



Ministry of Federal Education & Professional Training
National Vocational and Technical Training Commission (NAVTTCC)

PROJECT VACANCY ANNOUNCEMENT

National Vocational & Technical Training Commission (NAVTTCC), under Ministry of Federal Education and Professional Training is responsible for National Policies, Plans, Strategies & Qualifications Framework for TVET Skills sector, Designing & Implementing skill training programs to bridge demand-supply gap, Conducting Accreditation, Registration, Certification, Developing skill standards & curricula, Strengthening TVET sector through public-private partnership & Industrial Engagements and Maintaining databanks of skilled youth for their placement in industry. NAVTTCC is producing skilled work force, with employment opportunities, thereby enhancing national productivity, as well as increasing manpower export abroad to earn precious foreign exchange. Applications are invited from suitable candidates for **Test/ Interview** under titled “SDP” (NAVTTCC) project, as per detail given below:

Positions	01 – Deputy Program Coordinator Planning, Monitoring, Reporting & Evaluation PPS-09
Pay Package	Salary package as prescribed under the latest Finance Division’s Office Memorandum for Standard Pay package for Project staff directly recruited for Development Projects funded from PSDP (or will be replaced with any other notification issued on the subject matter later-on) OR on deputation basis against standard terms and conditions.
Minimum qualification	16 Years of education (in any core Engineering fields, social or management sciences, Public policy or relevant professions or Project Management or Accounting & Finance).
Experience	At least 10 years of experience in Training / project management and coordination in Development sector (Project preparation & implementation in TVET sector or a reputed development partner will be a plus).
Tenure	Temporary posts on contract basis (for project duration only). Performance based 06 months renewal policy will be followed till the completion of the project period.
Maximum Age	Maximum 50 Years.
Place of Posting	NAVTTCC HQs, Islamabad.
Job Descriptions	<p>To coordinate / liaison for planning of the program & its effective implementation / execution.</p> <p>To successfully manage, implement and monitor the program.</p> <p>To ensure timely appraisal, documentation and weekly reporting of development project / schemes, as per policy guidelines.</p> <p>To follow/propose updates/ draft PC-I(s) and concept notes and briefs, in consultation and coordination of stakeholders in line with NAVTTCC HQs mandate, National Skills Strategy and National TVET Policy.</p> <p>Review existing training Schemes / Proposals and suggest ways & means for effective implementation of the project / scheme.</p> <p>To coordinate with all concerned stakeholders and Regional Offices.</p> <p>Task & Functions of other inter-related skill development projects of same nature.</p> <p>Timely submission of progress reports to authority.</p> <p>Task & Functions of other inter-related skill development projects or projects of same nature conceived by NAVTTCC.</p> <p>Preparation of Monthly, Quarterly, Mid-term and completion reports of the program.</p> <p>Prepare weekly, monthly and yearly progress reports.</p> <p>Effective advocacy, communication, media material, success stories for NAVTTCC activities and TVET sector.</p> <p>Other tasks and functions assigned time to time by the authorities.</p>

How to Apply:

- Interested candidates fulfilling the above criteria may apply through National Employment Exchange Tool (NEXT) at www.jobs.gov.pk, within 15 days of the date of publication of this advertisement.
- Candidates are required to bring duly filled application form (available at NAVTTCC website) with detailed CV, Original Documents & one set of attested academic and experience credentials, copy of CNIC and two passport size photographs.
- Incomplete application submitted by hand or received after the closing date **WILL NOT BE ENTERTAINED**. Only eligible / shortlisted candidates will be informed for Test/interview/ through E-mail/WhatsApp.

Note:

- The applicants who provide fake/forged documents or attempt to influence the recruitment process shall stand disqualified.
- NAVTTCC reserves the right to cancel the position at any stage without any reason.
- No TA/DA will be admissible.

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