects.

JOB DESCRIPTION

- To review the existing financial management structure of the department and suggest measures to improve procedures and the financial controls.
- To prepare a financial management manual/guidelines in easy to understand form for the concerned staff of the department to improve financial management.
- To provide guidance and advice to the staff in the department on the routine issues.
- Develop strategy for improvement in financial management and implementation of projects and interventions in close collaboration with the senior officials.
- Monitor the financial resources and accounting to ensure accuracy and reliability of financial reports.
- To help in preparation of complete audit work papers and memoranda by documenting audit tests and findings.
- Supports external auditors by coordinating information requirements.
- To organize training sessions for the concerned staff on effective financial management and value for money.
- To train the concerned staff on financial analysis and Punjab Financial Rules.
- To coordinate with the Admin Department, its various wings and external agencies to improve the financial management and control.

KEY PERFORMANCE INDICATORS (KPIs)

S. No.	Key Performance Indicators	Expected Output/Outcome
1.	Review the existing financial management structure of the department and suggest measures to improve procedures and	01 Document

	the financial controls	
2.	Prepare a financial management manual/guidelines in easy to understand form	01 Document
3.	Develop strategy for improvement in financial management and implementation of projects and interventions	01 Document
4.	Organize training sessions for the concerned staff on effective financial management and value for money	At least 05 Sessions
5.	Train the concerned staff on financial analysis and Punjab Financial Rules	At least 02 Training Sessions

6. IT SPECIALIST

Job title	IT SPECIALIST
Qualification	<ul style="list-style-type: none"> • At least Masters of Computer Science (MCS), Information Technology (MIT), or 16 years education in Computer Science, BSCS, BSIT etc; • Experience in determining end-user requirements and designing the concept of product to meet those needs; • Hand on experience of installation and commissioning and operations of GIS system; • Understanding of various operating systems like Linux, MAC, OSX and MS Windows; • Strong analytical and writing skills and experience of presenting complex technical information in a comprehensible way for non-specialist readers; • Good communication skills and fluent in English; • Basic understanding and exposure to coding (Java, PHP, NET, Python etc.); • Practical experience and familiarity with ICT-based innovative concepts for livestock; and • Must be aware with various successful ICT based development model / approaches used in livestock sector of various countries. • 1-year experience in physical network information, wired and wireless LAN. • Good in System Administrative Active Directory, Exchange Server, Firewalls, Proxy Solution. • Preference will be given to CCNA Certification.
Experience	<ul style="list-style-type: none"> • A minimum of five years of relevant work experience in the government, academia, international agency or the private sector, working with multiple ICT projects;

JOB DESCRIPTION

- To conduct ICT need assessment for Livestock Department and propose a comprehensive action plan on short and long term basis.

- To review the existing ICT infrastructure and suggest improvements/addition/expansion.
- To prepare a complete ICT solution for digitization of various departmental operations, documents and reports.
- To devise an ICT-based M&E system in collaboration with the Monitoring & Evaluation Specialist for efficient and effective monitoring of developmental and routine activities by the department.
- To develop various software, modules and applications to help the department in implementation, execution, monitoring and evaluation of projects and activities.
- To arrange training sessions on various aspects of usage of Information Technology in livestock development, monitoring and service delivery.
- To develop liaison with relevant departments, like PITB to improve the working efficiency and service delivery of the department through LSU.
- To provide strong technical support and guidance to other teams working in / with Livestock Department.

KEY PERFORMANCE INDICATORS (KPIs)

S. No.	Key Performance Indicators	Expected Output/Outcome
1.	Conduct ICT need assessment for livestock department and propose a comprehensive action plan on short and long term basis	01 Document
2.	Review the existing ICT infrastructure and suggest improvements/addition/expansion	01 Document
3.	Prepare a complete ICT solution for digitization of various departmental operations, documents and reports	01 Package
4.	Devise an ICT-based M&E system in collaboration with the Monitoring & Evaluation Specialist for efficient and effective monitoring	01 Document
5.	Develop various software, modules and applications to help the department in implementation, execution, monitoring and evaluation	At least 03 nos.
6.	Arrange training sessions on various aspects of usage of Information Technology in livestock development, monitoring and service delivery	At least 05 Sessions

7. OFFICE BOY

Qualification, Experience and Age Requirements:

- Must have domicile of Punjab province
- Must have matriculation certificate
- 01 year experience in Government/semi government departments
- Bearing good character (shall attached character certificate with the application)
- Not more than 30 years of age

8. DRIVER

Qualification, Experience and Age Requirements:

- Must have domicile of Punjab province & must have valid LTV license
- Must have matriculation certificate
- Total 5 years experience, including 01year experience in government/semi government departments or online taxi driver
- Bearing good character (shall attached character certificate with the application)
- Not more than 30 years of age