

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 GRANT</h2>	<p>Qualification:</p> <ul style="list-style-type: none"> Minimum 16 years of Education in Social Science or Equivalent from HEC recognized national or international institution. <p>Experience:</p> <ul style="list-style-type: none"> Minimum (02) Two years' 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 25 months / Completion of the project / Requirement of the projects + based on performance during project. 	<p>Knowledge, skills & abilities:</p> <ul style="list-style-type: none"> Understanding of grant funding processes and regulations in the public/social sector. Excellent written and verbal communication skills for preparing grant proposals and reports. Project management skills to oversee grant-funded initiatives from planning to implementation. Strong problem-solving skills to address challenges during the grant lifecycle. Commitment to transparency, accountability, and ethical conduct in grant management. Effective relation building capability in order to maintain good relation with all departments and its staff and donors. <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 December 23th, 2024 (Monday).

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. A candidate who meets the minimum qualifying marks but fails to meet the detailed criteria in the job advertisement will be considered ineligible for shortlisting and disqualified from the recruitment process. 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 **December 23th, 2024 (Monday)**.

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. We will not entertain applications submitted by hand; only those applications sent through courier will be considered.** *For More Details of the Positions Please visit 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

Tel: (042) 99231190-3