



POSITIONS VACANT

Applications are invited from Pakistani nationals to fill the following positions, on open merit, under the project "Higher Education Development in Pakistan (HEDP)" on contract basis:

1.	Position Title	Senior Deputy Programme Specialist (01 Position)
	Term of Employment	One Year contractual appointment, extendable till the completion of the project, based on assessment of performance
	Salary and Other Benefits	PPS-11 (Rs. 612,500, all inclusive/per month)
	Qualification/ Experience	<ul style="list-style-type: none">• Mater's degree (18 years education) from reputable national/international university in Education, Public Policy, or Management related disciplines. Preference will be given to a PhD holder.• At least eight (08) years experience in the Higher Education sector in the areas of Education, Quality Assurance, Curriculum Design, Policy Implementation, Teacher Education and Training. (Detail Job Description on HEC website)
2.	Position Title	Deputy Programme Specialist (01 Position)
	Term of Employment	One year contractual appointment, extendable till the completion of the project, based on assessment of performance
	Salary and Other Benefits	PPS-10 (Rs. 437,500, all inclusive/per month)
	Qualification/ Experience	<ul style="list-style-type: none">• Mater's degree (18 years education) from reputable national/international university in Education, Public Policy, or Management related disciplines.• At least six (06) years experience in the Higher Education sector in the areas of Education, QECs, University Governance and Management, and Policy. (Detail Job Description on HEC website)
3.	Position Title	Deputy Programme Specialist – Innovator Seed Fund (ISF) (01 Position)
	Term of Employment	One year contractual appointment, extendable till the completion of the project, based on assessment of performance
	Salary and Other Benefits	PPS-10 (Rs. 437,500, all inclusive/per month)
	Qualification/ Experience	<ul style="list-style-type: none">• Mater's/Bachelor's Degree (16 years education) from HEC recognised national/international university• At least eight (08) years experience of working and collaborating with multiple stakeholders including the government, funding/donor bodies, academia and industry. (Detail Job Description on HEC website)
4.	Position Title	Deputy Programme Specialist – Ecosystem (01 Position)
	Term of Employment	One Year contractual appointment, extendable till the completion of the project, based on assessment of performance
	Salary and Other Benefits	PPS-10 (Rs. 437,500, all inclusive/per month)
	Qualification/ Experience	<ul style="list-style-type: none">• Mater's/Bachelor's Degree (16 years education) from HEC recognised national/international university• At least eight (08) years of diversified managerial level experience, including work experience in the incubation, startups, or innovative entrepreneurship domains. (Detail Job Description on HEC website)
5.	Position Title	Manager Research Grants (01 Position)
	Term of Employment	One year contractual appointment, extendable till the completion of the project, based on assessment of performance
	Salary and Other Benefits	PPS-10 (Rs. 437,500, all inclusive/per month)
	Qualification/ Experience	<ul style="list-style-type: none">• Mater's/Bachelor's degree (16 years education) from a reputable National/International University or equivalent.• At least six (06) years diversified experience, including work experience in the grants fund management, project management domains with experience in managing and supervising administrative projects. (Detail Job Description on HEC website)

6	Position Title	IT Specialist (01 Position)
	Term of Employment	One year contractual appointment, extendable till the completion of the project, based on assessment of performance
	Salary and Other Benefits	PPS-10 (Rs. 437,500, all inclusive/per month)
	Qualification/ Experience	<ul style="list-style-type: none"> • Mater's/Bachelor's degree (16 years education) from HEC recognised university in Software/Computer/Electrical Engineering, Computer Sciences, Business Information System or equivalent. • At least Eight (08) years experience of project management. • Diversified managerial level experience, including work experience with preference in the incubation, startups, or innovative entrepreneurship domains. • Certified and experienced in scrum and agile methodologies. (Detail Job Description on HEC website)
7	Position Title	Assistant Programme Specialist (06 Positions)
	Term of Employment	One year contractual appointment, extendable till the completion of the project, based on assessment of performance
	Salary and Other Benefits	PPS-7 (Rs. 157,500, all inclusive/per month)
	Qualification/ Experience	<ul style="list-style-type: none"> • Mater's/Bachelor's Degree (16 years education) from reputed national/international university. • Two (02) years' experience of programme assistance preferably in Higher Education procedures and systems, undergraduate education, QEC and internship processes. (Detail Job Description on HEC website)

- The Job Description of the positions are available at HEC website <https://www.hec.gov.pk/site/announcements>
- Please apply online through: <https://careers.hec.gov.pk> within 15 days from the date of publication of advertisement. Please do not send hard copies of application, CV or documents.
- Selection will be made as per HEC policies and procedures.
- Incomplete/late applications will not be entertained.
- Experience means the experience gained after obtaining the minimum required qualification.
- Part time, honorary, apprentice, or internee experience will not be considered.
- Test of candidates (for the post at Sr. 7) residing outside the Islamabad/Rawalpindi region and vicinity will be conducted at the nearest possible location of the candidates (Karachi, Lahore, Quetta & Peshawar).
- Only eligible candidates will be called for interview which will be conducted virtually for applicants residing outside the Islamabad / Rawalpindi region
- No TA/DA will be admissible for appearing in the test/interview.
- HEC is an equal opportunity employer.
- HEC reserves the right to reject any or all the applications without assigning any reason.

Wajid Ali Saleem **PID(I) 2520/22**
Deputy Director (HRM)
Higher Education Commission, Sector H-9, Islamabad
Ph: 051-90401415, 90401411
For technical/IT assistance,
please contact: (051) 111-119-432, (0334) 111-9432