

**QuestionNo.4385**

**From: Mr Inayathullah, MPA**

**Will the Minister for Social Welfare state that:-**

|                          | <b>Question</b>  | <b>Answer</b>   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
|--------------------------|--|---|--------------------|----------------------|----------|-----------------------------------|-----------|-----------------------------------|-------------------------|---|-----------|----------|--------|----------|-------------------|----------------------------|------|----------|-------|----------|--------|----------|---------------|------------------------------|-------------|---------------------------|------------------|---------|---------------|----------------------------|--------------|-----------------------|------|----------|------------|----------|------------------|-----------------|---------|----------|--------------|----------------------|-----|---------------------------------------|--------------------------|--------------------------|--------------|------------------------|--------------|-----------|---------|----------|--------|----------|---------|----------------------------------|--------|----------|
| <b>a</b>                 | What is the total strength of the staff working in Zamung Kor? | <p>0</p> <p>The total strength of the staff working in Zamung Kor is <b>85</b>.</p> <table border="1"><thead><tr><th data-bbox="639 443 991 481"><b>Designation</b></th><th data-bbox="991 443 1445 481"><b>Qualification</b></th></tr></thead><tbody><tr><td data-bbox="639 481 991 568">Director</td><td data-bbox="991 481 1445 568">Deputation from Govt Deptt BPS 20</td></tr><tr><td data-bbox="639 568 991 656">Principal</td><td data-bbox="991 568 1445 656">Deputation from Govt deptt BPS 17</td></tr><tr><td data-bbox="639 656 991 743">Assistant Hostel Warden</td><td data-bbox="991 656 1445 743">Master in social science, Management Sciences</td></tr><tr><td data-bbox="639 743 991 786">Aya/Khala</td><td data-bbox="991 743 1445 786">Literate</td></tr><tr><td data-bbox="639 786 991 828">Barber</td><td data-bbox="991 786 1445 828">Literate</td></tr><tr><td data-bbox="639 828 991 871">Computer Operator</td><td data-bbox="991 828 1445 871">Master in Computer Science</td></tr><tr><td data-bbox="639 871 991 913">Cook</td><td data-bbox="991 871 1445 913">Literate</td></tr><tr><td data-bbox="639 913 991 956">Dhobi</td><td data-bbox="991 913 1445 956">Literate</td></tr><tr><td data-bbox="639 956 991 999">Driver</td><td data-bbox="991 956 1445 999">Literate</td></tr><tr><td data-bbox="639 999 991 1086">Hostel Warden</td><td data-bbox="991 999 1445 1086">Master in Social, Management</td></tr><tr><td data-bbox="639 1086 991 1128">Imam Masjid</td><td data-bbox="991 1086 1445 1128">Degree in Islamic Studies</td></tr><tr><td data-bbox="639 1128 991 1171">Internal Auditor</td><td data-bbox="991 1128 1445 1171">ACCA,CA</td></tr><tr><td data-bbox="639 1171 991 1214">IT Instructor</td><td data-bbox="991 1171 1445 1214">Master in Computer science</td></tr><tr><td data-bbox="639 1214 991 1256">Junior Clerk</td><td data-bbox="991 1214 1445 1256">Bachelor/intermediate</td></tr><tr><td data-bbox="639 1256 991 1299">Mali</td><td data-bbox="991 1256 1445 1299">Literate</td></tr><tr><td data-bbox="639 1299 991 1341">Naib Qasid</td><td data-bbox="991 1299 1445 1341">Literate</td></tr><tr><td data-bbox="639 1341 991 1384">Office Assistant</td><td data-bbox="991 1341 1445 1384">Bachelor Degree</td></tr><tr><td data-bbox="639 1384 991 1426">Plumber</td><td data-bbox="991 1384 1445 1426">Literate</td></tr><tr><td data-bbox="639 1426 991 1469">Psychologist</td><td data-bbox="991 1426 1445 1469">Master in Psychology</td></tr><tr><td data-bbox="639 1469 991 1556">PTI</td><td data-bbox="991 1469 1445 1556">M.Sc. (health and physical education)</td></tr><tr><td data-bbox="639 1556 991 1644">Social Welfare Organizer</td><td data-bbox="991 1556 1445 1644">Master in Social Science</td></tr><tr><td data-bbox="639 1644 991 1686">Store Keeper</td><td data-bbox="991 1644 1445 1686">Bachelor/ Intermediate</td></tr><tr><td data-bbox="639 1686 991 1729">Sub Engineer</td><td data-bbox="991 1686 1445 1729">DAE Civil</td></tr><tr><td data-bbox="639 1729 991 1771">Sweeper</td><td data-bbox="991 1729 1445 1771">Literate</td></tr><tr><td data-bbox="639 1771 991 1814">Tailor</td><td data-bbox="991 1771 1445 1814">Literate</td></tr><tr><td data-bbox="639 1814 991 1901">TEACHER</td><td data-bbox="991 1814 1445 1901">Master Degree (CT, B.Ed., M.Ed.)</td></tr><tr><td data-bbox="639 1901 991 1944">Waiter</td><td data-bbox="991 1901 1445 1944">Literate</td></tr></tbody></table> | <b>Designation</b> | <b>Qualification</b> | Director | Deputation from Govt Deptt BPS 20 | Principal | Deputation from Govt deptt BPS 17 | Assistant Hostel Warden | Master in social science, Management Sciences | Aya/Khala | Literate | Barber | Literate | Computer Operator | Master in Computer Science | Cook | Literate | Dhobi | Literate | Driver | Literate | Hostel Warden | Master in Social, Management | Imam Masjid | Degree in Islamic Studies | Internal Auditor | ACCA,CA | IT Instructor | Master in Computer science | Junior Clerk | Bachelor/intermediate | Mali | Literate | Naib Qasid | Literate | Office Assistant | Bachelor Degree | Plumber | Literate | Psychologist | Master in Psychology | PTI | M.Sc. (health and physical education) | Social Welfare Organizer | Master in Social Science | Store Keeper | Bachelor/ Intermediate | Sub Engineer | DAE Civil | Sweeper | Literate | Tailor | Literate | TEACHER | Master Degree (CT, B.Ed., M.Ed.) | Waiter | Literate |
| <b>Designation</b>       | <b>Qualification</b>   |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Director                 | Deputation from Govt Deptt BPS 20                              |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Principal                | Deputation from Govt deptt BPS 17                              |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Assistant Hostel Warden  | Master in social science, Management Sciences                  |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Aya/Khala                | Literate   |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Barber                   | Literate   |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Computer Operator        | Master in Computer Science                                     |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Cook                     | Literate   |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Dhobi                    | Literate   |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Driver                   | Literate   |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Hostel Warden            | Master in Social, Management                                   |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Imam Masjid              | Degree in Islamic Studies                                      |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Internal Auditor         | ACCA,CA  |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| IT Instructor            | Master in Computer science                                     |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Junior Clerk             | Bachelor/intermediate  |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Mali                     | Literate   |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Naib Qasid               | Literate   |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Office Assistant         | Bachelor Degree  |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Plumber                  | Literate   |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Psychologist             | Master in Psychology   |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| PTI                      | M.Sc. (health and physical education)                          |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Social Welfare Organizer | Master in Social Science                                       |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Store Keeper             | Bachelor/ Intermediate   |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Sub Engineer             | DAE Civil  |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Sweeper                  | Literate   |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Tailor                   | Literate   |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| TEACHER                  | Master Degree (CT, B.Ed., M.Ed.)                               |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |
| Waiter                   | Literate   |   |                    |                      |          |                                   |           |                                   |                         |   |           |          |        |          |                   |                            |      |          |       |          |        |          |               |                              |             |                           |                  |         |               |                            |              |                       |      |          |            |          |                  |                 |         |          |              |                      |     |                                       |                          |                          |              |                        |              |           |         |          |        |          |         |                                  |        |          |

|          |  |   |
|----------|--|---|
| <b>b</b> | What are the individual job description of these staff and what are the qualifications of the staff vis a vis their individual job descriptions? | HR manual describes the job description of each employees. (Copy Attached)<br><b>Qualifications of the staff vis a vis their individual job descriptions. (Copy Attached)</b>   |
| <b>c</b> | What is the criteria and mechanism of staff recruitment?   | The vacant/required posts are advertised according to the criteria mentioned in HR manual, the applications received are punched and tabulated according to provincial public service commission criteria (as per IMC decision). The short listed candidates are called for the interview, which is conducted by the HR committee, and they finally select the candidate and contract is signed. Currently we are hiring on fixed package contract basis.<br>HR subcommittee of IMC (institute Management Committee) recruits the staff from BPS 1-16 and IMC (Institute Management Committee) from BPS 17 and above. |

| <b>Annaxure I</b> |                    |                          |  |
|-------------------|--------------------|--------------------------|--|
| <b>S#</b>         | <b>Name</b>        | <b>Designation</b>       | <b>Qualfication</b>                      |
| 1                 | Adnan Anwer        | Office Assistant         | BS Disaster Management                   |
| 2                 | Jamila Javed       | Hostel Warden            | MBA                                      |
| 3                 | Tahir Hussain Shah | Internal Auditor         | CA (Inter) / CAF                         |
| 4                 | Basharat Hussain   | IT Instructor            | MCS Computer Science                     |
| 5                 | Muhammad Sohail    | Office Assistant         | BBA (Hons)                               |
| 6                 | Amjad Ali          | Office Assistant         | B.A ( MSc economics in Progress)         |
| 7                 | Muhammad Asghar    | Social Welfare Organizer | M.A Social Work                          |
| 8                 | Farman Ali         | Social Welfare Organizer | Mphill Peace & Conflict Studies          |
| 9                 | Syed Umar Ali Shah | Social Welfare Organizer | L.L.B                                    |
| 10                | Mehran Ahmad       | Assistant Hostel Warden  | M.A Islamic / M.A Arabic                 |
| 11                | Kamil Khan         | Assistant Hostel Warden  | BS Rural Sociology                       |
| 12                | Kulsoom Begum      | TEACHER                  | M.Sc Physics                             |
| 13                | Chand Bibi         | Assistant Hostel Warden  | M.A Political Science                    |
| 14                | kauser rehman      | TEACHER                  | M.Sc Zoology                             |
| 15                | Waleed khan        | TEACHER                  | M.A Pakistan Studies                     |
| 16                | Shabnam Noor       | Assistant Hostel Warden  | F.A / B.A in process                     |
| 17                | Kamran yousaf      | Assistant Hostel Warden  | BS Computer Science                      |
| 18                | Tauqeer Hasan      | Assistant Hostel Warden  | BS Economics / MED                       |
| 19                | Muhammad Shahzad   | Assistant Hostel Warden  | MBA Finance                              |
| 20                | Asia Umer          | Pyschologist             | M.Sc Psychology                          |
| 21                | Seema Bibi         | Teacher                  | M.A Political Science CT/PST/B.Ed        |
| 22                | Servia Mirza       | Teacher                  | M.A Urdu/Pashto/ PST/Ct/B.Ed             |
| 23                | Sumayya Gul        | Teacher                  | Mphill Botany / CT                       |
| 24                | Muhammad Hussain   | Computer Operator        | MCS Computer Science /DIT/B.Ed           |
| 25                | Amad ullah         | Computer Operator        | BS Computer Science                      |
| 26                | Tufail Ahmad       | Computer Operator        | BS Computer Science                      |
| 27                | Aneela Qayum       | Junior Clerk             | M.A Political Science                    |
| 28                | Ume Farwah         | Junior Clerk             | M.Sc Economics / B.Ed Montessori Dipolma |
| 29                | Ihsan Ullah        | Junior Clerk             | B.A Political Science                    |
| 30                | M. Yasir Nawaz     | Junior Clerk             | MBA HR                                   |
| 31                | Salman Khan Awan   | Junior Clerk             | B.Com                                    |
| 32                | Khadija Khan       | PTI                      | MSc (HPE)                                |
| 33                | Zeeshan Ahmad      | Sub Engineer             | D.A.E Civil / Auto cade                  |

|    |                 |              |  |
|----|-----------------|--------------|--|
| 34 | Rafiullah       | Teacher      | M.A Islamiyat /PST/Montessori                |
| 35 | Bibi Aisha      | Teacher      | M.A Islamiyat /PST/B.Ed/M.Ed                 |
| 36 | Muhammad Bilal  | Teacher      | MSc Mathematics / Economics / CT/PST         |
| 37 | Zainab Bukhari  | Teacher      | M.A Political Science/B.Ed/M.Ed              |
| 38 | Noreen Bibi     | Teacher      | M.A Islamiyat/ PST/CT/B.Ed                   |
| 39 | Haisoor         | Teacher      | M.A Islamiyat/ PST/CTB.Ed/M.Ed               |
| 40 | Riaz Ahmad      | Store Keeper | B.A  |
| 41 | Almas Khan      | Driver       |  |
| 42 | Naseer Ullah    | Driver       |  |
| 43 | Shahid Zaib     | Driver       |  |
| 44 | Fazal Mushtaq   | Driver       |  |
| 45 | Khalil Ullah    | Imam Masjid  | M.A Shahdatul Alamia /Hafiz Quran / B.A /PTC |
| 46 | Fawad Khan      | Plumber      |  |
| 47 | Shakir ullah    | Driver       |  |
| 48 | Waqar William   | Sweeper      |  |
| 49 | Ali Shah        | Sweeper      |  |
| 50 | Shahzad         | Waiter       |  |
| 51 | Kaniz Fatima    | Aya/Khala    |  |
| 52 | Zarsanga        | Aya/Khala    |  |
| 53 | Sabra           | Aya/Khala    |  |
| 54 | Zahida          | Aya/Khala    |  |
| 55 | Shaista         | Aya/Khala    |  |
| 56 | Yasmeen         | Aya/Khala    |  |
| 57 | MS. Shamim Ara  | Aya/Khala    |  |
| 58 | Sajida Bibi     | Aya/Khala    |  |
| 59 | Ibrahim khan    | Cook         |  |
| 60 | Rasheeda        | Aya/Khala    |  |
| 61 | Inayat Bibi     | Aya/Khala    |  |
| 62 | Shahab ud din   | Cook         |  |
| 63 | Mr Sohrab Gul   | Cook         |  |
| 64 | Shakil khan     | Cook         |  |
| 65 | Mr Shah Jehan   | Cook         |  |
| 66 | Muhammad Qaim   | Cook         |  |
| 67 | Usama           | Dhobi        |  |
| 68 | Iftikhar        | Mali         |  |
| 69 | Mr. Yasir Jalal | Naib Qasid   |  |
| 70 | Muhammad Zahoor | Naib Qasid   |  |
| 71 | Mr. Sher Khan   | Naib Qasid   |  |
| 72 | Mr. Usman       | Naib Qasid   |  |

|           |                 |            |  |
|-----------|-----------------|------------|--|
| <b>73</b> | Mr. Iradullah   | Naib Qasid |  |
| <b>74</b> | Abid Masih      | Sweeper    |  |
| <b>75</b> | Azic Liaqat     | Sweeper    |  |
| <b>76</b> | Nadeem Masih    | Sweeper    |  |
| <b>77</b> | Muhammad Mehran | Sweeper    |  |
| <b>78</b> | Shakar Khan     | Barber     |  |
| <b>79</b> | Shah Nawaz      | Tailor     |  |
| <b>80</b> | Intikhab Alam   | Waiter     |  |
| <b>81</b> | Rafid Ullah     | Waiter     |  |
| <b>82</b> | Arshid Khan     | Waiter     |  |
| <b>83</b> | Adnan Ahmad     | Waiter     |  |

## Job Descriptions (JD's)

|  |                   |                     |                              |
|--|-------------------|---------------------|------------------------------|
| <b>Job Title / Grade</b>   | DIRECTOR / BPS 20 | <b>Reporting To</b> | CHAIRMAN/ F&P Committee/ IMC |
| <b>Section</b>   | -                 | <b>Department</b>   | INSTITUTION'S SECRETARIAT    |
| <b>Duties and Responsibilities</b>   |                   |                     |                              |
| <ol style="list-style-type: none"> <li>1. Acts as resource person for the IMC on the functional matters related to overall operation of ZK.</li> <li>2. As executive head of the institution manage and supervise smooth implementation of policies for effective functioning of ZK.</li> <li>3. Implementing ZK long-term vision articulated by IMC, and developing strategies for achieving that vision;</li> <li>4. Supervising and supporting administration and operations of the ZK with financial support by advising and interfacing with the respective HOD's;</li> <li>5. Reviewing annual operational plans and budgets that support strategic direction, submitting these for approval of Finance and Planning Committee and prudently managing ZK's resources within those budget guidelines and according to the prescribed laws and regulations;</li> <li>6. Overseeing planning, design, delivery and quality of various programs, projects and services;</li> <li>7. Managing the human resources of the ZK according to the approved personnel policies and procedures that fully conform to the project policies, government laws and regulations and other laws and rules and regulations applicable to it;</li> <li>8. Closely liaising with other government departments, agencies, donors and development organizations;</li> <li>9. Acting as a full time leader to ensure smooth implementation;</li> <li>10. Be responsible for the efficient and judicious utilization of the project finances;</li> <li>11. Developing future leadership within the organization; and.</li> <li>12. Report to the Finance and Planning Committee and submit Annual Statements of Accounts, budget and revised budget estimates.</li> <li>13. Create and maintain a congenial environment at the institution, promissory of sense of security to the children and staff both and conducive to efficient functioning of the institution.</li> <li>14. Ensure achievement of the broad goals of the institution.</li> <li>15. Act as Secretary to IMC and perform all secretarial and office functions of the committee at the direction of the Chairperson.</li> <li>16. Perform as Drawing and Disbursing Officer of the institution.</li> <li>17. Prepare and submit the budget within the limit of the available funds to IMC before the commencement of each financial year.</li> <li>18. Ensure observance of accounting procedure.</li> <li>19. Elicit optimum cooperation and participation of staff in executing rehabilitation</li> </ol> |                   |                     |                              |

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| <p>activities and ensure result oriented team work.<br/>                 20. Coordinate and network with partners from social and development sectors.<br/>                 21. Any other duty assigned by the IMC.</p> |   |
| <p><b>Qualifications Required</b></p>   |   |
| <p><b>Age</b></p>   | <p>45 - 55 Years</p>  |
| <p><b>Education</b></p>   | <p>Masters in Social Sciences</p>   |
| <p><b>Experience</b></p>  | <p>12 years of administrative experience in a reputed public or private organization(s), including 5 years of job specific that is managing institutions. Preference shall be given to those who possess diversified exposure in national, international, public and private organizations.</p> |
| <p><b>Skills</b></p>  | <p>Proven financial management and communication skills. Working skills of ICT, interpersonal skills, having sound knowledge of general accounting principles, public sector financial rules and procedures.</p>  |

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| <b>Job Title / Grade</b>   | PRINCIPAL / BPS 19 | <b>Reporting To</b> | DIRECTOR  |
| <b>Section</b>   | -                  | <b>Department</b>   | ACADEMICS |
| <b>Duties and Responsibilities</b>   |                    |                     |           |
| <ol style="list-style-type: none"> <li>1. Acts as resource person for Director on all academic and education management functions.</li> <li>2. Serve as the head of school in developing and implementing programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member.</li> <li>3. Conceptualizes the broad goals of the school/college and plans accordingly to ensure that procedures and schedules are implemented to carry out the total school program.</li> <li>4. Ensures that the school program is compatible with the legal, financial and organizational structure of the school system. The principal defines the responsibilities and accountability of staff members and develops plans for interpreting the school program to the community.</li> <li>5. Provides activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.</li> <li>6. Identifies the annual objectives for the instructional, extracurricular, and athletic programs of the school.</li> <li>7. Supervises school/college personnel, directly</li> <li>8. Ensures that instructional objectives for a given subject and/or classroom are developed, and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school program. The principal provides opportunities for staff participation in the school program.</li> <li>9. Evaluates student progress in the instructional program by means that include the maintaining of up-to-date student data. The principal supervises and appraises the performance of the school staff.</li> <li>10. Maintains inter-school system communication and seeks assistance from office staff to improve performance. The principal maintains good relationships with students, staff, and parents. The principal complies with established lines of authority.</li> <li>11. Orients and assists new staff and new students and provides opportunities for their input in the school program.</li> <li>12. Cooperates with the community in the use of school facilities, interprets the school program for the community, and maintains communication with community members.</li> <li>13. Organizes, oversee, and provides support to the various services, supplies, material, and equipment provided to carry out the school program. The principal makes use of community resources. Assistant Principal</li> <li>14. Assists to implement student orientation and registration activities. • Planning the School Program: assists in the development and establishing of the school goals and objectives and the planning of the schools instructional program.</li> <li>15. Assists in the evaluation of the school program and of staff and assists to initiate needed improvements.</li> <li>16. Assists in the preparation and management of budgets and schedules and in the coordination and implementation of the co-curricular program.</li> <li>17. Any other duty assigned by the Director.</li> </ol> |                    |                     |           |
| <b>Qualifications Required</b>   |                    |                     |           |



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| <b>Age</b>  | 35 - 55 Years  |                     |           |
| <b>Education</b>  | Masters in Social Sciences and Education   |                     |           |
| <b>Experience</b>   | 10 years of education management experience in reputed public or private organization(s), 3 years of job specific experience. Preference shall be given to those with higher qualifications and dynamic, social, innovative and active candidates. |                     |           |
| <b>Skills</b>   | Proven education management skills. Working skills of ICT, Interpersonal skills, Having sound knowledge of pedagogy principles and paediatric psychology.  |                     |           |
| <b>Job Title / Monthly Salary</b>   | PRINCIPAL /Fixed Pay and allowances @ Rs. 8400/- per month   | <b>Reporting To</b> | DIRECTOR  |
| <b>Section</b>  | -  | <b>Department</b>   | ACADEMICS |
| <b>Duties and Responsibilities</b>  |  |                     |           |
| <p>18. Acts as resource person to the Director on all academic and education management functions.</p> <p>19. Serve as the head of school in developing and implementing programs, curriculum activities, and budgets in a manner that promotes the educational development of each student.</p> <p>20. Assist the Director to conceptualize the broad goals of the school and plans accordingly to ensure that procedures and schedules are implemented to carry out the total school program.</p> <p>21. Ensures that the school program is compatible with the legal, financial and organizational structure of the school system. The principal defines the responsibilities and accountability of academic staff and develops plans for interpreting the school program to the community.</p> <p>22. Provides activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.</p> <p>23. Identifies the annual objectives for the instructional, extracurricular, and athletic programs of the school.</p> <p>24. Supervises school personnel, directly</p> <p>25. Ensures that instructional objectives for a given subject and/or classroom are developed, and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school program. The principal assist the Director to provide opportunities for staff participation in the school program.</p> <p>26. Evaluates student progress in the instructional program by means that include the maintaining of up-to-date student data. The principal supervises and appraises the</p> |  |                     |           |

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| <p>performance of the school staff.</p> <p>27. Maintains inter-school system communication and seeks assistance from office staff to improve performance. The principal maintains good relationships with students, staff, and parents. The principal complies with established lines of authority.</p> <p>28. Orients and assists new staff and new students and provides opportunities for their input in the school program.</p> <p>29. Assist the Director to cooperate with the community in the use of school facilities, interprets the school program for the community, and maintains communication with community members.</p> <p>30. Organizes, oversee, and provides support to the various services, supplies, material, and equipment provided to carry out the school program. The principal makes use of community resources. Assistant Principal</p> <p>31. Assists to implement student orientation and registration activities. • Planning the School Program: assists in the development and establishing of the school goals and objectives and the planning of the schools instructional program.</p> <p>32. Assists in the evaluation of the school program and of staff and assists to initiate needed improvements.</p> <p>33. Assists in the preparation and management of budgets and schedules and in the coordination and implementation of the co-curricular program.</p> <p>34. Any other duty assigned by the Director.</p> |   |
| <b>Qualifications Required</b>  |   |
| <b>Age</b>  | 35 - 55 Years   |
| <b>Education</b>  | Masters in Social Sciences and Education  |
| <b>Experience</b>   | At least 05 years of education management experience in reputed public or private organization(s), 3 years of job specific experience. Preference shall be given to those with higher qualifications and dynamic, social, innovative and active candidates. |
| <b>Skills</b>   | Proven education management skills. Working skills of ICT, Interpersonal skills, Having sound knowledge of pedagogy principles and paediatric psychology.   |

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| <b>Job Title / Grade</b>   | VICE PRINCIPAL / BPS 18 | <b>Reporting To</b> | PRINCIPAL |
| <b>Section</b>   | -                       | <b>Department</b>   | ACADEMICS |
| <b>Duties and Responsibilities</b>   |                         |                     |           |
| <ol style="list-style-type: none"> <li>1. Serve as resource person to Principal on all academic and education management functions.</li> <li>2. Work closely with the principal on a daily basis to ensure the smooth overall operation of the school/college.</li> <li>3. Support committees of staff and parent that function to improve the learning and social environment of the school for the students.</li> <li>4. Teach classes, developing rapport with the students, handling discipline issues and filling in for the principal when required.</li> <li>5. Provide activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.</li> <li>6. Resolve conflicts between students, teachers, parents or combinations of conflicts between various individuals.</li> <li>7. Assist in yearly teacher evaluations, assisting in providing guidance to staff and students, and encouraging a positive climate in the school.</li> <li>8. Direct assemblies and other special gatherings of students for events throughout the year.</li> <li>9. Develop emergency response plans for schools as required by state and federal education agencies. Filing reports and updating as required.</li> <li>10. Record keeping as required through the use of various logs, tracking records, computer programs, inter or intranet software or other programs.</li> <li>11. Organize, oversee, and providesupport to the various services, supplies, material, and equipment provided to carry out the school program. The principal makes use of community resources. Assistant Principal</li> <li>12. Assist to implement student orientation and registration activities. • Planning the School Program: assists in the development and establishing of the school goals and objectives and the planning of the schools instructional program.</li> <li>13. Assist in the evaluation of the school program and of staff and assists to initiate needed improvements.</li> <li>14. Assist in the preparation and management of budgets and schedules and in the coordination and implementation of the co-curricular program.</li> <li>15. Any other duty assigned by the Director and/or Principal.</li> </ol> |                         |                     |           |

| <b>Qualifications Required</b> |   |
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| <b>Age</b>                     | 35 - 55 Years   |
| <b>Education</b>               | Masters in Social Sciences and Education  |
| <b>Experience</b>              | 8 years of education management experience in reputed public or private organization(s), 2 years of job specific experience. Preference shall be given to those with higher qualifications and dynamic, social, innovative and active candidates. |
| <b>Skills</b>                  | Proven education management skills. Working skills of ICT, Interpersonal skills, Having sound knowledge of pedagogy principles and paediatric psychology.   |

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| <b>Job Title / Grade</b>  | PSYCHOLOGIST/<br>BPS 17   | <b>Reporting To</b> | PRINCIPAL |
| <b>Section</b>  | -   | <b>Department</b>   | ACADEMICS |
| <b>Duties and Responsibilities</b>  |   |                     |           |
| <ol style="list-style-type: none"> <li>1. Serve as resource person to the Principal on the functions related to psychological health of the kids in the institution.</li> <li>2. Examine the psychological conditions of the children and advise recoverable measures for them;</li> <li>3. Chalk out behavioural issues of the children why children are performing poorly or acting depressed or anxious;</li> <li>4. Assess and diagnose developmental disorders such as autism or pervasive developmental disorder</li> <li>5. Recommend treatment after a child has experienced a traumatic event</li> <li>6. Any other duty assigned by the Director and/or Principal.</li> </ol> |   |                     |           |
| <b>Qualifications Required</b>  |   |                     |           |
| <b>Age</b>  | 28 - 45 Years   |                     |           |
| <b>Education</b>  | Masters in Psychology or equivalent   |                     |           |
| <b>Experience</b>   | 5 years of experience of working in reputed public or private organization(s) as clinical psychologist, 2 years of job specific experience that is paediatric psychology..  |                     |           |
| <b>Skills</b>   | Proven skills with regards to special assistance to students who are struggling with learning disabilities, social disorders or emotional problems. Working skills of ICT, Interpersonal skills, Having sound knowledge of paediatric psychology and a behavioral approach to emotional problems with children and adolescents. |                     |           |

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| <b>Job Title / Grade</b> | ADDITIONAL DIRECTOR<br>PROCUREMENT /<br>BPS 19 | <b>Reporting To</b> | DIRECTOR    |
| <b>Section</b>           | -  | <b>Department</b>   | PROCUREMENT |

**Duties and Responsibilities**

1. Acts as resource person for the Director on the functional matters related to the Procurement of goods and services.
2. Responsible for the process of procurement, shipping, receiving, tenders, contracts and its renewal as per KPPRA guidelines for the ZK business affairs.
3. Ensure appropriate procurement planning, solicitation planning, source selection & contract administration.
4. Ensure that financial practices are in line with all statutory legislations. Following the government procedures i.e. KPPRA guidelines in procurement of goods and services and financial transactions with, such as international organizations, financial institutions, trusts, charities, vendors etc.
5. Identify internal weaknesses and implement changes to improve controls in procurement of goods and services.
6. Identify significant financial and operating risks in procurement process and communicate to management with the appropriate corrective actions.
7. Apply and advise procurement guidelines to all concerned (Head Office & Institutes) in fulfilling the government regulations in procurement process.
8. Be responsible of monitoring of procurement activities being carried out by field formation relating to Development Budget.
9. Be responsible of processing of pre-qualification, qualification and post qualification cases for the purchase of goods and services.
10. Providing efficient support and to ensure success of the overall procurement activities (goods & services) for the projects and Institutes, while providing efficient utilization of internal resources in accordance with KPPRA guidelines
11. Maintains procurement processes that ensure effective ability to procure and deliver quality goods and services according to needs.
12. Ensures transparent bidding processes and effective competition in accordance with KPPRA guidelines.
13. Liaises with/guide the end users on the development of TOR/Specifications for procurement documents and ensures timely preparation of quality procurement documents.
14. Keeps database on service/goods suppliers and conducts regular search for alternatives.
15. Demand required specifications of items and other details for procurements from the concerned department/Institute.
16. Receives and checks delivered materials and advises suppliers of defective goods delivered, arranges necessary follow-ups until finalization.
17. Checks invoices and attaches requested necessary supporting documents

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| <p>before submitting them to finance for further payment process<br/>18. Any other responsibility assigned by the Director.</p> |   |
| <b>Qualifications Required</b>  |   |
| <b>Age</b>  | 35 - 55 Years   |
| <b>Education</b>  | Education ICMA or MBA or MS (Management/ Finance), Bachelor of Engineering/BTech or any other relevant degree from reputed HEC recognized University.   |
| <b>Experience</b>   | Experience 10 years' of experience including at least 5 years of job specific experience. Preference shall be given to those who possess diversified exposure in national, international, public and private organizations. |
| <b>Skills</b>   | Skills Proven leadership skills. Working skills of ICT, Interpersonal skills, Strategic orientation.<br>Having sound knowledge of KP-PPRA rules and procedures.   |

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| <b>Job Title / Grade</b>   | SOCIAL ORGANIZER/<br>BPS 16   | <b>Reporting To</b> | CHILD PROTECTION<br>SPECIALIST |
| <b>Section</b>   | -   | <b>Department</b>   | CHILD PROTECTOPN               |
| <b>Duties and Responsibilities</b>   |   |                     |                                |
| <ol style="list-style-type: none"> <li>1. Serve as a resource person for Child Protection Specialist on all functions related to child protection.</li> <li>2. Maintain a complete data base/record of the institutions/groups approved for funding.</li> <li>3. Organize volunteer groups to initiate as well as monitor the institution's child protection activities.</li> <li>4. Assist Child Protection Specialist in all outdoor activities.</li> <li>5. Conduct Situational Analysis in the communities</li> <li>6. Organize Community Based Organizations (COs) and mobilize the communities for carrying out the child protection activities.</li> <li>7. Coordinate with local counterparts and partners for effective and timely implementation.</li> <li>8. Facilitate information and knowledge management.</li> <li>9. Plan social mobilization activities in the context of the institution's frame-work and targets set in the annual work plan;</li> <li>10. Provide input in the development of terms of partnership to be signed with the communities for participation in the institution's child protection activities.</li> <li>11. Any other duty assigned by the Director and/or Child Protection Specialist.</li> </ol> |   |                     |                                |
| <b>Qualifications Required</b>   |   |                     |                                |
| <b>Age</b>   | 25 - 40 Years   |                     |                                |
| <b>Education</b>   | Bachelors in Sociology, Social Work or Anthropology   |                     |                                |
| <b>Experience</b>  | 3 years of experience of working in reputed public or private organization(s) in the relevant field.  |                     |                                |
| <b>Skills</b>  | Proven oral and written communication skills in English;<br>Excellent team building skills; working skills of ICT and Interpersonal skills. |                     |                                |



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| <b>Job Title / Grade</b>   | OFFICE ASSISTANT/<br>BPS 16   | <b>Reporting To</b> | OFFICER INCHARGE |
| <b>Section</b>   | -   | <b>Department</b>   | HR, ADMN & IT    |
| <b>Duties and Responsibilities</b>   |   |                     |                  |
| <ol style="list-style-type: none"> <li>1. Responsible to in charge officer for proper conduct of business assigned to him.</li> <li>2. Put all PUCs received and will flag all PPs with previous details.</li> <li>3. The duties of Junior Clerk would devolve upon the Assistant on the temporary absence of J/C on leave.</li> <li>4. Any other duty assigned by the in charge officer/ Additional Director HR, Admin &amp; IT.</li> </ol> |   |                     |                  |
| <b>Qualifications Required</b>   |   |                     |                  |
| <b>Age</b>   | 20 - 32 Years   |                     |                  |
| <b>Education</b>   | Graduate or equivalent  |                     |                  |
| <b>Experience</b>  | 3 years of experience of working in reputed public or private organization(s) in the relevant field.  |                     |                  |
| <b>Skills</b>  | Proven oral and written communication skills in English;<br>Thorough knowledge of office filling system;working skills of ICT and Interpersonal skills. |                     |                  |

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| <b>Job Title / Grade</b>  | COMPUTER OPERATOR / BPS 16  | <b>Reporting To</b> | OFFICER INCHARGE |
| <b>Section</b>  | -   | <b>Department</b>   | HR, ADMN & IT    |
| <b>Duties and Responsibilities</b>  |   |                     |                  |
| <ol style="list-style-type: none"> <li>1. Present the data in report form.</li> <li>2. Routine work of drafting letters, correspondence with others.</li> <li>3. Any other computer related work assigned by the in charge/other officers.</li> <li>4. Enter and retrieve all kinds of data.</li> <li>5. Any other duty assigned by the in charge officer/ Additional Director HR, Admin &amp; IT.</li> </ol> |   |                     |                  |
| <b>Qualifications Required</b>  |   |                     |                  |
| <b>Age</b>  | 22 - 32 Years   |                     |                  |
| <b>Education</b>  | Bachelor's degree in computer science or equivalent   |                     |                  |
| <b>Experience</b>   | 3 years of experience of working in reputed public or private organization(s) in the relevant field.  |                     |                  |
| <b>Skills</b>   | Proven oral and written communication skills in English;<br>Thorough knowledge of office filling system;working skills of ICT and Interpersonal skills. |                     |                  |

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| <b>Job Title / Grade</b>   | JUNIOR CLERK / BPS<br>12  | <b>Reporting To</b> | OFFICER INCHARGE |
| <b>Section</b>   | -   | <b>Department</b>   | HR, ADMN & IT    |
| <b>Duties and Responsibilities</b>   |   |                     |                  |
| <ol style="list-style-type: none"> <li>1. Receipt &amp; dispatch</li> <li>2. Diary and maintenance of the record registers</li> <li>3. Record keeping</li> <li>4. Typing</li> <li>5. Stationary indenting and storing</li> <li>6. Do such other work as may be entrusted to him by the in charge Officer.</li> <li>7. Any other duty assigned by the in charge officer/ Additional Director HR, Admin &amp; IT.</li> </ol> |   |                     |                  |
| <b>Qualifications Required</b>   |   |                     |                  |
| <b>Age</b>   | 20 - 32 Years   |                     |                  |
| <b>Education</b>   | Intermediate  |                     |                  |
| <b>Experience</b>  | 1 year experience of working in reputed public or private organization(s) in the relevant field.  |                     |                  |
| <b>Skills</b>  | Proven typing skills in English and Urdu both;<br>Thorough knowledge of office filling system;working skills of ICT and Interpersonal skills. |                     |                  |

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| <b>Job Title / Grade</b>   | DRIVER / BPS 05   | <b>Reporting To</b> | OFFICER INCHARGE / TRANSPORT INCHARGE |
| <b>Section</b>   | -   | <b>Department</b>   | HR, ADMN & IT                         |
| <b>Duties and Responsibilities</b>   |   |                     |                                       |
| <ol style="list-style-type: none"> <li>1. Conduct inspections of vehicle before departing.</li> <li>2. Drive vehicle for official travel and business</li> <li>3. Ensure punctuality and safe transport;</li> <li>4. Observe the road and traffic laws and regulations.</li> <li>5. Ensure that safe driving practices are adhered to including local driving codes and internally agreed standards.</li> <li>6. Ensure vehicle is kept clean, tidy and in good working condition at all times.</li> <li>7. Ensure vehicle is kept secure at all times.</li> <li>8. Ensure vehicle is given regular/day-to-day maintenance checks: check oil, water, battery, brakes, tyres, etc.</li> <li>9. Ensure vehicle repairs are carried out properly by official manufacturer's specifications.</li> <li>10. Perform minor repairs and arrange for other repairs, prepare vehicle spare parts inventory.</li> <li>11. Prepare and submit vehicle monitoring report, including records of vehicle operations, maintenance, expenses, mileage, at end of each month.</li> <li>12. Assist the transport in charge to ensure vehicle insurance and registration is updated according to schedule</li> <li>13. Car Logbook maintenance.</li> <li>14. Any other duty assigned by the in charge officer/ transport in charge.</li> </ol> |   |                     |                                       |
| <b>Qualifications Required</b>   |   |                     |                                       |
| <b>Age</b>   | 20 - 45 Years   |                     |                                       |
| <b>Education</b>   | Matriculation with valid LTV license  |                     |                                       |
| <b>Experience</b>  | 2 years' experience of working in reputed public or private organization(s) in the relevant field.                |                     |                                       |
| <b>Skills</b>  | Proven driving skills;<br>Thorough knowledge of traffic codes, rules and regulations; vehicle maintenance skills. |                     |                                       |

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| <b>Job Title / Grade</b>  | DEPUTY DIRECTOR<br>SECURITY & SAFETY<br>/ BPS 18               | <b>Reporting To</b> | DIRECTOR          |
| <b>Section</b>  | -  | <b>Department</b>   | SECURITY & SAFETY |
| <b>Duties and Responsibilities</b>  |  |                     |                   |
| <ol style="list-style-type: none"> <li>1. Serve as resource person for Director on all functions related to the security and safety of the students, staff and assets of ZK.</li> <li>2. Monitor implementation of safety and security protocols by office staff and promptly advise the Director of any non-compliance and/or issues.</li> <li>3. Undertake regular site assessments of Organization properties and implementation areas, communications equipment and options, vehicle and personnel tracking; report on findings and implement necessary improvements under the guidance of the Director.</li> <li>4. Under the supervision of Director, ensures an ongoing process of review and revision of security plans.</li> <li>5. Maintain regular contact with other agency security focal points, including INGOs, NGOs UN and local authorities concerned with security in KP/FATA especially program implementation areas.</li> <li>6. Provides direct support and advice on response to safety and security incidents</li> <li>7. Provide daily/weekly security assessment and share with the Director, Dead of the Departments and staff on need to know basis.</li> <li>8. Act on concrete recommendations made by the law enforcement agencies as appropriate to further enhance security.</li> <li>9. Assist with orientation for all new staff; provide regular briefings, and training for existing staff on safety and security.</li> <li>10. Situation/incident reporting, analysis and updating of various reports and protocols.</li> <li>11. Maintain an updated contact list and security notification tree for all office staff and keep sharing it with Director and Additional Director HR, Admin &amp; IT.</li> <li>12. Regular site visits to offices and field sites to assess security.</li> <li>13. Maintain confidentiality, impartiality and neutrality.</li> <li>14. Any other duty assigned by the Director.</li> </ol> |  |                     |                   |
| <b>Qualifications Required</b>  |  |                     |                   |
| <b>Age</b>  | 35 - 55 Years  |                     |                   |
| <b>Education</b>  | Bachelor's Degree, Retired Major or equivalent in Armed Forces |                     |                   |
| <b>Experience</b>   | 12 years of security management experience in reputed          |                     |                   |

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|               | public or private organization(s). Preference shall be given to those who possess diversified exposure in national, international, public and private organizations.  |
| <b>Skills</b> | Proven practical field experience in staff safety & security management. Experience in management and capacity building of staff. Computer proficiency in Word, Excel, Power point, Internet and other database/mapping systems. Strong Interpersonal skills. |

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| <b>Job Title / Grade</b>  | NAIB QASID / BPS 01   | <b>Reporting To</b> | OFFICER INCHARGE |
| <b>Section</b>  | -   | <b>Department</b>   | HR, ADMN & IT    |
| <b>Duties and Responsibilities</b>  |   |                     |                  |
| <ol style="list-style-type: none"> <li>1. Monitoring the use of equipment and supplies within the office.</li> <li>2. Maintain cleanliness of office equipment and furniture.</li> <li>3. Monitoring the external cleaners.</li> <li>4. Making and serving tea and coffee to guests and officers.</li> <li>5. Prepare stationary for all offices.</li> <li>6. Change printer cartridges.</li> <li>7. Assist in committee rooms to set up projector and laptop.</li> <li>8. Filing documents as per the department requirement.</li> <li>9. Collecting and distributing couriers or parcels among staff and opening and sorting mails.</li> <li>10. Delivering facsimiles and transmitting them.</li> <li>11. Laminating and binding documents as per the requests</li> <li>12. Helping the officer in charge and administrative assistant in performing their duties.</li> <li>13. Any other duty assigned by the in charge officer/ Additional Director HR, Admin &amp; IT.</li> </ol> |   |                     |                  |
| <b>Qualifications Required</b>  |   |                     |                  |
| <b>Age</b>  | 20 - 40 Years   |                     |                  |
| <b>Education</b>  | Matric  |                     |                  |
| <b>Experience</b>   | 1 year experience of working in reputed public or private organization(s) in the relevant field.            |                     |                  |
| <b>Skills</b>   | Proven verbal skills in Pashto and Urdu both;<br>Thorough knowledge of office system; Interpersonal skills. |                     |                  |
| <b>Job Title / Grade</b>  | AD M&E / BPS 17   | <b>Reporting To</b> | DIRECTOR         |
| <b>Section</b>  | -   | <b>Department</b>   | M&E              |
| <b>Duties and Responsibilities</b>  |   |                     |                  |

1. Serve as resource person for Director on all functional matters related to monitoring and evaluation of ZK.
2. Plan, manage and execute the Academic performance audit of the institution.
3. Identify & analyse the areas of weakness for improving the quality education / training in academic, technical and vocational streams on the basis of critical analysis of the Academic Performance Audit reports.
4. Work closely with all the heads of the departments to design annual calendar, annual work plan with specific indicators, output, activities, time frame and responsibility.
5. Develop, supervise and implement the mechanism for reporting on annual calendar and work plan.
6. Conduct visit to monitor the operational performance, identification of missing facilities in the institution and follow up of recommendations made after the visits.
7. Collecting and updating student's data, availability of faculty, commencement of classes and labs and dissemination of it to the Director.
8. Ensure conduct of practical as per scheduled program and devise a mechanism for proper reporting for academic or financial audits.
9. Prepare consolidated monthly report on the progress of annual calendar/work plan to be presented to the Director.
10. Conduct quarterly meeting with all the HoDs on the progress of annual calendar/ work plan.
11. Establish and monitor ZK's risk management plan and early warning system for all projects and programmes at the institute level.
12. Any other duty assigned by the Director.

#### **Qualifications Required**

|                   |   |
|-------------------|---|
| <b>Age</b>        | 28 - 45 Years   |
| <b>Education</b>  | Master in Business Administration, Public administration, Economics and Statistics  |
| <b>Experience</b> | 5years' experience of working in reputed public or private organization(s) in the relevant field.   |
| <b>Skills</b>     | Proven skills in Monitoring & Evaluation Systems and applications. Working skills of ICT, Interpersonal skills and Analytical orientation. Having sound knowledge of modern principles in the field of M&E. |



|   |   |                     |          |
|---|---|---------------------|----------|
| <b>Job Title / Grade</b>  | AD MEDIA / BPS 17   | <b>Reporting To</b> | DIRECTOR |
| <b>Section</b>  | -   | <b>Department</b>   | MEDIA    |
| <b>Duties and Responsibilities</b>  |   |                     |          |
| <ol style="list-style-type: none"> <li>1. Acts as resource person for the Director on the functional matters related to the public relations i.e. corporate identity, press information, publications, advertisement and media planning.</li> <li>2. Ensure public relation/communication strategy is consistent and reflects the organization's strategic vision.</li> <li>3. Provide assistance to all functions about developing corporate identity i.e. to give organization a visual 'brand' maintaining standards in all publications, design formats for newsletter, brochures, calendar, banners, visiting cards, email address, website, official gifts and other promotional and education material as per the requirements and standards.</li> <li>4. Provide assistance in following set standards for publishing reports, presentations, manuals etc.</li> <li>5. Coordinate with all the functions for updating the website content regularly, publish news, notifications, upcoming events, videos and photography on website and blogs.</li> <li>6. Maintain a publication database, assembles data on it and keeps a circulation list.</li> <li>7. Communicating, updating and collecting information on child protection and ZK related relevant activities.</li> <li>8. Designs and develop ZK promotional products with high visual impact.</li> <li>9. Maintain cordial relationship with media for highlighting ZK news and timely publication of relevant news.</li> <li>10. Collaborate with all functions by taking their inputs in developing the advertising, marketing and promotion plans.</li> <li>11. Collect the proceedings of meeting/presentations/functions of ZK to give coverage in electronic &amp; print media.</li> <li>12. Hold necessary arrangements for preparation of Press Releases to deliver it to media.</li> <li>13. Acts on any other direction given by the Director.</li> </ol> |   |                     |          |
| <b>Qualifications Required</b>  |   |                     |          |
| <b>Age</b>  | 28 - 45 Years   |                     |          |
| <b>Education</b>  | Master degree in Mass Communication, Journalism or Humanities or any other relevant degree from reputed HEC recognized University |                     |          |
| <b>Experience</b>   | 5 years' experience in reputed organization including 2 years of job specific experience. Preference shall be                     |                     |          |

|               |   |
|---------------|---|
|               | given to those who possess diversified exposure in national, international, public and private organizations..  |
| <b>Skills</b> | Proven skills in the field of media planning. Working skills of ICT, Interpersonal skills, Having sound knowledge of designing communication strategy |

|  |  |                     |          |
|--|--|---------------------|----------|
| <b>Job Title / Grade</b>   | <b>Accounts Assistant</b>  | <b>Reporting To</b> | DIRECTOR |
| <b>Section</b>   | -  | <b>Department</b>   |          |
| <b>Duties and Responsibilities</b>   |  |                     |          |
| <ol style="list-style-type: none"> <li>i. Reconciliation of funds with the A.G Office.</li> <li>ii. Preparing budgets and financial forecasts, supervising and managing daily recording of financial transactions, and preparing periodic financial statements and reports of the projects;</li> <li>iii. Facilitating the Project Accounts Officer in undertaking periodic reviews and annual audit / financial transactions;</li> <li>iv. Any other duty assigned by the Project Accounts/Project Director.</li> </ol> |  |                     |          |
| <b>Qualifications Required</b>   |  |                     |          |
| <b>Age</b>   | 20 to 32   |                     |          |
| <b>Education</b>   | Bachelor Degree in Commerce, Business Administration or Economics Or equivalent qualifications from a recognized |                     |          |
| <b>Eligibility</b>   | Male   |                     |          |

|   |  |                     |          |
|---|--|---------------------|----------|
| <b>Job Title / Grade</b>  | <b>Medical Officer</b>                               | <b>Reporting To</b> | DIRECTOR |
| <b>Section</b>  | -  | <b>Department</b>   |          |
| <b>Duties and Responsibilities</b>  |  |                     |          |
| <ul style="list-style-type: none"> <li>i. Will be responsible for treatment of the children.</li> <li>ii. Will refer the children to hospitals in case of emergency.</li> <li>iii. Will maintain medical record of all children.</li> <li>iv. Any other responsibility assigned by the Director and/or Addl: Director HR, Admin &amp; IT</li> </ul> <p>2.</p> |  |                     |          |
| <b>Qualifications Required</b>  |  |                     |          |
| <b>Age</b>  | 28 to 45 Years.                                      |                     |          |
| <b>Education</b>  | MBBS or equivalent qualification recognized by PMDC. |                     |          |

### **AD Accounts**

- i. Acts as resource person for the Deputy Director Finance on the functional matters related to the accounting of ZK.
- ii. To manage the preparation and consolidation of financial statements of ZK on annual basis.
- iii. To maintain financial discipline and ensure compliance of financial rule and Regulations.
- iv. Responsible for preparation of account on double entry system.
- v. Prepare & consolidate financial statements on annual basis and presentation to Director (F&A) for final review.
- vi. Liaise with internal & external auditors and to get the annual financial statement of ZK audited by them.
- vii. Supervise accountants of TVET institutes to get the accounts and financial statements prepared, consolidated and audited.
- viii. Ensure the stock taking at institute level at the end of each financial year.
- ix. Liaise with MIS section for proper functioning of computerized Accounting System.
- x. Ensure the compliance with financial rules and regulations within the secretariat.

- xi. Ensure in time disbursement of Salaries and LFA to ZK employees.
- xii. Any other responsibility assigned by the Deputy Director Finance/ Addl: Director Finance & Planning.

## **QUALIFICATIONS REQUIRED**

**Age** Up to 35 years

**Education** CA/ICMA or MBA or MS (Finance) or any other relevant degree from reputed HEC recognized University.

**Experience** 5 years' experience in reputed organization including 2 years of job specific experience. Preference shall be given to those who possess diversified exposure in national, international, public and private organizations.

**Skills** Proven financial management skills. Working skills of ICT, Interpersonal skills, having sound knowledge of modern Accounting principles, public sector financial rules and procedures.

### **AD Budget**

- i. Acts as resource person for the Deputy Director Finance on the functional matters related to the budgeting, taxation and funds management of the ZK.
- ii. Responsible for the implementation of financial planning and efficient management of Budget of ZK.
- iii. Coordinate with ZK departments for annual budget and forward the consolidated budget to Deputy Director Finance.
- iv. Maintain financial discipline and ensure compliance of financial rules and regulations.
- v. Prepare the Budget Demand from the Departments and arrange its disbursement to concerned on quarterly basis.
- vi. Preparation of Budget Analysis reports for management.
- vii. Coordinate with all the functional heads and Principals to get the Budget estimates on annual basis.
- viii. Prepare note sheets for approval to Addl: Director Finance & Planning of the assigned budget to be utilized for the departmental activities and ensure to fulfill all the procedures lay down in the ZK financial rules and Accounting Policies and Procedural Manual (APPM) issued by the auditor general of Pakistan.
- ix. Any other responsibility assigned by the Deputy Director Finance/Addl: Director Finance & Planning.

## QUALIFICATIONS REQUIRED

**Age** Up to 35 years

**Education** CA/ICMA or MBA or MS (Finance) or any other relevant degree from reputed HEC recognized University.

**Experience** 5 years' experience in reputed organization including 2 years of job specific experience. Preference shall be given to those who possess diversified exposure in national, international, public and private organizations.

**Skills** Proven financial management skills. Working skills of ICT, Interpersonal skills, having sound knowledge of modern Accounting principles, public sector financial rules and procedures.

### AD Media

- i. Acts as resource person for the Director on the functional matters related to the public relations i.e. corporate identity, press information, publications, advertisement and media planning.
- ii. Ensure public relation/communication strategy is consistent and reflects the organization's strategic vision.
- iii. Provide assistance to all functions about developing corporate identity i.e. to give organization a visual 'brand' maintaining standards in all publications, design formats for newsletter, brochures, calendar, banners, visiting cards, email address, website, official gifts and other promotional and education material as per the requirements and standards.
- iv. Provide assistance in following set standards for publishing reports, presentations, manuals etc.
- v. Coordinate with all the functions for updating the website content regularly, publish news, notifications, upcoming events, videos and photography on website and blogs.
- vi. Maintain a publication database, assembles data on it and keeps a circulation list.
- vii. Communicating, updating and collecting information on child protection and ZK related relevant activities.
- viii. Designs and develop ZK promotional products with high visual impact.
- ix. Maintain cordial relationship with media for highlighting ZK news and timely publication of relevant news.
- x. Collaborate with all functions by taking their inputs in developing the advertising, marketing and promotion plans.

- xi. Collect the proceedings of meeting/presentations/functions of ZK to give coverage in electronic & print media.
- xii. Hold necessary arrangements for preparation of Press Releases to deliver it to media.
- xiii. Acts on any other direction given by the Director.

## **QUALIFICATIONS REQUIRED**

**Age** Up to 35 years

**Education** Master Degree in Mass Communication, Journalism or Humanities or any other relevant degree from reputed HEC recognized University.

**Experience** 5 years' experience in reputed organization including 2 years of job specific experience. Preference shall be given to those who possess diversified exposure in national, international, public and private organizations.

**Skills** Proven skills in the field of media planning. Working skills of ICT, Interpersonal skills, having sound knowledge of designing communication strategy.

## **Deputy Director Procurement**

- i. Acts as resource person for the Director Procurement on the functional matters related to the Procurement of goods and services.
- ii. Assist the Additional Director Procurement in the process of procurement, shipping, receiving, tenders, contracts and its renewal as per KPPRA guidelines for the ZK business affairs.
- iii. Ensure appropriate procurement planning, solicitation planning, source selection & contract administration.

- iv. Ensure that financial practices are in line with all statutory legislations. Following the government procedures i.e. KPPRA guidelines in procurement of goods and services and financial transactions with, such as international organizations, financial institutions, trusts, charities, vendors etc.
- v. Identify internal weaknesses and implement changes to improve controls in procurement of goods and services.
- vi. Identify significant financial and operating risks in procurement process and communicate to management with the appropriate corrective actions.
- vii. Apply and advise procurement guidelines to all concerned (Head Office & Institutes) in fulfilling the government regulations in procurement process.
- viii. Be responsible of monitoring of procurement activities being carried out by field formation relating to Development Budget.
- ix. Be responsible of processing of pre-qualification, qualification and post qualification cases for the purchase of goods and services.
- x. Providing efficient support and to ensure success of the overall procurement activities (goods & services) for the projects and Institutes, while providing efficient utilization of internal resources in accordance with KPPRA guidelines
- xi. Maintains procurement processes that ensure effective ability to procure and deliver quality goods and services according to needs.
- xii. Ensures transparent bidding processes and effective competition in accordance with KPPRA guidelines.
- xiii. Liaises with/guide the end users on the development of TOR/Specifications for procurement documents and ensures timely preparation of quality procurement documents.
- xiv. Demand required specifications of items and other details for procurements from the concerned department/Institute.
- xv. Receives and checks delivered materials and advises suppliers of defective goods delivered, arranges necessary follow-ups until finalization.
- xvi. Checks invoices and attaches requested necessary supporting documents before submitting them to finance for further payment process
- xvii. Any other responsibility assigned by the Additional Director Procurement.

## QUALIFICATIONS REQUIRED

**Age** Up to 45 years

**Education** ICMA or MBA or MS (Management/ Finance), Bachelor of Engineering/BTech or any other relevant degree from reputed HEC recognized University.

**Experience** 8 years' of experience including at least 5 years of job specific experience. Preference shall be given to those who possess diversified exposure in national, international, public and private organizations.



**Skills** Proven leadership skills. Working skills of ICT, Interpersonal skills, Strategic orientation.

Having sound



