



# VACANCY ANNOUNCEMENT



A public sector organization intends to hire services of the individual consultants, against the work, qualifications and experience as mentioned on contract basis.

Sr#	Name of Post	No. of Posts	Eligibility Criteria
1	<b>Deputy Project Director (PPS-09)</b>	1	<ul style="list-style-type: none"><li>• Master Degree or BS (04 Years) in Social Sciences, Public policy, Economics or Humanities.</li><li>• At least 12 years of experience in the field of project planning, designing and implementation/management. Candidate familiar with the project planning/ implementation of Donors' funded projects will be preferred.</li></ul>
2	<b>IT/MIS Specialist (PPS-09)</b>	1	<ul style="list-style-type: none"><li>• Master's degree or BS (04 Years) in Computer Sciences, MIS, Computer Engineering, IT or relevant discipline from reputable national or foreign institution. A certificate/ diploma in MIS/IT from reputable local or foreign Institution will be accorded due weight-age.</li><li>• Should have at least 12 years' experience in MIS/IT/Data Management Field with the Public / private projects.</li></ul>
3	<b>Deputy Director (Administration &amp; Coordination) (PPS-08)</b>	1	<ul style="list-style-type: none"><li>• Master's degree or BS (04 Years) in Social Sciences, Public Administration, Business Administration, Public Policy or Humanities or Project management.</li><li>• 05 years' experience in administration &amp; Coordination in Government /Semi-Government/ Autonomous body/ Public/ Private/ UN-Agencies/ International organizations/ Financial institutions after acquiring stipulated qualification. Knowledge in and about World Bank/UN funded projects would be given preference.</li></ul>

## **APPLICATION INSTRUCTIONS**

1. The hiring/recruitment will be made strictly on merit basis in accordance with the selection criteria.
2. The place of duty will be Islamabad with the frequent visits to the Provinces.
3. The positions are to be filled in on contract basis.
4. Only short-listed candidates will be called for test/interview.
5. No TA/DA shall be admissible for appearing in the test/interview.
6. The organization reserves the right to withdraw/cancel/delay the vacancies or reject any application at any stage without assigning any reasons.
7. **Women and minorities are highly encouraged to apply. This office has zero-tolerance policy for gender discrimination and strong anti-sexual harassment policy at the workplace.**
8. **We promote conducive workplace environment i.e. flexible working hours, assistance with transportation, day care facility etc for females and people with disabilities.**
9. **The organization offer equal pay for equal work and adhere the transparent pay practices, provide paid parental leave and support childcare at work place.**
10. The organization believe in on-job trainings to optimize efficient performance and implement regular capacity programs to enhance the technical and managerial skills of the staff, where all staff are provided equal opportunities.
11. The application along with updated CV, attested copies of CNIC, educational documents and experience certificates in hard form should reach to **Project Director (SIRA), House # 274, Main Double Road, E-11/1, Islamabad** within seven (07) days of the advertisement.
12. Post applied for shall be clearly written on the top right of the envelope.
13. Late and incomplete applications will not be entertained.

PID (I) 8952/24

**Islamic Republic of Pakistan**  
**Ministry of KA, GB & SAFRON**  
**Strengthening Institutions for Refugee Administration Project**  
**Terms of Reference for the hiring of a Deputy Project Director**

**Background**

Pakistan has had a protracted refugee situation since 1979, hosting more than three million Afghans at its peak. Pakistan is currently hosting 1.435 million Afghan refugees, of which nearly half are women. This is in addition to 0.84 million Afghan Citizen Card Holders and more than 0.5 million undocumented Afghans.

The Government of Pakistan (GoP), jointly with UNHCR, has been successfully facilitating the voluntary repatriation of Afghan refugees. Although the repatriating figures are going down from 6220 in 2019 to 1125 in 2020, the process is still offered to interested refugees. In 2018, the GoP on its own resources completed the documentation of about 840,000 undocumented Afghans, and issued Afghan Citizen Cards in Pakistan. The GoP has also streamlined Border Management at Torkham to better regulate cross border movements between Afghanistan and Pakistan.

The GoP has recently signed a Financing agreement with World Bank on a project titled, “**Strengthening Institutions for Refugee Administration**”. The objective of this project is to improve organizational and institutional capacity for managing refugees and host communities in Pakistan.

Ministry of KA, GB & SAFRON through Chief Commissionerate for Afghan Refugees (CCAR) plans to hire a Deputy Project Director to oversee the following activities during project implementation

**Key Tasks**

The Deputy Project Director will, among others, be responsible for the following tasks:

- I. Manage the day-to-day implementation of the project by supervising Operations Support Unit (OSU) established by Ministry of KA, GB & SAFRON through Chief Commissionerate for Afghan Refugees.
- II. Responsible for all activities as assigned by Project Director pertaining to implementation of the Project and carry out coordination with OSU, Chief Commissionerate of Afghan Refugees (CCAR), Commissionerate for Afghan Refugees (CARs) and Ministry of SAFRON
- III. Assist Project Director in Project Planning, Procurement and Contract Management and Financial Management in consultation with respective OSU Specialists as per project design and provisions as indicated in the Project PC-I and Project Appraisal Document (PAD).
- IV. Supervise and coordinate activities of OSU Individual Specialists/staff members and any other consultants/consultancies recruited under the project.
- V. Act as authorized co-signatory for operation of designated Project Account of IBRD Credit and assignment Account.
- VI. Prepare and issue monthly implementation reports and participate in project related

- meetings / briefings / presentations etc. at Provincial and Federal level.
- VII. Responsible for project administration as well as overall Human Resource Management
- VIII. Responsible to work with project staff to explain links to outcome and work more closely with external partners for achieving outcomes.
- IX. Ensure the work is properly scheduled across components and convene project team meetings to review progress towards the agreed milestones and indicators.
- X. Provides support, as needed, to project management staff with programmatic and administrative tasks.
- XI. Effectively and accurately communicate relevant project information to the project team.

**Qualification**

- I. Master Degree or BS (04 Years) in Social Sciences, Public policy, Economics or Humanities.
- II. At least 12 years of experience in the field of project planning, designing and implementation/management. Candidate familiar with the project planning/implementation of Donors' funded projects will be preferred.
- III. Substantive knowledge of project monitoring and evaluation and extensive experience in their application for the long-term donors' funded project.
- IV. Ability to research and gather information from a variety of external and internal sources.
- V. Written and oral fluency in English is required.
- VI. Strong analytical skills with the ability to collect, organize, and disseminate information with attention to detail and accuracy
- VII. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point)).

**Reporting**

The Deputy Project Director will report to the Project Director (OSU) at Chief Commissionerate for Afghan Refugees.

**Selection Process:**

Will be selected on a competitive basis in accordance with the process stipulated in accordance with World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" July 2016 (Revised November 2017 & August 2018 and November 2020).

**Islamic Republic of Pakistan**  
**Ministry of KA, GB & SAFRON**  
**Chief Commissionerate for Afghan Refugees**  
**Strengthening Institutions for Refugee Administration Project**  
**Terms of Reference for the hiring of an IT/MIS/Complaint Handling Mechanism Specialist**

**Background**

Pakistan has had a protracted refugee situation since 1979, hosting more than three million Afghans at its peak. Pakistan is currently hosting 1.435 million Afghan refugees, of which nearly half are women. This is in addition to 0.84 million Afghan Citizen Card Holders and more than 0.5 million undocumented Afghans.

The Government of Pakistan (GoP), jointly with UNHCR, has been successfully facilitating the voluntary repatriation of Afghan refugees. Although the repatriating figures are going down from 6220 in 2019 to 1125 in 2020, the process is still offered to interested refugees. In 2018, the GoP on its own resources completed the documentation of about 840,000 undocumented Afghans, and issued Afghan Citizen Cards in Pakistan. The GoP has also streamlined Border Management at Torkham to better regulate cross border movements between Afghanistan and Pakistan.

The GoP has recently signed a Financing agreement with World Bank on a project titled, “**Strengthening Institutions for Refugee Administration**”. The objective of this project is to improve organizational and institutional capacity for managing refugees and host communities in Pakistan.

Ministry of KA, GB & SAFRON through Chief Commissionerate for Afghan Refugees (CCAR) plans to hire an IT/MIS/CHM Specialist to oversee the following related activities during project implementation.

**Key Tasks**

The IT/MIS/CHM Specialist will be responsible for, but not limited to the following tasks:

- I. Contribute to the implementation of the Action Plan by providing support to IT/MIS/CHM system and build an IT Data Security Infrastructure of the Project; in accordance with the World Bank’s and Government’s stipulated guidelines (as applicable).
- II. Establish and help manage a functional IT/MIS/CHM system for the project including mechanisms to integrate data between the CCAR and CARs
- III. Establish a protocol for communicating on the policy/design information sharing plans
- IV. Ensure compliance to standards on protection of personal data
- V. Assist in the establishment, harmonization and improvement of IT/MIS/CHM policies and procedures, consistent with effective project management.
- VI. Develop IT/MIS/CHM manuals and guidelines and identify administrators
- VII. Coordinate and communicate with all stakeholders, external consultants and field staff where appropriate.
- VIII. Manage the relevant Dashboard
- IX. Monitor day-to-day progress of project activities, DLIs and results indicators related to Information and Communication Technology, analyze issues and recommend measures to help achieve these results. Develop technology frameworks/tools to assist in data collection

- as well as program and impact assessments. Collect and analyze, data sets
- X. Create, generate and review reports in timely and accurate manner;
  - XI. Provide technical support to ensure that hardware and software systems are fully functional
  - XII. Prepare periodic data analysis reports for Program management.
  - XIII. Consolidate database with (selected) findings from other reliable surveys and third party
  - XIV. Plan and conduct trainings regularly to relevant staff on IT/MIS/CHM operations and maintenance in the field office as well as Headquarter.
  - XV. Monitor and update potential risks and the effectiveness of mitigation measures in the IT/MIS/CHM system.
  - XVI. Participate in intensive capacity building to ensure capacity to fulfill requirements.
  - XVII. Ensure that all activities related to effective CHM functioning and grievance/complaint flow and handle responsibilities for the refugees, host communities.
  - XVIII. Assist in the reform of CHM system based on the GOP's strategy, working closely with the World Bank and other development partners and applying lessons learned from various experiences.
  - XIX. Train relevant staff on IT/MIS/CHM and relevant procedures.
  - XX. Ensure that all complaints are handled and resolved under administrative control of Ministry of SAFRON.
  - XXI. Any other related task assigned by the Deputy Project Director.

### **Qualification**

The successful candidate will have the following minimum qualifications.

Master's degree or BS (04 Years) in Computer Sciences, MIS, Computer Engineering, IT or relevant discipline from reputable national or foreign institution. A certificate/diploma in MIS/IT from reputable local or foreign Institution will be accorded due weight-age.

- Should have at least 12 years' experience in MIS/IT/Data Management Field with the Public / private projects.
- Proven ability to work in a collaborative, team environment.
- Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).

Well versed with database (selected) findings from other reliable surveys and third party.

### **Selection Process:**

Will be selected on a competitive basis in accordance with the process stipulated in accordance with World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" July 2016 (Revised November 2017 & August 2018 and November 2020).

**Islamic Republic of Pakistan**  
**Ministry of KA, GB & SAFRON**  
**Chief Commissionerate for Afghan Refugees**  
**Strengthening Institutions for Refugee Administration Project**  
**Terms of Reference for hiring Deputy Director (Administration & Coordination)**

**Background**

The GoP has recently signed a Financing agreement with World Bank on a project titled, “**Strengthening Institutions for Refugee Administration**”. The objective of this project is to improve organizational and institutional capacity for managing refugees and host communities in Pakistan.

M/o SAFRON through Chief Commissionerate for Afghan Refugees plans to hire a **Deputy Director Administration & Coordination** to oversee several related activities during project implementation.

**Key Tasks**

The **Deputy Director (Admn & Coord)** will, among others, be responsible for the following tasks:

**Administration**

- I. Acts as resource person for the Deputy Project Director SIRA’s project on the functional matters related to the administration i.e. inventory management, logistics, transport, security and maintenance of the office as well as renewal of agreement.
- II. Develop, supervises and monitor the mechanism of inventory control management and the mobility of all assets of SIRA’s Project.
- III. Ensure that the logistics and transport are appropriately managed and SOPs are in place and implemented.
- IV. Develop, supervise and monitor the system for efficient transportation and logistics arrangements for the staff of the Project.
- V. Responsible to plan and implement proactive and vigilant security measures for all the premises of the building hired for project.
- VI. Issue periodic notifications pertaining to general routine administration of the office.
- VII. Propose and develop contemporary processes for efficient delivery of the day to day endeavors.
- VIII. Draft financial budget in coordination with financial management specialist of SIRA Project for the expenditure to be incurred by the administration department on periodic basis.
- IX. Coordinate with various section of the project unit and execute tasks as assigned.
- X. Keep records of all agreements, registration papers and delivery of procurement items.
- XI. Coordinate with staff on attendance and keep record of leave applications and leave availed.
- XII. Coordinate with relevant staff on convening meetings/seminars/workshops/training and make necessary arrangements for multi-media presentations.

- XIII. Keep records of all matters pertaining to the administration issued by Government of Pakistan time to time.

### **Coordination**

- I. To coordinate with various stakeholders on Project SIRA's project implementation
- II. To Correspond and coordinate with members of different stakeholders i.e: Ministry of Foreign Affairs, Ministry of Interior, Ministry of Finance, Ministry of SAFRON, Ministry of Economic Affairs, FBR, Passport and Immigration Department, FIA, World Bank, UN Agencies and international NGOs including provincial Ministries and departments as required on SIRA's project matters.
- III. To convene various Committees meeting as per direction of the Project Director/Deputy Project Director of SIRA's project.
- IV. To Coordinate and facilitate all stakeholders including Provincial Commissionerates for Afghan Refugees to collect Agenda Items/Working Papers for any Committee meeting/in-house meetings.
- V. To seek various committees' meetings approval through the process of circulation on urgent matters.
- VI. To maintain and update all confidential record /relevant record of SIRA's Project matters.
- VII. To prepare Meeting agenda in consultation with the Management, and coordinate and attend Meetings.
- VIII. To draft, finalize, maintain and circulate record of the various committees Meeting/in-house meeting Minutes.
- IX. Communicate decisions to concerned management wings and get updates on actions required to be taken by the concerned management wings.
- X. Act as focal person to coordinate any committee related events.
- XI. To coordinate with stakeholders on Workshops, seminars and training and facilitate.
- XII. Serve as a vital link between the Project Management team and stakeholders.
- XIII. To inform members of committees and staff of Project of their responsibilities.
- XIV. To work as a facilitator on dispute resolution among stakeholders and staff members.
- XV. To ensure Project implementation procedures are followed, regularly reviewed and provide guidance to Project Director and Deputy Project Director and committees' members on their responsibilities as per TORs.
- XVI. Provide advice to the management on such matters which may require dealing with various committees/stakeholders.
- XVII. To ensure that best governance practices are adopted and implemented.
- XVIII. To ensure that all relevant regulations in respect of project management are complied with.
- XIX. To ensure that requisite trainings are offered to the stakeholders, committees members as well as staff members to improve the quality of the project implementation.
- XX. Execute such other works as required by the Project Director/Deputy Project Director/Coordinator SIRA's Project.
- XXI. To coordinate on preparation and revision of various ToRs as needed time to time.

## **Qualification**

The successful candidate will possess the following minimum qualifications:

- i. Master's degree or BS (04 Years) in Social Sciences, Public Administration, Business Administration, Public Policy or Humanities or Project management.
- ii. 05 years' experience in administration & Coordination in Government /Semi-Government/ Autonomous body/ Public/ Private/ UN-Agencies/ International organizations/ Financial institutions after acquiring stipulated qualification. Knowledge in and about World Bank/UNfunded projects would be given preference.
- iii. should possess strong communication skills and persuasiveness in presenting, negotiating and resolving highly complex issues; both vocally and in writing.
- iv. High proficiency in spoken and written English
- v. High proficiency in MS Office (Word, Excel, Access, PowerPoint, MS Project, etc.) and excellent web navigation skills.
- vi. Hands-on experience in running project and dissemination of information.
- vii. Ability to collaborate effectively with diverse stakeholders and ability to work both in a team

## **Reporting**

The Deputy **Director (Admn & Coord)** will report to the Project Coordinator/Dy. Project Director SIRA Project.

## **Selection Process:**

Will be selected on a competitive basis in accordance with the process stipulated in accordance with World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" July 2016 (Revised November 2017 & August 2018 and November 2020).