Save Trees, Save Environment

F.No. 6(1)/2025-Recruitment/STC

Government of Pakistan

Ministry of Climate Change & Environmental Coordination

LG&RD Complex, Sector G-5/2, Islamabad

URAAN PAKISTAN

SITUATIONS VACANT

The Ministry of Climate Change & Environmental Coordination invites applications from Pakistani Nationals to fill the following positions in the PSDP Project – Strengthening Technical Capacities of Ministry of Climate Change and Environmental Coordination (STC-MoCC&EC), on purely contract basis for a period of two years extendable subject to satisfactory performance by another year/ completion of the project.

Sr. No	Title of Post with Pay Scale	Eligibility Criteria	
		Qualification & Experience	Max. Age
1.	WASH Policy Specialist (PPS-10)	Master's in Environmental Science/ Climate Change from a national or foreign university is desired. At least 10 years of post-qualification experience in research, policy analysis, or related roles focusing on WASH/ sustainable development with Government or semi-government/intergovernmental setups, UN system or international organizations at technical levels. Experience of stakeholder engagement & consultations, including government, NGOs/ civil society and engagement with international development organizations would be an added advantage. Experience of donor coordination or working with donors or UN systems is essential. Hands- on experience of working with computer (MS Office) is essential.	52
2.	GIS and Monitoring Specialist (PPS-10)	Master's in Geographic Information Systems (GIS), Geoinformatics Engineering from a national or foreign university is desired. At least 8 years of post-qualification experience in monitoring, GIS analysis, or related roles with Government or semi-government / intergovernmental setups, UN system or international organizations at technical levels.	52
3.	WASH Reporting Officer (PPS-08)	Master's in Environmental Science/ Climate Change from a national or foreign university is desired. At least 5 years of post-qualification experience in SDG reporting, communication, or related roles focusing on WASH/ sustainable development with Government or semi-government/intergovernmental setups, UN system or international organizations at technical levels. Experience of stakeholder engagement & consultations, including government, NGOs/ civil society and engagement with international development organizations would be an added advantage. Hands- on experience of working with computer (MS Office) is essential.	35
4.	GIS/ MIS Officer (PPS-08)	Master's in Geographic Information Systems (GIS), Geoinformatics Engineering or any other relevant field from a national or foreign university is desired. At least 5 years of post-qualification experience in MIS, GIS analysis, spatial data management or related roles with Government or semi-government/ intergovernmental setups, UN system or international organizations at technical levels.	35
5.	WASH Coordination Officer (PPS-08)	Master's in Water Resource Management, Environmental Sciences or Climate Change from a national or foreign university is desired. At least 5 years of post-qualification experience in water, sanitation, and hygiene programs, including experience with foreign-funded and PSDP (Public Sector Development Program) projects. Strong knowledge of SDG 6 (especially targets 6.1 and 6.2), SDG 3 (Health), and SDG 1 (Poverty Reduction). Proven experience in public health-related WASH programming. Sound understanding of government systems, donor reporting, and cross-sectoral WASH integration.	35
6.	Motion Design Lead/ Senior Animator (PPS-09)	Bachelor's or Master's degree in Animation, Multimedia Arts, Graphic Design, or any other field. Minimum 6 years of professional experience in motion design, animation, or visual storytelling. Strong proficiency in: - Adobe After Effects (expressions, effects, 2.5D animation) - Illustrator, Photoshop, Premiere Pro - Optional: Blender, Cinema 4D, or other 3D tools Demonstrated ability to translate complex or technical data into engaging motion content. Experience producing work in or for the public, development, or environmental sectors is preferred. Familiarity with Pakistan's climate issues and governance context is a strong asset. A professional portfolio demonstrating range and quality in animated work is mandatory.	45
7.	Social Media Manager (PPS-08)	Master's or Bachelor's (Hons) in Mass Communication, Digital Media, Media Studies, Multimedia Arts, Public Relations, Journalism, or MBA (Marketing/Communications) Minimum 5 years of proven experience of managing institutional or campaign-level social media platforms Demonstrated expertise in Meta Business Suite, Twitter/Xtools, Buffer, Canva, and analytics platforms Strong writing and visual storytelling instincts with fluency in English and Urdu Solid understanding of digital advocacy, community engagement, and climate communication trends.	35
8.	Content Strategist (Urdu) (PPS-08)	Master's or Bachelor's (Hons) Urdu Literature, Mass Communication or Journalism. Minimum 4 years of proven experience in Urdu content writing, scriptwriting, and copywriting for development or advocacy campaigns. Strong proficiency in creative writing, proofreading, and language adaptation. Familiarity with climate narratives, social issue communication, and inclusive content practices. Ability to develop audience-tailored content for various platforms with clear, people-centric messaging.	35
9.	Public Policy Analyst (PPS-09)	Master's in Climate Change, Environmental Engineering, Public Policy, Political Science, Economics, Law, from a national or foreign university is desired. Higher degree/PhD in the above-mentioned disciplines from a foreign university will be given preference. At least 07 years of post-qualification experience is required working with Government/intergovernmental setups, UN system or international organizations on environment protection, climate change at managerial or senior technical levels. Demonstrated experience of development and management of projects in areas related to climate change, marine biodiversity and/or environment protection is a must.	45
10.	Admin and Finance Officer (PPS-08)	16 years of education in Finance, MBA, management from an HEC recognized university. At least 05 years of relevant post-qualification experience in project administration, financial management and procurements under PSDP or donor funded projects. Working experience with UN/International agencies and Ministry of Climate Change will be preferred. He/she should have good speaking and writing skills in English & Urdu languages.	35
11.	Admin/ Office Assistant (3 Posts) (PPS-06)	16 Years of education in business administration, computer science or software engineering from an HEC recognized university. At least 03 years of relevant post-qualification experience in government/ private sector. Experience of working in Microsoft Office is mandatory.	30
12.	Driver (2 Posts) (PPS-02)	Middle/ Matric with valid Driver's License. At least 03 years of driving experience in government/ private sector.	45

Terms & Conditions

i. Interested candidates, who fulfill the eligibility criteria mentioned against each of the above posts, must apply online through National Job Portal's official website: **https://njp.gov.pk/** within 15 days of the publication of this advertisement.
ii. Detailed Job Description of each post is also available on Ministry's website: **https://www.mocc.gov.pk/Jobs**
iii. Government Servants should apply through proper channel as per law.
iv. The General Age relaxation for a period of 05 years in upper age limit has already been added in the max age limit, mentioned above.
v. In case of foreign qualification, Equivalence Certificate from HEC is mandatory.
vi. Only shortlisted candidates, fulfilling the prescribed requirements, will be called for test/interview.
vii. Shortlisted candidates must bring original testimonials at the time of test/interview.
viii. The competent authority reserves the right not to fill the Advertised Post without assigning any reason thereof.
ix. No TA/DA will be admissible for test/interview.
x. Applications received through post or by hand will not be accepted/entertained.
xi. Information provided in the application forms will be verified. In case of false or forged information, MoCC&EC reserves the right to cancel candidature of any person at any stage.
xii. The cutoff date for determining the eligibility of the candidate in terms of age, qualification, experience, etc., will be the closing date of receipt of applications.
xiii. Applications that are incomplete or received after due date will not be entertained.

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