Job Description STFS Posts

#	Designation with pay scale	No. of post	Job Description
1.	I.T Manager BS-17/PPS-7	1	▪ Manage information technology, and computer systems ▪ Installation and management Learning Management System, Student Management system ▪ Ensure security of data, network access and backup systems ▪ Plan, organize, control and evaluate IT and electronic data operations ▪ Design, develop, implement and coordinate systems, policies and procedures ▪ Providing solution as per user needs ▪ Identify problematic areas and implement strategic solutions in time ▪ Preserve assets, information security and control structures ▪ Handle and update STFS/PSF website ▪ Any other assignment by the Competent Authority
2.	Assistant Scientific Officer BS-16/PPS-6	1	▪ To look after project activities ▪ To arrange meetings with project partners ▪ To support Project Director and other staff ▪ Any other work assigned by the Project Director
3.	Computer Operator / Technical Assistant BS-16/PPS-6	1	▪ To maintain database of all the students and their track record ▪ To manage online information of students and project website ▪ To computerize project data and information ▪ Any other work assigned by the Project Director
4.	Drivers BS-5/PPS-2	2	▪ To drive staff car/vehicles ▪ To keep the vehicles clean
5.	Naib Qasid BS-2 /PPS-1	2	▪ For office work and diary dispatch

Government of Pakistan
Ministry of Science & Technology
Pakistan Science Foundation
1-Constitution Avenue, G-5/2, P.O. Box 1121
Islamabad

SITUATION VACANT

Applications are invited from Pakistani Nationals for the following positions in Pakistan Science Foundation (PSF), Islamabad.

Applications are invited from Pakistani nationals for the following posts, purely on temporary and contract basis, in the government's approved development project titled "Science Talent Farming Scheme (STFS) for Young Students, Phase I (Component-1)" being executed by Pakistan Science Foundation, Ministry of Science and Technology, Islamabad:

Sl. No.	Designation with pay scale	No. of posts	Qualification and Experience	Upper Age
1.	I.T Manager BS-17/PPS-7	1	MCS/M.Sc Computer Sciences Or BCS (04 years) in any Computer Sciences discipline with 3 years of related experience & working in similar nature projects	35 years
2.	Assistant Scientific Officer BS-16/PPS-6	1	BS/M.Sc or B.Sc in any scientific discipline with preferably 3 years of experience in scientific organization. Computer operating/knowledge is essential.	35 years
3.	Computer Operator / Technical Assistant BS-16/PPS-6	1	BCS the preference will be given to the persons having 03 years of experience in the relevant field -capable of maintaining database and online information	35 years
4.	Drivers BS-5/PPS-2	2	Middle with valid LTV License having more than 3 years driving experience for STFS Mobile Lab HTV driver with 5 years of experience	35 years
5.	Naib Qasid BS-2/PPS-1	2	Primary with relevant experience	30 years

i. Prescribed application form and details/job description are available at www.psf.gov.pk
ii. Candidates already in government service should apply through proper channel.
iii. Detailed job description may be downloaded from PSF website.
iv. Degrees/ Certificates must be obtained from HEC/ Government recognized institutions.
v. The vacancy will be filled purely on merit basis and likely to be continued till the completion of the project.
vi. Candidates already in service should apply through proper channel.
vii. Age relaxation shall be provided as per government rules.
viii. PSF reserves the right to stop the recruitment process at any stage. The decision of PSF shall remain binding.

ix. No. TA/DA will be paid for test/interview.

x. Name of the project and post should be mentioned on the right side of the top of Envelope.

xi. Applications on prescribed form may reach to Secretary, Pakistan Science Foundation, 1- Constitution Avenue, G-5/2 Islamabad within 15 days of publication of this advertisement. Application Forms can be downloaded from PSF website www.psf.gov.pk. Incomplete applications or applications received after the due date shall not be entertained.

(HAIDER ZAMAN KHATTAK)
Project Director/Secretary, PSF
Tel: 9201887