



VACANT POSITIONS

Applications are invited for below mentioned posts on the contract basis for the period of one year.

Post	No. of Posts	Age	Place of Posting	Qualification and Experience
Finance Manager	(01)	Minimum 25 Years & Maximum 50 Years	PPFL Office Lahore	<ul style="list-style-type: none"> Minimum 16 Years of Education / Master's degree MBA / M. Com specialized in Finance/ Financial Management/ Accounting/ Economics/ Business Administration from a reputed HEC recognized University / Institutions or Foreign University. Professional certifications such as CFA or CA or ACMA or ACCA will be preferred. Post Qualification, minimum of 5-7 years of relevant experience in financial management, accounting, or investment management, preferably in the NGO/ NPO or charitable sector. Demonstrated experience in fund management, budgeting, financial planning, and investment analysis. Experience in preparing and managing financial audits and regulatory compliance, e-filing and taxation. Must possess strong analytical as well as Effective Communication & Strong Computer skills.
Marketing/ Sales Executive	(04)	Minimum 22 Years & Maximum 30 Years	Any District in the Punjab	<ul style="list-style-type: none"> Bachelor's Degree 14-16 years of education in Marketing/ Business Administration (BBA)/ Commerce/ Economics OR any relevant field from a reputed HEC recognized University / Institutions or Foreign University. Minimum 2-3 years of proven experience in Sales & marketing of FMCG, handicrafts, textiles or retail products Market development, corporate client handling, distributor management, Conducting promotional campaigns and market surveys Experience in government, NGO, or social enterprise projects is preferable. Strong communication & negotiation skills Ability to meet sales targets & Market research capability and customer engagement skills Proficiency in MS Office and digital/social media marketing Willingness to travel for market surveys and sales activities Performance sales-based commission, subject to verification of sales records, no commission applicable on credit sales until amounts are fully recovered.
PCO System Operators (Male)	(17)	Minimum 18 Years & Maximum 30 years	DJ Kohat (02) DJ TT Singh (02) CJ Bahawalpur (01) Rawalpindi (01) CJ Sahiwal (01) DJ Lahore (01) DJ Sheikhpura (01) DJ Jhang (01) DJ Gujrat (01) DJ Jhelum (01) DJ Vehari (01) DJ Okara (01) DJ Bahawalnagar (01) DJ Layyah (01) HSP Mianwali (01)	<ul style="list-style-type: none"> Intermediate or equivalent qualification from a recognized board. Candidates possessing a Diploma or Certificate in Networking, MS Office, or basic computer skills will be preferred. A test of computer applications (including MS Office, database management, networking, hardware and software concepts, etc.) will be conducted, along with a typing test requiring a minimum speed of 25 W.P.M.

• Punjab Prisons Foundation Lahore is a Private Organization. • Salary package is on fixed lumpsum pay. • All posts will be recruited purely on contract basis for the period of one year. • Candidate have no right to claim regularization of their services. • The selected candidates will have to serve anywhere in the Punjab jails or as the Competent Authority decide. • Candidates must be domiciled in Punjab. • In case a candidate wishes to apply for more than one post, he/she must submit separate application for each post. • Candidates shall submit duly filled Application form (which is available on https://prisons.punjab.gov.pk/all_jobs), along with attested copies of CNIC, domicile, (educational & experience) certificates and two recent passport size photographs, directly to the Secretary General Punjab Prisons Foundation Lahore through courier on the address mentioned below. • Incomplete applications or applications received after close of office hours on the last date for submission of application will not be entertained. Application complete in all respects should reach till **31.12.2025**. • In case large number of Candidates qualify scrutiny test Punjab Prisons Foundation Lahore reserves the right to decide upon any threshold marks / ratio of candidates vis-à-vis post for interview. • Only shortlisted candidates shall be called for test & interview. • No TA / DA will be admissible for appearing in test/interview. • Department has the right to accept / reject or cancel any application or recruitment process without giving any reason. • No. of vacancies can be increased or decreased at any time without any notice. • **NOTE:** - The Candidates shall specifically mention the post and location against which the application is submitted.

• یہ کاروباری ملازمت نہیں ہے۔ • تمام امیدواروں پر ایک سال کی مدت کے لیے نامزدگی کے تحت کیے جانے کی۔ • امیدواروں کو اپنی ملازمت کو ریگولر کاروباری کرنے کا کوئی حق نہیں ہے۔

SECRETARY GENERAL

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