



## **HIRING OF STAFF**

The Government of Punjab through the Government of Pakistan in collaboration with World Bank is implementing Punjab Clean Air Program (PCAP). The PCAP Program is a comprehensive initiative aimed at reducing emissions and improving air quality, thereby enhancing public health, and contributing to sustainable transport infrastructure. The overall Program Development Objective (PDO) is to strengthen air quality management and reduce population weighted PM 2.5 annual average exposure in Lahore Division.

Program Implementation Unit (PIU), PCAP, Transport & Mass Transit Department (T&MD), Govt. of Punjab now invites applications from the suitable candidates having relevant experience/ qualification for the following project staff positions:

Sr. No	Post	Qualification and Experience Required:	No. of Post
1	Research Analyst-Procurement	<ul style="list-style-type: none"> <li>• Bachelor's (16 years) or Master's degree in a relevant field (e.g., Engineering in Transport / Auto Mobile / Industrial / Mechanical / Electrical / Automotive Engineering, Urban Planning, Environmental Science, Social Sciences, Statistics, Mathematics, Finance, Economics, Business Administration, Communications, IT etc.), depending on the area of expertise from HEC recognized university.</li> <li>• Additional certifications or training in relevant field will be an advantage.</li> <li>• Minimum of 02 years of experience in relevant field i.e. research, data analysis, or project support, procurement, contracts etc. preferably in government, private or donor-funded projects.</li> <li>• Experience in the specific area of expertise (e.g., transport, Procurement, finance, etc.) will be preferred.</li> <li>• Strong research, analytical, and data interpretation skills.</li> <li>• Proficiency in data analysis tools (e.g., Excel, SPSS, STATA) and research methodologies (where necessary).</li> <li>• Excellent written and verbal communication skills for report preparation and presentations.</li> </ul>	05
2	I.T. Assistant	<ul style="list-style-type: none"> <li>• Bachelor's (16 years) or Master's degree in Computer Science from HEC recognized university.</li> <li>• Minimum of 02 years of experience in relevant field.</li> <li>• Strong research, analytical, and data interpretation skills.</li> <li>• Excellent written and verbal communication skills on hardware and software development, report preparation and presentations.</li> </ul>	01
<b>▪ SUPPORT STAFF</b>			06
3	Caretaker, Office Assistant and Dak Runner	<ul style="list-style-type: none"> <li>• B. A / B.Sc. / B.Com (Fourteen years of education) or equivalent.</li> <li>• At least 02 years of relevant experience in an administrative or office support role.</li> <li>• Experience working in a professional office environment is preferred.</li> <li>• Good communication and interpersonal skills.</li> <li>• Basic knowledge of office procedures and equipment.</li> <li>• Proficiency in MS Office (Word, Excel, Outlook) and other relevant software.</li> <li>• Ability to multitask and work efficiently under minimal supervision.</li> </ul>	03
4	Receptionist	<ul style="list-style-type: none"> <li>▪ At least, Bachelors' degree or equivalent (fourteen (14) years of education) in business, humanities, natural and applied sciences, and social sciences or relevant discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan.</li> <li>▪ At least, two (02) years of documentary verifiable relevant experience, after acquiring stipulated qualifications, in public and/or private sector national/international organizations.</li> <li>▪ Excellent Communication Skill.</li> </ul>	01

5	Driver	<ul style="list-style-type: none"> <li>▪ Minimum Middle (8th Grade), additional certification in driving is a plus.</li> <li>▪ A valid LTV driving license.</li> <li>▪ Driving experience in a corporate or government setting will be preferred.</li> <li>▪ Familiarity with traffic rules and routes in the designated area.</li> <li>▪ Basic knowledge of vehicle maintenance and troubleshooting.</li> <li>▪ Good communication skills and a professional attitude</li> </ul>	02
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- Interested candidates should submit the application with Curriculum Vitae (CV), copies of educational degrees & certificates, experience certificates, and CNIC by **October 10, 2025 till 04:00 PM** through courier at below mentioned Address. The applicants should clearly mention relevant years of experience and qualification at the top of the CV.
- Program Implementation Unit (PIU), PCAP reserves the right to increase/decrease/suspend/cancel any Post.

**Program Coordinator,**  
**Program Implementation Unit (PIU)**  
**PUNJAB CLEAN AIR PROGRAM (PCAP)**  
 Transport & Mass transit Department,  
 Transport House, 11-A Egerton Road, Lahore.  
**Ph: 042-99200484**