



## SINDH HUMAN CAPITAL INVESTMENT: 1000 DAYS INTEGRATED HEALTH AND POPULATION PROGRAM

### HEALTH DEPARTMENT, GOVERNMENT OF SINDH

## CAREER OPPORTUNITIES



### SINDH HUMAN CAPITAL INVESTMENT: 1000 DAYS INTEGRATED HEALTH AND POPULATION PROGRAM

The Health Department invites applications from qualified candidates having domicile in Sindh Province for the contract position / by Transfer in the Program Management Unit at Sindh Human Capital Investment: 1000 Days Integrated Health & Population Program. The required academic qualifications, experience, and other requirements for the positions are as under:

SR. NO.	NAME OF THE POSITION	EDUCATION & EXPERIENCE REQUIRED		
01	Financial Management Specialist.  Upper Age Limit: 50 Years	<b>Age Limit: 50 Years</b> <b>Academic Qualification:</b> Postgraduate degree in Commerce or Finance, MBA (Finance), from any HEC recognized institution or CA/ACCA. <b>OR</b> By transfer from amongst officers of Federal / Provincial Government having minimum 07 years of working experience in Financial Management, Audit and Accounts through a competitive process. <b>Job Experience:</b> <ul style="list-style-type: none"> <li>Should have at least 05 years' post-qualification experience in public/private, preferably, the financial sector.</li> <li>Experience in payroll processing through software will be an added advantage.</li> <li>Candidates with experience in community-driven development will be preferred.</li> <li>Familiarity with international financial reporting standards specifically Cash Basis IPSAS will be an added advantage.</li> <li>Excellent command of MS Office and relevant Accounting Software.</li> </ul>	04	<b>Procurement Assistant</b>  <b>Maximum Age: 45 Years</b>  <b>Age Limit: 45 Years</b> <b>Academic Qualification:</b> Sixteen years of education from a recognized university in supply chain Management, Procurement, Business, Economics, or commerce or a related field. <b>Job Experience:</b> <ul style="list-style-type: none"> <li>Post qualification experience of 3 years in procurement, supply chain management, or related administrative roles, preferably within a donor-funded project or public health sector.</li> <li>Basic knowledge of procurement processes, policies, and best practices, particularly in donor-funded projects (e.g. World Bank, ISDB).</li> </ul>
02	Procurement Specialist  Upper age limit: 50 years	<b>Age Limit: 50 Years</b> A postgraduate degree from HEC recognized University in Supply Chain Management, Procurement, Business, Economics or Commerce or related field from HEC recognized institution. <b>Job Experience:</b> <ul style="list-style-type: none"> <li>Possesses relevant post qualification experience of 05 years or more working in World Bank funded or other donors' comparable projects.</li> <li>Specific exposure to procurement of goods, IT &amp; Consultant Services will be an added advantage.</li> </ul>	05	<b>Environment Officer</b>  <b>Maximum Age: 45 Years</b>  <b>Age Limit: 45 Years</b> <b>Academic Qualification:</b> Masters degree in Environmental Engineering/Environmental Science or a related field from a HEC recognized university. <b>Job Experience:</b> <ul style="list-style-type: none"> <li>Minimum 3 years of experience after acquiring the required qualification in managing environmental and health &amp; safety risks and impacts of the projects involving civil works preferably in international donor funded programs.</li> <li>Sound knowledge of local laws/policies on environmental management, the world bank EHS Guidelines and Environment and social Management Framework (ESMF).</li> <li>Strong oral and written communication skills.</li> <li>Demonstrate computer skills</li> </ul>
03	Communication and Media Specialist  Upper Age Limit: 50 Years	<b>Age Limit: 50 Years</b> <b>Academic Qualification:</b> Postgraduate degree in communications, marketing, journalism, public relations, or a related field from HEC recognized institution. <b>Job Experience:</b> <ul style="list-style-type: none"> <li>Minimum of 5 years of experience in media relations, communications, or public relations, preferably in development sector.</li> <li>Proven experience in developing and implementing communication strategies for large-scale programs.</li> <li>Strong understanding of social media platforms, digital marketing, and content creation.</li> <li>Excellent writing and editing skills, with the ability to produce high-quality content for diverse audiences.</li> <li>Experience working with the media, including organizing press briefings, handling media inquiries, and building relationships with journalists.</li> </ul>	06	<b>Office Assistant</b>  <b>Maximum Age: 45 Years</b>  <b>Age Limit: 45 Years</b> <b>Academic Qualification:</b> Sixteen years of education from HEC recognized university in computer science, IT, BBA, Public Health, a related field. <b>Job Experience:</b> <ul style="list-style-type: none"> <li>At least 2 years of relevant experience in program support, preferably in the health and development sector.</li> <li>Proficiency in Microsoft Office applications (Word, Excell, PowerPoint).</li> <li>Proficiency in handling administrative duties.</li> </ul>

- Interested eligible candidates are advised to submit their applications along with a detailed CV, attested copies of qualification, experience certificates, CNIC, DORE/PPR/PRC along other required documents at the address below within 07 days of publication of the advertisement.
- Only shortlisted candidates will be contacted for a test and/or interview.
- Bring your original HEC verified documents at the interview.
- TA/DA will not be admissible to the candidates appearing for interview.
- Those already in Government service may apply through the proper channel.
- The contract employees will be hired on a contract basis / by transfer, which will be extended subject to satisfactory performance.
- Applicants applying for multiple positions are required to apply separately for each position.
- Applicant must mention the position in CAPITAL letters on the top right side of the envelope.

Admin Officer (SIHPP)  
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