

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>ASSISTANT MANAGER ADMIN & HR</h2>	<p>Qualification:</p> <ul style="list-style-type: none"> Master in Human Resource Management / MBA in Human Resources / Master in Psychology or Related Fields from HEC recognized institution. <p>Experience:</p> <ul style="list-style-type: none"> Minimum (03) Three years of experience in relevant field. <p>Age Limit:</p> <ul style="list-style-type: none"> Not more than 45 years on the last date of receipt of the applications. <p>Project Duration:</p> <ul style="list-style-type: none"> Duration of service Contract will be 31 December 2026 / Completion of the project / Requirement of the projects + based on performance during project. <p>Added Advantage:</p> <ul style="list-style-type: none"> Experience in Family Planning will be an advantage. 	<p>Knowledge, skills & abilities:</p> <ul style="list-style-type: none"> Knowledge of public sector policies and procedures related to HR management, including recruitment, performance management, and employee relations. Ability to analyze HR & Admin data and metrics to identify trends, issues, and opportunities for improvement. Excellent organizational and time management skills to handle multiple tasks and priorities effectively. Strong interpersonal, communication, follow-up, problem solving and creative thinking skills. Ability to effectively lead and manage HR teams, fostering a collaborative and high-performance work environment. <p>Required Documents:</p> <ul style="list-style-type: none"> Duly filled and signed Job Application Form (Download from PPIF website) 02 Pictures Updated CV Attested Photo Copies of CNIC, All Educational Certificates and Experience Certificates at following postal address not later than August 09th, 2024 (Friday).

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. Incase 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 **August 09th, 2024 (Friday)**. **All those applications / applicants who have applied earlier reference to PPIF job advertisement IPL No. 3113 dated 13th April,2024 does not need to apply again and their previous applications will be consider while shortling.** 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 project and position on the envelope. If you wish to apply for multiple positions, please send individual applications for each in individual envelop.** We will not entertain applications submitted by hand; only those applications sent through courier will be considered.

(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

Tel: (042) 99231190-3