



GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT

JOB OPPORTUNITY

Planning & Development Department (P&DD) of the Government of Sindh has the mandated role of planning & development in the Province. The department also deals with foreign aids through Donors / Ministries and process all development schemes, programs and proposals and make recommendations to the government thereon. It also monitors the progress and evaluation of development schemes and maintains liaison with the National Planning Agencies, Ministries, Departments and Donors.

In order to ensure effective public service delivery, enhance the capacity of the human resource and meet the modern day development challenges by adopting modern techniques and tools of planning & development and bring the Province of Sindh to the path of sustained economics growth and prosperity, the Planning & Development Department has revamped its Research & Training Wing. The Wing now acts as an in-house research, policy-advice and capacity development body for P&DD helping it to improve functioning and quality of Public Investment Management.

Planning & Development Department, Government of Sindh invites application (s) from the suitable individuals for the following post of Research & Training Wing, P&DD having the following professional and educational credentials.

01. **Social Sector Advisor (MP Scale-II)**

01 Post

Required Qualification / Experience:

Masters Degree in Economics/Development Studies from HEC recognized University with 12 years experience in planning, social sector policy research, analysis and analyzing issues related to the social sector including health, nutrition, climate change, poverty and social protection.

OR

Ph.D in Economics/Development Studies from HEC recognized University with atleast 08 years experience in in planning, social sector policy research, analysis and analyzing issues related to the social sector including health, nutrition, climate change, poverty and social protection.

02. **Chief Training Officer (MP Scale-II)**

01 Post


Required Qualification / Experience:

Master's Degree in Human Resource Management (HRM) from HEC recognized University with 12 years experience in the field of human resource management, training programs, development, building institutional partnerships, research and development interventions

OR

Ph.D in Human Resource Management (HRM) from HEC recognized University with 08 years experience in the field of human resource management, training programs, development, building institutional partnerships, research and development interventions




IMRAN SIBTAIN
Section Officer (Admn-I)
Planning & Development Board, Sindh
Planning & Development Department
Government of Sindh, Karachi.

Requirements:

- The individuals should not above 62 years (**to be calculated as on the closing date of submission of applications**)
- The successful individual will be offered Pay Package of Management Position Scale-II (MP Scale-II) as per Sindh Management Position Scales Policy, 2022 notified vide Notification No. SOII(SGA&CD)6-32/2021, dated 29.12.2022.
- Initial contract period will be for two (02) years, extendable for further two (02) years subject to satisfactory performance evaluation by the committee.

The individuals fulfilling the requisite criteria should apply and submit their CVs along-with HEC verified Degrees through surface mail to the undersigned by **24th July, 2023**. Applicant(s) currently working in Government/Semi Government Departments/Organizations should apply through proper channel. The parent department should clearly specify that if selected through competitive process, he/she will be relieved in term of Para 7 (iii) of SGA&CD's Notification No.SOII(SGA&CD)6-32/2021, dated 29.12.2022. ***Job Description of both posts are available for downloading purpose at P&DD website www.pnd.sindh.gov.pk.***

- ***No TA/DA will be admissible. Only the eligible/shortlisted candidates in accordance with guidelines enunciated in SGA&CD's Notification No. SOII(SGA&CD)6-32/2021, dated 29.12.2022 will be called for test/interviews.***

SECTION OFFICER (ADMN-I),
Planning & Development Department,
Room No. 314-A, 2nd Floor,
Tughlaq House, Sindh Secretariat,
Building No. 2, Karachi.
Phone No. 021- 99211926



(IMRAN SIBTAIN)
SECTION OFFICER (ADMN.I)
PH: 021-99211926

JOB DESCRIPTION
CHIEF TRAINING OFFICER
RESEARCH & TRAINING WING
PLANNING & DEVELOPMENT DEPARTMENT,
GOVERNMENT OF SINDH

Job Overview:

Planning & Development Department (Govt. of Sindh) is currently looking for a qualified, enthusiastic, hardworking individual to fill in the post of the 'Chief Training Officer' for its Research and Training Wing.

The Chief Training Officer is a full-time contractual position and will oversee and manage the training and development programs for the organization. He/She will be responsible for assessing training needs, designing, and delivering training programs, building institutional partnerships, executing the Annual Development Plan (ADP) scheme, monitoring and utilizing the scheme effectively, handling administrative matters, taking organizational development initiatives, facilitating capacity-building programs, and representing the Wing in various forums. Additionally, the Chief Training Officer will be responsible for facilitating formal degree programs through the ADP scheme, facilitating research and development interventions, managing the official website, and facilitating various reports and concept notes related to research and training and development.

Key Responsibilities:

- Conduct training needs assessment to identify areas for improvement and develop training plans accordingly.
- Design, develop and deliver training programs in various formats such as classroom, virtual, online, blended, and hybrid to meet the needs of the department.
- Plan and execute the Annual Development Plan (ADP) scheme and monitor its utilization effectively.
- Build institutional partnerships to support the training and development initiatives of the department.
- Handle administrative matters pertaining to training and development.
- Take organizational development initiatives to enhance the overall effectiveness of the department.
- Facilitate capacity-building programs for the parent department and other provincial government departments.
- Facilitate formal degree programs through the ADP scheme.
- Conduct research and development interventions to identify new training opportunities and best practices.
- Manage and update the official website of the Wing.
- Facilitate various reports and concept notes related to research and training and development.
- Facilitate Director General, Research & Training Wing and other senior officers of Planning & Development Department, Government of Sindh in training and other official matters from time to time.
- Knowledge of public sector related report writing techniques to document training progress and outcomes.
- Ability to develop and maintain accurate training records, including attendance, evaluations, and completion certificates.
- Knowledge of document management systems to maintain and organize training materials and records.
- Ability to manage multiple tasks and projects simultaneously.
- Strong attention to detail and accuracy in reporting and analysis.
- Ability to work independently and as part of a team.

JOB DESCRIPTION
'SOCIAL SECTOR ADVISOR'
RESEARCH & TRAINING WING,
PLANNING & DEVELOPMENT DEPARTMENT,
GOVT. OF SINDH

Job Overview:

Planning & Development Department (Govt. of Sindh) is currently looking for a qualified, enthusiastic, hardworking individual to fill in the post of the 'Social Sector Advisor' for its Research and Training Wing.

The 'Social Sector Advisor' post is a full-time contractual position to support the P&DD in social sector policy research, analysis and capacity building pertaining to the realm of public sector development. The Advisor will support the Planning & Development in conducting robust actionable research and analysis to feed into public sector planning and policy formulation. The Advisor will develop in-house research, reports, briefs, presentations, and other relevant strategic & policy outputs to serve as the knowledge hub of the Wing and the P&D Department, especially pertaining to the social sector. The Advisor will also contribute to the capacity building of the P&D Department officers through trainings and knowledge dissemination sessions.

Key Responsibilities:

- Assist P&DD in analyzing issues related to the social sector including health, nutrition, climate change, poverty, social protection, etc.
- Provide policy advice to P&DD and other departments in respect of interventions to improve the performance of social sector
- Advise P&DD on potential policies and strategies to improve service delivery in social sector
- Formulate Project (PC-I) Proposals for ADP scheme(s), and undertake its planning and execution
- Develop MoUs to foster institutional partnerships with academic, research and capacity building institutions
- Develop the knowledge repository of salient documents pertinent to public policy
- Provide capacity building support to P&DD through briefings, trainings, and knowledge dissemination
- Undertake in-house research to offer concrete recommendations pertaining to public sector development
- Develop Terms of Reference for procurement of consultancy services for research studies
- Formulate strategic documents that contribute to public sector development planning
- Coordinate with universities, think tanks and research organizations on relevant research studies being conducted by them
- Assist Director General (P&DD) in other public policy areas, especially for the social sector
- Assist P&DD in all other related matters