

**JOB DESCRIPTION, QUALIFICATION / AGE AND PAY SCALE OF THE POSTS FOR RECRUITMENT ON CONTRACT BASIS UNDER THE DEVELOPMENT PROJECT “EXTENSION SERVICE 2.0 – FARMER FACILITATION THROUGH MODERNIZED EXTENSION”**

Sr. No.	Name Post	Lump Sum Pay Package (PKR)	Mode of recruitment	Age/ Qualification / Experience	Job description
1	Project Director	BPS-19	By selection on merit from amongst officers of BS-18 working in Agriculture Department.	<ul style="list-style-type: none"> <li>• Minimum 16 years of education (Masters) preferably in Science subjects.</li> <li>• <b>Experience:</b> Minimum 20 Years including 05 years on supervisory position.</li> <li>• Expertise in HR/Admin, Procurement and Financial flows.</li> <li>• Basic knowledge of Government laws/ rules and procedures.</li> <li>• Experience in project management</li> <li>• Knowledge of mobile applications and telecommunication related communication methods.</li> <li>• Understanding in GIS, WEB Portal and databases</li> <li>• <b>Maximum age 55 Years</b></li> </ul>	<ul style="list-style-type: none"> <li>• Head of PMU and Project Director of scheme Extension Service 2.0 - Farmer Facilitation through Modernized Extension.</li> <li>• Member of the Project Steering Committee in the capacity of Secretary.</li> <li>• Responsible for Implementation of project through PMU, field staff of Extension wing and Soil fertility of research wing.</li> <li>• Responsible for all procurements including the hiring of the services of IT component.</li> <li>• Provide leadership to the project having focus on the improvement of service delivery on Extension activities to the farmers at their door step through modern technology.</li> <li>• To guide the farmers for the increase of crop production by adopting latest technology/techniques of domestic</li> </ul>

					<p>and international research.</p> <ul style="list-style-type: none"><li>• Coordinate with District entities of Agriculture Extension and Research Wings and other stakeholders to ensure the implementation of the project as per Implementation plan of the PC-I.</li><li>• Dissemination of latest and modern technology to the farmers through electronic and print media.</li><li>• Ensure quality and substance of periodic monitoring and evaluation requirements.</li><li>• Regular visits in the field for the implementation of the project.</li><li>• Responsible to prepare action plan for the implementation of the project as per TORs.</li><li>• Responsible to prepare physical and financial achievements on fortnightly monthly, quarterly and annual basis and will present as and when required by the higher authorities for inspection and verification.</li><li>• Ensure timely submission of demand of funds, re-appropriation, excess and surrender as per budget schedule and requirement of the department.</li><li>• Responsible to prepare progress report, presentation, financial progress</li></ul>
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					<p>etc. as per requirement of the project.</p> <ul style="list-style-type: none"> <li>• Any other duties assigned by Higher ups.</li> <li>• After the completion of the project he will submit PC-IV as well as complete project report in the shape of a booklet covering all events including financial activities for third party evaluation / P&amp;D evaluation.</li> </ul>
2.	Manager Operations	Existing Salary to be adjusted in BS-18	By selection on merit from amongst officers working in Agriculture Department.	<ul style="list-style-type: none"> <li>• M.Sc. (Hons) Agriculture or Project Management/ Research Methods/M&amp;E/ MBA, or other relevant administrative Sciences from a well reputed HEC recognized national or international University/ Institute/College.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• 20 years in Agriculture Department.</li> <li>• Preference will be given to the officer having experience in public sector project planning, project execution, and project report writing requirements and functional design specification documents.</li> <li>• Knowledge of mobile applications and telecommunication related</li> </ul>	<ul style="list-style-type: none"> <li>• Will prepare plan for field operations to be conducted by the PD and higher ups.</li> <li>• Will assist the Department, DGA and PD for the recruitment of project staff and procurement under the project.</li> <li>• Will responsible to deal with the service matters of all project employees.</li> <li>• Will deal all financial and administrative matters of the project and submit report to the DGA for final decision.</li> <li>• Will help in monitoring of various activities under the project</li> <li>• Will liaison with project stakeholders and different departments and agencies.</li> </ul>

				<p>communication methods.</p> <ul style="list-style-type: none"> <li>• Understanding in database development on various platforms like Microsoft etc.</li> <li>• Understanding in GIS Applications.</li> <li>• Strong analytical and writing skills and experience of presenting complex technical information in a comprehensible way for non-specialist readers.</li> <li>• Good communication skills and fluency in English and Urdu.</li> <li>• <b>Maximum age 55 years</b></li> </ul>	
3.	Manager HR/Admin.	Existing Salary to be adjusted in BS-18	By selection on merit from amongst the officers working in Agriculture Department.	<p>Master Degree in Human Resource/Management/ Administration/M.Sc. (Hons) Agriculture or other relevant administrative Sciences from a well reputed HEC recognized national or international University/ Institute/College.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 15 years</li> <li>• Having extensive experience in the capacity development of human resources.</li> <li>• Fully conversant with HR</li> </ul>	<ul style="list-style-type: none"> <li>• He will assist the Project Director in employee development related matters.</li> <li>• He will work over training need analysis (TNA) of employees and develop and conduct training programs.</li> <li>• He will assist Project Director for procurement including hiring of services of firms under IT component.</li> <li>• Any other assigned by the Management</li> </ul>

				<p>related Government Rules/ Regulations/Procedures, etc.</p> <ul style="list-style-type: none"><li>• Strong analytical and writing skills and experience of presenting complex information in a comprehensive way.</li><li>• Good Communication skills and fluency in English and Urdu.</li><li>• <b>Maximum age 55 years</b></li></ul>	
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**Most Urgent**



**042 - 99210508**

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**NO. SO (R&E) 6-2/2021-ESFF  
GOVERNMENT OF THE PUNJAB  
AGRICULTURE DEPARTMENT**

**Dated Lahore, the 14<sup>th</sup> October, 2021**

To

1. The Chief Scientist Agriculture (Research), AARI, Faisalabad.
2. The Director General Agriculture (Water Management), Punjab, 21-Davis Road, Lahore.
3. The Director General Agriculture (Field), Punjab, 21-Davis Road, Lahore.
4. The Director General Agriculture (Extension & AR), Punjab, 21-Davis Road, Lahore.
5. The Director General, Pest Warning & Quality Control of Pesticides, Punjab, 21-Davis Road, Lahore.
6. The Director General, Soil Survey of Punjab, Multan Road, Lahore.
7. The Chief, Planning & Evaluation Cell, Agriculture Department, Riwayat Garden, Lahore.
8. The Chief Coordinator, Regional Agri. Economic Dev. Centre, Vehari.
9. The Director, Market Committees Provincial Fund Board, Lahore.
10. The Director of Agriculture, Crop Reporting Service, Punjab, Lahore.
11. The Director of Agriculture (Economics & Marketing), Punjab, Lahore.
12. The Director of Agriculture (Information), Punjab, Lahore.
13. The Director Floriculture (T&R), Punjab, Lahore.
14. The Director, Punjab Institute of Agriculture Marketing (PIAM), 21-Davis Road, Lahore.
15. The Chief, WTO/China Pakistan Economic Corridor, 21-Davis Road, Lahore.

Subject: **RECRUITMENT OF STAFF UNDER THE DEVELOPMENT PROJECT "EXTENSION SERVICE 2.0 - FARMER FACILITATION THROUGH MODERNIZED EXTENSION"**

I am directed to refer to the subject noted above and to state that different posts under the subject development projects are required to be filled in by selection from amongst the Officers working in the Agriculture Department, through competitive process. The job description, qualification/eligibility criteria of

these posts is **enclosed** alongwith 'application form'. The cutoff date for submission of applications is **15<sup>th</sup> November, 2021**.

3. You are requested to kindly circulate these posts amongst your subordinate offices and forward the applications of the willing officers to this department within due date.

**(FAKHAR IQBAL)**  
**SECTION OFFICER (R&E)**

**NO. & DATE EVEN**

A copy is forwarded to the Director of Agriculture (Information), Punjab, 21-Davis Road, Lahore with the request to upload this letter, eligibility criteria and application form on the official website of this department.

**(FAKHAR IQBAL)**  
**SECTION OFFICER (R&E)**

cc.

The Project Director, "Extension Service 2.0 Farmer Facilitation through Modernized Extension", Punjab, 1<sup>st</sup> Floor of Directorate of Soil Fertility, Thoker Niaz Baig, Lahore.