

I. TECHNICAL ADVISOR

Job Descriptions:

The responsibilities of Technical Advisor will include but not limit to the followings:

- Advise key stakeholders in designing and implementing various key interventions, especially those related to institutional development and skills enhancement.
- Provide technical leadership with expertise including (but not restricted to)
 - i. Agri-Business
 - ii. Agri-Research Commercialization
 - iii. Food Security Programming
 - iv. Sustainable Development Goals-SDG's (Agri-related)
 - v. Market Systems & Value Chain Development
 - vi. Rural economic Development
- Provide technical advice and suggestions to department of agriculture on development of regulatory regimes in Punjab.
- Provide technical leadership with expertise focusing on agriculture, its productivity and service delivery.
- Provide technical guidance in design, development, planning, implementation, and capacity building for strengthening of various institutions with in and as an extension of the Agriculture Department of Punjab.
- Provide technical advice on key agricultural development concepts.
- Identify issues and risks in project implementation in a timely manner, provide technical advice and suggestions.
- Collaborate with all stakeholders across the department and international organizations to ensure coordination and timely delivery of targets.
- Be proactive and independent – take initiative and be able to operate effectively with little supervision.
- Perform any other related duties as required.

Qualification, Experience and Age Requirements:

- Bachelors/Master's degree in Agriculture/Agricultural Engineering/Agricultural Economics/Development Economics/Public Policy/International Relations/Business Administration, International Development, Agriculture, International Business or agriculture & rural development or animal sciences or life sciences or equivalent.
- At least 06 years of post graduation experience of working with local or International firms/organizations.
- Well-developed written and oral communication skills in English.
- Experience and demonstrated knowledge of agricultural development programs and market systems approaches.
- Have strong demonstrated interpersonal, written, verbal and presentation skills.
- Ability to organize systems to monitor results.
- Ability to work in teams to understand and achieve a common goal.
- The applicant shall not be older than 55 years.

II. COMMUNICATION ADVISOR

Job Descriptions:

The responsibilities of Communication Advisor will include but not limit to the followings:

- Develop strategies for integrating communication and media management, in close collaboration with various wings of Agriculture Department.
- Work with policy makers, related staff from various wings of Agriculture Department, donor community and other stakeholders in gathering data to ensure that the communication needs of various beneficiary groups are being considered in developing communication and media plans.
- Develop annual work plan with design, implementation, and reporting related to initiatives in communication and media management.
- Conceptualize and provide technical backstopping to various wings of Agriculture Department in improving information dissemination and positive projection of the department in farming communities, general public, donor community and decision makers.
- Provide technical support to various wings of Agriculture Departments in communicating success stories, developing fact sheets, information packs, project presentations etc.
- Oversee the development, production and distribution of print and electronic communication material, including management of department's website and initiate a social media program for Agriculture Department.
- Provide guidance and assistance in monitoring and evaluation and documentation of communication and media results.
- Represent Agriculture Department in communication and media management related discussion at different forums.
- Carryout any additional task assigned by Secretary, Agriculture and/or Chief Technical Advisor, Agriculture Delivery Unit.

Qualification, Experience and Age Requirements:

- Bachelors/Master's degree in English, Journalism, Business Administration, Mass Communication, Design, Media, Economics or other related fields.
- Minimum 06 years of post-graduation experience including in local or international development sector.
- Excellent Urdu and English writing skills.
- Experience in developing communication materials.
- Not more than 50 years of age.

III. CLIMATE CHANGE ADVISOR

Job Descriptions:

The responsibilities of Climate Change Advisor will include but not limit to the followings:

- Develop strategies for mitigation and adoption of climate change in context of agriculture sector and agriculture value chain with a robust framework to act as basis for climate change action.
- Develop a financing structure for implementation of adaptation, and align donor support behind Agriculture Department's priorities, engage in planning processes to ensure that climate resilience and low carbon growth issues are well integrated.
- Conceptualize and provide guidance and technical backstopping in the implementation of projects and programs to the Wing of Agriculture Department, ensuring their readiness by capacity building in climate smart programming.
- Coordinate with the internal and external stakeholders in policy formation and advocacy through building awareness on climate change implication and mitigation strategies.
- Support the Department to attract international financing for climate change adaptation, resilience and mitigation measures particular to agriculture sector and agriculture value chain.
- Provide effective technical support to project teams on roll out recognized and approved models on environment and climate change (e.g. Farmer Managed Natural Regeneration, Climate Smart Agriculture, Conservation Agriculture with Trees etc.).
- Provide guidance and assistance in monitoring and evaluation and documentation of climate change results.
- Represent Agriculture Department in climate change related discussion at different forums.
- Carryout any additional task assigned by Secretary, Agriculture and/or Chief Technical Advisor, Agriculture Delivery Unit.

Qualification, Experience and Age Requirements:

- Bachelors or Masters degree in Environmental Sciences, Sustainable Development or relevant field.
- More than 06 years of experience after post graduation in relevant field.
- Excellent knowledge in a range of climate change thematic areas (adaptation, mitigation, technology transfer, and financing).
- Excellent Urdu and English writing skills.
- Not more than 50 years of age.

IV. FINANCIAL ADVISOR

Job Descriptions:

The responsibilities of Financial Advisor will include but not limit to the followings:

- Develop strategies for improvement in financial services management and planning of various programs and schemes in close collaboration with the senior officials and various Wings of Agriculture Department.
- Conduct financial analysis on schemes and programs of Agriculture Department, especially those being implemented by the private sector service providers, ensuring that maximum benefit is being extended to the farmers at least cost to the Government.
- Provide technical guidance on access to finance and insurance promotion related issues and work with stakeholders to identify gaps and advise solutions for finance options that are accessible, appropriate and affordable.
- Establish strong relationships and work closely with credit, banking and insurance institutions to develop financial products and services appropriate to targeted agriculture segments.
- Collaborate with financial institutions on access to finance, capacity building initiatives, products and service improvisation to ensure products are designed to facilitate agriculture financing by improving ability to prepare, access and manage credit/finance.
- Assesses risks and internal controls by identifying areas of non-compliance; develop and evaluate manuals and financial processes; identifying process weaknesses and inefficiencies and operational issues.
- Supports external auditors by coordinating information requirements.
- Provides financial control information by collecting, analyzing, and summarizing data and trends.
- Carryout any additional task assigned by Secretary, Agriculture and/or Chief Technical Advisor, Agriculture Delivery Unit.

Qualification, Experience and Age Requirements:

- Qualified Accountant/Banker/Economist (CA, ACCA, Equivalent), Bachelor's or Master's Degree in financial services/Financial Services Management, Business, Accounting & Finance, or Commerce from local/international educational institution.
- Minimum 06 years of experience working in the banking/insurance/ financial industry with local or international firms, federal/provincial public sector or private sector organizations.
- Well-developed written and oral communication skills in English.
- Not more than 50 years of age.

V. MONITORING & EVALUATION ANALYST

Job Descriptions:

The responsibilities of Monitoring & Evaluation Analyst will include but not limit to the followings:

- Assist M&E Advisor in the development of the indicators.
- Assist in coordinating collection of baseline data; provide regular support to the implementation of the PMP;
- Assist in finalizing ADU and M&E Advisor's contribution to the Agriculture Department's ADP and departmental Performance Monitoring Plan.
- Set and monitor performance targets for the M&E team, and works with the M&E team to achieve M&E targets on time and within available resource constraints.
- Participate in the baseline study, focus group and field visits and internal coordination meetings as needed to assure correct implementation of M&E design and provide quality control and management support.
- Work with the agricultural department to integrate M&E indicators into their work plans.
- Work closely with the agriculture department to assess the progress of the ADP projects, departmental targets.
- Analyze data to identify significant trends requiring corrective action, assess possible causes, and suggest solutions based on the field findings for further improvement of activities.
- Focal point for communicating monitoring reports, disseminating to management for submission to stakeholders.
- Oversee ongoing data verification process and data Quality assessments.
- Meet deadlines in both narrative and quantitative reporting requirements.
- Assist in preparation of monthly and quarterly analytical M&E reports (both qualitative and quantitative), and additional reports as requested by management.
- Write qualitative and quantitative reports, lessons learned and case studies from various M&E activities.
- Develop him- or herself to learning a range of M&E tools available to development practitioner.
- Provide technical assistance to help other staff understand M&E systems and requirements.
- Demonstrated conceptual, mathematical, analytical and problem solving skills.
- Can work well under time pressure, meet deadlines, and balance competing tasks.
- Ability to understand and analyze data and economic at the firm, industry and market levels.
- Excellent organization, Planning and time-management skills.
- Demonstrated excellent oral and written communication skills in English.
- Excellent interpersonal skills in order to conduct interviews with a variety of stakeholders.
- Ability to articulate ideas, work within a team to accomplish objectives, and accept direction.
- Proficiency in the use of Excel, Word and Powerpoint; statistical analysis tools are a plus.

Qualification, Experience and Age Requirements:

- Bachelors or Masters degree in Agriculture/Agriculture Economics/M&E, Project Management/Research Methods/M&E/MBA, or other relevant administrative Sciences from a well reputed HEC recognized national or international University/Institute/College.
- Minimum 5 years of verifiable work experience, with progressively increasing level of responsibility in public or private sector at monitoring and evaluation positions.
- Proven record and experience in rigorous quantitative & qualitative research & implementation of analytical methods.
- Demonstrated hands-on practical experience of setting up and managing dashboard monitoring system preferably in the cash disbursement environment.
- Proficiency in the use of ICTs and job specific applications.
- Previous work experience in similar role in agriculture sector in Pakistan or abroad will be an added advantage and the applicant shall not older than 45 years.

VI. IT ANALYST

Job Descriptions:

The responsibilities of IT Analyst will include but not limit to the followings:

- Provide structured technical inputs to ICT Advisor for identified areas to introduce ICT based projects, by preparing feasibility, technology options analysis, process flow, technology specifications, cost implication, etc.
- Provide input and assist ICT Advisor to develop TORs and tender documents / PC1 for hiring the services of IT companies, if DOA decides to develop any software / application / database.
- Take lead on assigned projects under the guidance and supervision of ICT Advisor.
- Coordinate on issue identification and resolution of the ICT systems and service.
- Review systems that have been developed and deployed, identify areas of improvement, provide input towards roadmaps of application releases and actively participate throughout the product development lifecycle.
- Coordinate with various wings of DOA, external departments and DOA technology partners to resolve system issues.
- As per direction of ICT Advisor, provide technical inputs to all matters having ICT angle, that come in discussion with Planning & Development Department, Federal Ministry of Agriculture and Food, and other public and private organizations / stakeholders. He /she will provide strong technical support and guidance to other teams working in / with DOA. The specific details shall be set forth by ICT Advisor, as per need.

- Participate and schedule meetings to liaise with public and private stakeholders and experts on various aspects of agriculture sector, as per advice of ICT Advisor. Moreover, the ICT Analyst will arrange, coordinate and participate in meetings between DOA relevant directorates, government stakeholders, elected representatives and experts, as and when required.
- Take lead on requirements gathering and then articulates and documents business requirements, functional and non-functional requirements for new and existing systems.
- Reach out to various DOA wings, vendors and other government department to identify and evaluate end user and business requirements.
- Ensure clean and accurate documentation that may include aspects such as business requirements, client requirements, and technical specifications, and write findings in form of reports, which may be used in professional publications or secretary level presentations.
- Under the direction of ICT Advisor, work with data in MS excel and manipulate the data with various formulas to generate desired results.
- Create User Acceptance Testing document, schedule UAT with various department wings, vendors and government department, conduct testing with relevant wings of DOA and at the end of testing submit final report to ICT Advisor.
- Create and assist ICT Advisor with development of AS-IS and TO-BE Business process diagrams as required from time to time.

Qualification, Experience and Age Requirements:

- Bachelor's degree in any field from a recognized local or International University.
- A minimum of 4 years of relevant post-graduation experience in the public or private sector, working with multiple ICT projects.
- Hands on experience and familiarity with ICT-based innovative concepts for agriculture sector. Well versed with the various ICT based development model / approaches used in agriculture sector of Pakistan or abroad.
- Good communication skills and fluency in English, Urdu and Punjabi.
- Not more than 45 years of age.

VII. FINANCIAL ANALYST

Job Descriptions:

The responsibilities of Financial Analyst will include but not limit to the followings:

- Assist Financial Advisor to carryout financial assignments as depicted in his contract.
- Help the Financial Advisor in development of strategy for improvement in financial management, planning and control regimes, in close collaboration with the senior officials and Wings of Agriculture Department.
- Obtain, analyze and evaluate accounting documentation, financial data, previous reports, flowcharts etc. Identify loopholes and recommend risk aversion measures and cost

savings.

- Assist the Financial Advisor in provision of guidance and assistance in monitoring and evaluation and documentation of financial management and control related activities.
- Coordinate with different wings of Agriculture Department in financial management, planning and implementation of control regimes related discussions at different forums.
- Carryout any additional task assigned by Financial Advisor or Chief Technical Advisor, Agriculture Delivery Unit.

Qualification, Experience and Age Requirements

- Qualified Bachelors in Finance, Financial Services, Accounting, Commerce, Business Administration, Economics or equivalent.
- Minimum 04 years of relevant post-graduation experience in banking, insurance, financial management, administration or development sector.
- Must possess excellent Written, Communication and IT skills.
- Not more than 45 years of age

VIII. OFFICE BOY

Qualification, Experience and Age Requirements:

- Must have domicile of Punjab province
- Must have matriculation certificate
- 01year experience in government/semi government departments
- Bearing good character (shall attached character certificate with the application)
- Not more than 30 years of age