

Punjab Population Innovation Fund (PPIF) is a non-profit, public-sector company, established to render financial and technical assistance to innovative projects for population planning and improving access and generating demand for family planning services. A sustainable growth in population is essential for equitable and inclusive economic growth and social development.

**PPIF invites job applications of suitable candidate for the following vacant position for its one of foreign funded project(s):**

JOB TITLE	QUALIFICATION & EXPERIENCE	
<h2>ADMIN &amp; HR ASSOCIATE</h2>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>16 Years of Education / BS Human Resource Management / BS Business Administration or equivalent from HEC recognized Institution.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 01 year of experience in relevant field.</li> </ul> <p><b>Age Limit:</b></p> <ul style="list-style-type: none"> <li>Not more than <b>40 years</b> on the last date of receipt of the applications.</li> </ul> <p><b>Project Duration:</b></p> <ul style="list-style-type: none"> <li>Duration of service Contract will be 36 months / Completion of the project / Requirement of the projects + based on performance during project.</li> </ul>	<p><b>Knowledge, skills &amp; abilities:</b></p> <ul style="list-style-type: none"> <li>Knowledge of public sector policies and procedures related to HR management, including recruitment, performance management, and employee relations.</li> <li>Ability to analyze HR &amp; Admin data and metrics to identify trends, issues, and opportunities for improvement.</li> <li>Excellent organizational and time management skills to handle multiple tasks and priorities effectively.</li> <li>Strong interpersonal, communication, follow-up, problem solving and creative thinking skills.</li> <li>Ability to effectively lead and manage HR teams, fostering a collaborative and high-performance work environment.</li> </ul> <p><b>Required Documents:</b></p> <ul style="list-style-type: none"> <li>Duly filled and signed Job Application Form (Download from PPIF website)</li> <li>02 Pictures</li> <li>Updated CV</li> <li>Attested Photo Copies of CNIC, All Educational Certificates and Experience Certificates at following postal address not later than <b>May 03<sup>th</sup>, 2024 (Friday)</b>.</li> </ul>

**Instructions:** Please consider that the job requires field travelling. The above-mentioned position is **Lahore / Relevant Districts based**. PPIF reserves the right to increase or decrease number of positions, abolish any of above position, cancel the advertisement, or withhold the recruitment process without assigning any reason. PPIF is an equal opportunity employer. Anybody who influence the selection process by any means shall be disqualified. In case large number of applications qualifying eligibility criteria of the position, PPIF reserves the right to take Assessment Test for the shortlisting in the recruitment process before or after an interview. No TA/DA will be admissible for any interview/ assessment test.

### How To Apply:

Please send the duly Filled and signed Job Application Form (Downloaded from PPIF Website), Updated CV, 2 Pictures, **Attested Photocopies** of (1) CNIC, (2) All Educational Certificates and (3) Experience Certificates at following postal address not later than **May 03<sup>th</sup>, 2024 (Friday)**.

Incomplete Job Applications or Applications received after close office hours i.e., **05:00 pm** on the afore-stated submission date shall not be entertained. **Please mention the Title of position and project on the envelop. Hard-Form Job Applications is mandatory** but also apply at [careers@ppif.org.pk](mailto:careers@ppif.org.pk) and *For More Details of the Positions Please visit [www.ppif.org.pk/career](http://www.ppif.org.pk/career)*

**(Manager Human Resources)**

Punjab Population Innovation Fund (PPIF)

125 - Abu Bakar Block, New Garden Town, Lahore.

For more details, (KPI, JD, Age, Skills sets Duration of the project) please visit [www.ppif.org.pk/career](http://www.ppif.org.pk/career)

**Tel: (042) 99231190-3**