

Launching of STEM in Pakistan
Situation Vacant on Contract basis

Detail of posts with Job Description/ Qualification Experience

#	Designation with pay scale	No. of posts	Job Description	Qualification, Experience	Upper Age limit
1.	Project Director (PPS-10/BPS-20)	1	<ul style="list-style-type: none"> ▪ Overall technical management and administration of the project ▪ Supervise program delivery, assess the needs of project and process the proposals to steering committee for its approval / re appropriation within budget. ▪ Organize the meetings of Steering/Executive committee and STEM Procurement Cell. ▪ Outline work plan to assign duties, responsibilities of the project staff. ▪ Responsible for supervision of all field staff/administrative staff duties ▪ Coordinate with project personnel to provide technical advice and to resolve problems. ▪ Recognize and solve potential problems and evaluate project/program effectiveness on the basis of reports prepared quarterly. ▪ Coordination with different entities on public outreach, press releases, etc. ▪ Responsible for supervision of all field staff/administrative staff duties to ensure the work on schedule and within budget heads. ▪ Conducting annual Steering Committees ▪ Any other work assigned by the Chairman PSF 	M.Phil/M.Sc. or Ph. D (Preferably) in any scientific discipline with 15 years of experience in scientific organization & working in science management. Computer literacy is essential.	62 years
2.	Additional Director (Academics, Outreach and Pedagogy) (PPS-9/BPS-19)	1	<ul style="list-style-type: none"> ▪ Providing advice and guidance to the teachers/mentors/master trainers/STEM regarding various activities of the of the STEM and pedagogy ▪ Smooth and active implementation of the STEM activities for all ▪ Identification of top teachers for 	M. Phil or M.Sc. in any scientific discipline with M.A (Education/Pedagogy) / M.Ed. having at least 15 years of	55 Years

			<p>International visits</p> <ul style="list-style-type: none"> ▪ Any other work assigned by the Project Director ▪ Work with STEM lead to closely monitor annual budget ▪ Consolidating STEM policies 	<p>experience in pedagogy, educational institutions / scientific organizations. Computer literacy is essential.</p>	
3.	Dy. Director/ Resource Mobilization Expert, (PPS-8/BPS-18)	1	<ul style="list-style-type: none"> ▪ Liaise with third party stakeholders to understand local events and requests and to create a programme of opportunities for teachers/trainers which support the strategy, third parties include STEM learning, Pedagogues, Head Teachers, Careers Advisors, etc. ▪ Ensuring all parties are aware of their responsibilities, the training requirements and associated Risk Assessments and comply accordingly Maintenance and record of STEM affiliated schools/colleges/universities and any training/expertise levels 	<p>M.Phil with 03 years or M.Sc/BS in any scientific discipline with preferably 05 years of experience of outreach, science popularization/ scientific organizations. B.Ed/M.Ed or MA Education will be considered additional qualification Computer literacy is essential.</p>	45 years
4.	Consultant/Advisor, STEM Module Development (PPS-8/BPS-18)	1	<ul style="list-style-type: none"> ▪ With guidance and support from the STEM and Academic Outreach Leads, deputy director will; ▪ Take responsibility for coordinating, resourcing and equipping the programme of STEM and Academic, Pedagogy, Outreach events in schools/colleges/universities ▪ Support Outreach with national/international partners ▪ Co-ordination for training teachers/trainers both at national and international level ▪ Preparation and circulation of promotional materials where required 	<p>M.Phil with 03 years or M.Sc/BS (Hons) in any scientific discipline with B.Ed/M.Ed or MA Education /pedagogy with preferably 05 years of experience in pedagogy, academics, scientific organizations. Computer literacy is essential.</p>	45 years
5.	Dy. Director, IT (PPS-8/BPS-18)	1	<ul style="list-style-type: none"> ▪ Analyzing IT system and infrastructure. ▪ Assisting in establishing STEM labs with Project coordinator to oversee 	<p>Master's degree in Computer Sciences, IT, Software Engineering or</p>	45 years

			<p>multiple activities of the project. Liaising with stakeholders such as project personnel, vendors and end users regarding project requirements.</p> <ul style="list-style-type: none"> ▪ Diagnosing IT system problems, inefficiencies and weaknesses. ▪ Planning a timeline for completion of projects. ▪ Implementing a technological solution to meet project needs. ▪ Coordination in establishment and operation of PSF/STEM portal ▪ Providing advice on technology best practices. ▪ Training staff to use the new IT system. ▪ Producing detailed reports on the efficacy of the technology. ▪ Outlining, defining and initiating project. ▪ Any other work assigned by C.A. 	<p>equivalent or BCS (04 years) in any Computer Sciences, Information Technology, Software Engineering discipline with 05 years of related experience & working in similar nature projects. Proficiency with database languages. CCNA/CCNP will be an added advantage.</p>	
6.	Dy. Director, Accounts (PPS-8/BPS-18)	1	<ul style="list-style-type: none"> ▪ To maintain the overall project accounts ▪ To assist Project Director in Finance & Admin related matters of the STEM Scheme. ▪ To coordinate and ensure the project releases and execution ▪ Any other work assigned by the Project Coordinator 	<p>M.Com /MBA (Finance) / CA Inter /CMA Inter with 05 years of experience in relevant field Computer literacy is essential.</p>	45 years
7.	Scientific Officer (Outreach, Pedagogy) (PPS-7/BPS-17)	1	<ul style="list-style-type: none"> ▪ To look after project activities ▪ To coordinate with stakeholders ▪ To arrange meetings with project partners ▪ To support Project Coordinator and other staff ▪ Co-ordination for training teachers/trainers both at national and international level ▪ Any other work assigned by the Project Coordinator 	<p>M.Phil or M.Sc/BS (Hons) in any scientific discipline with preferably 03 years of experience in science popularization/ scientific organizations. B.Ed/M.Ed or MA Education will be considered additional qualification Computer literacy</p>	40 years

				is essential.	
8.	Assistant Scientific Officer (PPS-6/BPS-16)	1	<ul style="list-style-type: none"> ▪ 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 	BS/M.Sc or B.Sc in any scientific discipline with preferably 03 year of experience in scientific organizations. B.Ed/M.Ed or MA Education will be considered additional qualification Computer operating/ knowledge is essential.	35 years
9.	Computer Operator /Technical Assistant (PPS-6/BPS-16)	1	<ul style="list-style-type: none"> ▪ 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 	BCS -the preference will be given to the persons having 1 year of experience in the relevant field -capable of maintaining database and online information	35 years
10.	Driver (PPS-2/BPS-5)	1	<ul style="list-style-type: none"> ▪ To drive staff car/vehicles ▪ To keep the vehicles clean 	Middle with valid LTV License having more than 5 years driving experience	35 years
11.	Naib Qasid (PPS-1/BPS-1)	2	For office work and diary dispatch	Primary with relevant experience	30 years