

## **PROJECT VACANCY ANNOUNCEMENT**

### **DETAILED PRE-REQUISITE**

| S#   | Position / No. of Vacancies   | Pre-requisite   |
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| <b><u>PROJECT TITLED “SDP (2023-28)”</u></b>   |   |   |
|  | Data Analyst (PPS-8)<br><b>(Max Age 50 Years)</b><br>NAVTTC HQs   | 16 years of education from any recognized university in Statistics or any other relevant<br>At least 07-years post-qualification experience in public / private sector organizations in data analysis, preparation of reporting.  |
|  | <b>Deputy Coordinator-M&amp;C (PPS-8)</b><br><b>(Max Age 45 Years)</b><br>NAVTTC HQs                                  | 16 years of education in Media, Linguistics, Social or Managerial Sciences or any other equivalent qualification from a HEC recognized University.<br>At least 05 years’ experience in creative writing, media briefs, reporting, graphics, research material, narratives for social media posts<br>He /She must have produced publicly acknowledged and conceptually cleared scripts and creative ideas preferably for engaging youth in a socio-politically competitive environment. Hands-on experience in delivering high-profile presentations, social media material on short notice, both in English and Urdu languages is a must.                   |
|  | Software Developer<br>(PPS-7) <b>Vacancies:03,</b><br><b>(Max Age 45 Years)</b><br>NAVTTC HQs or<br>Regional offices. | 16 years of education in Computer Sciences or B.Sc Software Engineering, IT, MIS from a HEC recognized University/Institution.<br>Experience with a donor/NGO/Development sector will be an advantage.<br>At least 02-years post-qualification experience in public / private sector organizations in software development particularly in DOTNET/CORE, ASP.NET / MVC, SQL Server.  |
|  | <b>Assistant Coordinator (G&amp;C)(PPS-7)</b><br><b>(Max Age 50 Years)</b><br>NAVTTC HQs<br>Islamabad.                | 16 Years of education (in any core Engineering fields, social, management or general sciences, Public policy or relevant professions or Project Management or Accounting & Finance).<br>At least 05 years of relevant experience in Education and Training / project management and coordination in Development sector (Project preparation & implementation in TVET sector or a reputed development partner will be a plus)  |
|  | <b>Network Administrator (PPS-7)</b><br><b>(Max Age 45 Years)</b><br>NAVTTC HQs                                       | 16 years of education in Computer Sciences or B.Sc Software Engineering, IT, MIS or any other relevant education from a HEC recognized University/Institution.<br>Experience with a donor/NGO/Development sector will be an advantage.<br>At least 02-years post-qualification experience in public / private sector organizations in network designing, Server Administrations, Cyber Security, Configuration Managements (Version Management).  |
| <b><u>PROJECT TITLED “PMYSD (2023-26)”</u></b> |   |   |
|  | Deputy Coordinator (PPS-08),<br><b>(Max Age 45 Years)</b><br>NAVTTC HQs   | 16 years of education in Media, Linguistics, Social or Managerial Sciences or any other equivalent qualification from a HEC recognized University.<br>At least 05 years experience in creative writing, media briefs, reporting, graphics, research material, narratives for social media posts<br>He /She must have produced publicly acknowledged and conceptually cleared scripts and creative ideas preferably for engaging youth in a socio-politically competitive environment. Hands-on experience in delivering high-profile presentations, social media material on short notice, both in English and Urdu languages is a must.                    |
|  | Assistant Coordinator (Research Specialist) (PPS-8)<br><b>(Max Age 45 Years).</b><br>NAVTTC HQs                       | 16 Years of education (in any core social or management sciences, Public policy, Economics, Sociology, Education, Development Studies, or a related field, Engineering fields or relevant profession or Project Management or Accounting & Finance).<br>At least 05-year post-qualification experience preferably in Development / industrial sector in project planning, development, and execution including project preparation and implementation in general education, technical education, and/or training sector.<br>Experience in TVET sector, Labor market information system, demand and supply analysis of TVET job market will be an advantage. |
|  | Procurement Specialist (PPS-8/PPS-9)  | 16 Years schooling degree (in any core Engineering fields, social sciences or relevant professions or Project Management, Economics or Accounting &   |

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|  | <b>(Max Age 50 Years)</b><br>NAVTTTC HQs Islamabad                                | Finance).<br>At least 10 years of experience of procurement of goods, services for the Trainings / project management in Development sector (Projects in TVET sector or a reputed donor agency will be a plus) – A sound grip in PPRA regulations.   |
|  | Data Analyst (PPS-8)<br><b>(Max Age 50 Years)</b><br>NAVTTTC HQs                  | 16 years of education in Statistics for Data Analyst or any other relevant 16-year of education from a HEC recognized University/Institution including Master's degree in Computer Sciences, Software Engineering, IT, MIS.<br>Proficiency in data analysis tools as Excel, Python, SQL. Familiar with data visualization tools like Tableau, Power BI or similar software's. Strong problem solving skills, ability to derive actionable insights from complex data sets.<br>At least 07-years post-qualification experience in public / private sector organizations in data analysis, representation, preparation of reports etc. |
|  | Legal Advisor (PPS-7)<br><b>(Max Age 50 Years)</b><br>NAVTTTC HQs.                | 16 years of education in Law having strong knowledge of contract law, business law, and relevant regulatory frameworks.<br>At least 10 years' experience in providing legal guidance and support throughout the project lifecycle. The individual having legal expertise with project management skills to ensure that projects are executed in compliance with relevant laws, regulations, and contractual obligations. He / she will also be required to handle day to day legal issues and matters of NAVTTTC regarding Court cases, HR, legal and financial matters within his / her jurisdiction of law.                        |
|  | Program Assistants (PPS-5)<br><b>(Max Age 35 Years)</b><br>NAVTTTC HQs Islamabad. | 16 Years education in any relevant field, core Engineering fields, Management or Social sciences or relevant profession of CS / SE / IT or Project Management or Accounting & Finance or Public Policy).<br>At least 03-years professional experience, preferably in development sector with good communication skills in English language and knowledge of the relevant profession  |