



**No. F.1-1/2024-PPDU(Rec)**  
**Government of Pakistan**  
**Ministry of National Food Security & Research**

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## SITUATION VACANT

Applications are invited from the suitable candidates for following posts based at Islamabad under the project titled “**Project Planning and Development Unit of MNFS&R**” of Ministry of National Food Security & Research. The posts are purely on contract basis initially for the period of one year extendable further on yearly basis subject to satisfactory performance till the completion of the project. The positions will be filled strictly on merit basis.

S #	Name of post & pay package	No. of Post	Qualification/Experience	Age Limit
1	<b>Planning and Development Specialist (PPS-08)</b>	<b>01</b>	Master's degree/16 years education in Development Economics or related disciplines with 07 Years post qualification experience of working in the Public/Private sector preferably in agriculture/ food security sector including 05 years' experience in planning & implementation of projects.	<b>25-40 Years</b>
2	<b>Monitoring &amp; Evaluation Specialist (PPS-08)</b>	<b>01</b>	Master's degree/16 years education in MBA/Economics/Social Sciences/Project management or related field or equivalent with 07 Years post qualification experience of working in the Public/Private sector preferably in agriculture/ food security including 05 years' experience of M&E in public/private Sector/Projects.	<b>25-40 Years</b>
3	<b>Assistant M&amp;E Officer (PPS-07)</b>	<b>02</b>	Master's degree/ 16 years education in MBA/Economics or Agri-economics/Social Sciences/Development Sciences or related field or equivalent with 05 Years post qualification experience of working in the Public/Private sector preferably in agriculture/ food security including 03 years' M&E & Planning in public/private Sector/Projects. Computer Skills in Microsoft Office.	<b>25-40 Years</b>
4	<b>Assistant P&amp;D Officer PPS-07</b>	<b>02</b>		
5	<b>MIS Officer (PPS-07)</b>	<b>01</b>	Master degree/16 years of education in Computer Science/Information Technology or Equivalent degree with 5 years of relevant experience in development of computer-based office management tools. Maintenance /management of hardware and other IT equipment's.	<b>25-40 Years</b>
6	<b>Admin &amp; Accounts Assistant (PPS-06)</b>	<b>02</b>	Master in Accounts & Finance /MBA (Finance)/ Economics, Statistics, Social Sciences, MBA, Project Management or equivalent from HEC recognized institutes. Preference shall be given to candidates with PIPFA certification. Having 5 years' experience of Admin and Finance matters of public/private sector.	<b>25-35 Years</b>
7	<b>Messenger (PPS-1)</b>	<b>02</b>	Matric	<b>20-30 Years</b>
<b>Total</b>		<b>11</b>		

**Note: -**

1. The interested candidates submit their applications online through National Job Portal <http://njp.gov.pk> within 15 days of publication of this advertisement. Detail Terms of Reference (TORs)/JOB description can be download from the website [www.mnfsr.gov.pk](http://www.mnfsr.gov.pk).
2. Standard criterion, general instructions for recruitment and shortlisting of candidates as per recruitment policy of Establishment Division will be followed.
3. Candidates already in Government service should apply through proper channel.
4. Only eligible and shortlisted candidates will be called for test/interview.
5. No TA/DA would be admissible for appearing in test/interview.
6. Original Documents/educational degrees, diplomas/experience certificates, CNIC, application & CVs will be checked at the time of test/interview.

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**Deputy Secretary Plan/Project Director**  
**Ministry of National Food Security & Research**  
**B-Block, 4<sup>th</sup> Floor, Pak Secretariat Islamabad**  
**051-9208116**

## **JOB DESCRIPTIONS/QUALIFICATIONS/EXPERIENCE**

### **Job Title: Planning & Development Specialist**

**Department:** Ministry of National Food Security and Research (MNFSR)

**Grade/Project Pay Scale:** PPS-8

**Location:** Pak Secretariat, Islamabad

**Job Type:** Full-time, Project Based

#### **Job Overview:**

The Planning & Development Specialist at the Ministry of National Food Security and Research (MNFSR) will be a key member of the project management team responsible for conceptualizing, planning, and developing initiatives related to food security and agricultural development. This role involves coordinating with various stakeholders, conducting feasibility studies, and formulating project proposals to address the evolving needs within the sector.

#### **Key Responsibilities:**

##### **1. Project Conceptualization and Design:**

- Lead the conceptualization and design of projects, aligning them with the ministry's strategic goals and priorities.
- Work collaboratively with cross-functional teams to formulate innovative and sustainable project ideas.

##### **2. Feasibility Studies:**

- Conduct thorough feasibility studies to assess the viability and potential impact of proposed projects.
- Analyze economic, social, and environmental factors to inform project development.

##### **3. Proposal Development:**

- Develop comprehensive project proposals, outlining project objectives, methodologies, timelines, and budgetary requirements.
- Ensure alignment with national and international development goals and standards.

##### **4. Stakeholder Engagement:**

- Collaborate with internal and external stakeholders, including government agencies, NGOs, and development partners, to gather input and support for project development.
- Foster partnerships to enhance project effectiveness and sustainability.

##### **5. Budgeting and Resource Mobilization:**

- Work closely with finance and resource mobilization teams to develop accurate project budgets.
- Identify potential funding sources and assist in securing resources for project implementation.

**6. Risk Assessment and Mitigation:**

- Identify potential risks associated with project implementation and develop strategies for risk mitigation.
- Ensure compliance with regulatory requirements and industry best practices.

**7. Project Monitoring and Evaluation:**

- Collaborate with the Monitoring and Evaluation (M&E) team to integrate effective monitoring and evaluation mechanisms into project development.
- Use feedback from M&E processes to refine and improve project design and implementation.

**Qualifications and Skills:**

- Master's degree/16 years education in Development Economics or related disciplines with 07 Years post qualification experience of working in the Public/Private sector preferably in agriculture/ food security sector including 05 years' experience in planning & implementation of projects.
- Proven experience in project development, including project design, proposal writing, and stakeholder engagement.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Familiarity with agricultural and food security issues is an advantage.

**Job Title: Assistant Planning & Development Officer**

**Department:** Ministry of National Food Security and Research (MNFSR)

**Grade/Project Pay Scale:** PPS-7

**Location:** Pak Secretariat, Islamabad

**Job Type:** Full-time, Project Based

**Job Overview:**

The Planning & Development Officer will work closely with the Project Development Specialist to support the planning, design, and implementation of agricultural and food security projects within the Ministry of National Food Security and Research (MNFSR). This role involves assisting in the development of project proposals, conducting research, and coordinating with various stakeholders to contribute to the successful execution of projects.

**Key Responsibilities:**

**1. Research and Analysis:**

- Conduct research on relevant topics, market trends, and best practices to inform project development.
- Analyze data and present findings to contribute to the decision-making process.

**2. Project Planning Support:**

- Assist in the development of project plans, including objectives, activities, timelines, and resource requirements.
- Contribute to the formulation of strategies to achieve project goals.

**3. Proposal Writing:**

- Support the Project Development Specialist in drafting comprehensive project proposals.
- Ensure that proposals adhere to guidelines and meet the required standards.

**4. Stakeholder Coordination:**

- Collaborate with internal and external stakeholders, including government agencies, community groups, and potential partners.
- Assist in organizing meetings and workshops to gather input and build support for project initiatives.

**5. Budget Assistance:**

- Work with finance teams to assist in the development of project budgets.
- Ensure accuracy and completeness of budgetary information in project proposals.

**6. Documentation and Reporting:**

- Maintain organized documentation of project development activities.
- Contribute to the preparation of progress reports and updates for internal and external stakeholders.

**7. Quality Assurance:**

- Review project documentation to ensure accuracy, consistency, and compliance with standards.
- Assist in conducting quality checks on project plans and proposals.

**Qualifications and Skills:**

- Master's degree/ 16 years education in MBA/Economics or Agri-economics/Social Sciences/Development Sciences or related field or equivalent with 05 Years post qualification experience of working in the Public/Private sector preferably in agriculture/ food security including 03 years' M&E & Planning in public/private Sector/Projects. Computer Skills in Microsoft Office.
- Previous experience or internship in project development or a related field is an asset.
- Strong organizational and time management skills.
- Good interpersonal and communication skills.
- Proficient in Microsoft Office and basic project management tools.

**Job Title: Monitoring and Evaluation Specialist**

**Department:** Ministry of National Food Security and Research (MNFSR)

**Grade/Project Pay Scale:** PPS-8

**Location:** Pak Secretariat, Islamabad

**Job Type:** Full-time, Project Based

**Job Overview:**

The Monitoring and Evaluation (M&E) Specialist at the Ministry of National Food Security and Research (MNFSR) will play a pivotal role in ensuring effective project implementation, performance monitoring, and evaluation of initiatives related to food security and agricultural development. The incumbent will be responsible for designing and implementing robust monitoring and evaluation frameworks, collecting and analyzing relevant data, and providing strategic insights to enhance the impact and efficiency of MNFSR projects.

**Key Responsibilities:**

**1. Develop and Implement M&E Frameworks:**

- Design, develop, and implement comprehensive monitoring and evaluation frameworks for MNFSR projects.
- Ensure alignment of M&E activities with project objectives, indicators, and outcomes.

**2. Data Collection and Analysis:**

- Oversee the collection of quantitative and qualitative data to measure project progress and outcomes, monthly, quarterly, biannual etc.
- Analyze data to provide insights, key areas to focus, bottlenecks into project performance and identify areas for improvement.

**3. Reporting:**

- Prepare regular and ad-hoc reports on project progress, achievements, and challenges.
- Present findings to project stakeholders, highlighting key performance indicators.

**4. Capacity Building:**

- Provide training and support to project staff on M&E methodologies and tools.
- Build the capacity of project teams to effectively collect, manage, and analyze data.

**5. Quality Assurance:**

- Conduct regular assessments of data quality and ensure that monitoring and evaluation activities adhere to best practices and standards.
- Recommend improvements to enhance the quality and reliability of data.

**6. Collaboration and Coordination:**

- Collaborate with relevant departments and stakeholders to ensure seamless integration of M&E activities into project planning and implementation.
- Coordinate with external evaluators, if necessary, to conduct independent project evaluations.

**7. Continuous Improvement:**

- Identify opportunities for innovation and improvement in project design and implementation based on M&E findings.
- Work closely with project teams to implement corrective actions and improvements.

**Qualifications and Skills:**

- Master's degree/ 16 years education in MBA/Economics/Social Sciences /Project Management or related field or equivalent with 07 Years post qualification experience of working in the Public/Private sector preferably in agriculture/ food security including 05 years' experience of M&E in public/private Sector/Projects.
- Proven experience in designing and implementing monitoring and evaluation frameworks for development projects preferably in food security.
- Strong analytical and quantitative skills, including proficiency in statistical analysis software such as Stata, Python.
- Excellent communication and presentation skills.
- Ability to work collaboratively in a multidisciplinary team.
- Knowledge of agricultural and food security issues is an advantage.

**Job Title: Assistant Monitoring and Evaluation Officer**

**Department:** Ministry of National Food Security and Research (MNFSR)

**Grade/Project Pay Scale:** PPS-7

**Location:** Islamabad

**Job Type:** Full-time, Project Based

**Job Overview:**

The Monitoring and Evaluation (M&E) Officer will work closely with the Monitoring and Evaluation Specialist to support the implementation of robust M&E frameworks for projects within the Ministry of National Food Security and Research (MNFSR). The role involves data collection, analysis, reporting, and coordination activities to ensure effective monitoring and evaluation of project performance.

**Key Responsibilities:**

**1. Data Collection and Management:**

- Collect and compile relevant quantitative and qualitative data for M&E activities.
- Ensure accurate and timely entry of data into M&E systems and databases including PMES and iPAS.

**2. Support M&E Framework Implementation:**

- Assist in the implementation of M&E frameworks, ensuring alignment with project objectives and indicators.
- Contribute to the development of data collection tools and methodologies.

**3. Analysis and Reporting:**

- Assist in analyzing project data to provide insights into performance and outcomes.
- Contribute to the preparation of regular and ad-hoc reports on project progress.

**4. Capacity Building:**

- Participate in training sessions organized by the M&E Specialist to enhance skills related to monitoring and evaluation.
- Support the capacity building of project staff in data collection and reporting.

**5. Quality Assurance:**

- Conduct routine checks on data quality to ensure accuracy and reliability.
- Work with the M&E Specialist to address data quality issues and implement corrective actions.



**6. Collaboration and Coordination:**

- Collaborate with project teams and relevant departments to facilitate the integration of M&E activities into project planning and implementation.
- Assist in coordinating with external evaluators, as needed.

**7. Documentation:**

- Maintain organized and up-to-date documentation of M&E activities, including data sources, methodologies, and reports.

**Qualifications and Skills:**

- Master's degree/ 16 years education in MBA/Economics or Agri-economics/Social Sciences/Development Sciences or related field or equivalent with 05 Years post qualification experience of working in the Public/Private sector preferably in agriculture/ food security including 03 years' M&E & Planning in public/private Sector/Projects.
- Computer Skills in Microsoft Office.
- Previous experience in data collection and analysis for development projects is an asset.
- Strong attention to detail and organizational skills.
- Proficiency in Microsoft Office and basic knowledge of data analysis tools.
- Good interpersonal and communication skills.

**Job Title: Management Information System (MIS) Officer**

**Department:** Ministry of National Food Security and Research (MNFSR)

**Grade/Project Pay Scale:** PPS-7

**Location:** Islamabad

**Job Type:** Full-time, Project Based

**Objective of the assignment**

- Act as IT Specialist for the project
- Development/management of database relating to project activities.
- Management of monitoring data from the field and its compilation to facilitate report writing.
- Maintenance of hardware/software of the office.
- Training of staff and officers in use of database.
- Assessment and development of reports to facilitate management of the project.
- Maintain project related reports, baseline, mid-line and end-line database.
- Liaison with projects wing of Planning Commission to provide all the project related information/data.
- monitoring of the activities and data on IPAS and follow-up reports of DDWP/CDWP
- Act as a focal person for project management and evaluation software (PMES).
- Develop database of all the staff/officers and its updating periodically.
- Any other assignment by the PD & WRE.

**Qualifications and Skills:**

- Master degree/16 years of education in Computer Science/Information Technology or Equivalent degree with 5 years of relevant experience in development of computer-based office management tools. Maintenance /management of hardware and other IT equipment's.
- Computer Skills in Microsoft Office.
- Previous experience in data collection and analysis for development projects is an asset.
- Strong attention to detail and organizational skills.
- Proficiency in Microsoft Office and basic knowledge of data analysis tools.
- Good interpersonal and communication skills.

## **Job Title: Admin & Accounts Assistants**

**Department:** Ministry of National Food Security and Research (MNFSR)

**Grade/Project Pay Scale:** PPS-06

**Location:** Pak Secretariat, Islamabad

**Job Type:** Full-time, Project Based

### **Objective of the assignment**

The Administration and Account Assistants will work to achieve the following major objectives;

1. Provide effective functioning of administrative and financial operations and systems in support of the project and office management.
2. Execute and ensure that all the financial related activities of project are implemented in a timely manner
3. Ensure compliances and strict adherence to rules, guidelines and procedures.

### **Specific Tasks and Responsibilities**

- Provide logistical support to project staff, project activities, and project events
- Ensure all documentation is prepared as per rules, regulations, and process, and proper filing is in place, including archiving
- Support national project director in recruitment for project staff, and ensure they follow rules, regulation, and process.
- Monitor and keep project staff attendance record card and performance evaluations and ensure contract extensions as required.
- Prepare and modify budgets in the operational system as per orientation of the project director designated project staff and provide inputs to the Annual Work Plan of the project;
- Prepare budget and financial reports/updates - quarterly and annual financial reports as per agreed work plan, and/or upon request of the PD.
- Prepare request for payments, requisitions, and required vouchers, and ensure that all payments and receipts are in compliance with rules and regulations;
- Ensure control and collection of supporting documents for payments and proper filing and record keeping of all financial documents and transactions for the project;
- Maintain the internal expenditures control system, which ensures that vouchers and all transactions are correctly processed and recorded.
- Develop tools and mechanisms for effective and efficient financial monitoring, and advise the project team on expenditure trends, implementation rates, and any need for modification;

- Ensure that payrolls, travel claims, or any other financial entitlement are duly processed and ensure timely correction actions on any financial or budget errors;
- Act as focal point for internal and external audits and accounts examinations;
- Ensure the full compliance of administrative/asset/inventory/financial management to rules, regulations, policies, and strategies;
- Advice and support project staff on budget reallocations and chart of accounts coding, accounting, policy application, and other financial matters;
- In accordance with the project's Annual Work Plan, support to the procurement of equipment, supplies, and services;
- Support the preparation and implementation of the project's procurement plan;
- Participate in trainings related to administration/management and finance

**Qualifications and Skills:**

- Master in Accounts & Finance /MBA (Finance)/ Economics, Statistics, Social Sciences, MBA, Project Management or equivalent from HEC recognized institutes/.Preference shall be given to candidates with PIPFA certification. Having 5 years' experience of Admin and Finance matters of public/private sector.
- Previous experience in data collection and analysis for development projects is an asset.
- Strong attention to detail and organizational skills.
- Proficiency in Microsoft Office and basic knowledge of data analysis tools.
- Good interpersonal and communication skills.