Strengthening Technical Capacities of Ministry of Climate Change and Environmental Coordination (STC - MoCC&EC)					
Sr. No.	**Position**	**PPS / Salary**	**Qualification /Experience**	**Age**	**Job Description**
1	IT Expert (2 Posts)	PPS-09	16 years of education in IT, computer science or software engineering from an HEC recognized university. At least 7 years of post-qualification experience IT operations, cybersecurity, database management, systems and digital solutions. Strong knowledge of Windows and/or Linux environments. Knowledge of programming, databases, and software development. Familiarity with networking concepts (LAN/ WAN, firewalls, routers, switches). Experience with MS Office Suite, antivirus software, and backup solutions.	45 Years (max)	Assist in ensuring high quality advisory and implementation support to achieve the objectives and outputs of the project in relevance to the E-Governance. Establish and maintain local server setup including establishment of Network policies (Password, Drivers etc); Manage & oversee all hardware & software related issues of the LAN; Upgrade and maintain MoCC&EC website and upload project reports, maps, promotional material and etc.; Activate, upgrade and maintain e-office, official emails and task monitor of MoCC&EC, as required; Responsible for trouble-shoot in telephone exchange, email traffic, multimedia and other I.T related equipment. Maintaining the IT infrastructure, systems, and digital solutions of the Ministry of Climate Change and Environmental Coordination. Develop a system for IT inventory, procurement, and licensing of software/hardware. Any other task assigned by management.
2	Motion Design Lead / Senior Animator	PPS-09	Bachelor's or Master's degree in Animation, Multimedia Arts, Graphic Design, or any other	45 Years (max)	To develop visually engaging motion content that conveys climate challenges and policy

			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.		responses in a compelling way. To lead the creative development, execution, and quality control of all animated outputs within the ministry. To act as the sole technical expert on motion design within the digital media team. Demonstrate a strong sense of visual storytelling, creative concept development, and aesthetic judgment. Develop mood boards, storyboards, and animation styles that match MoCC's tone and climate narratives. Ensure the design and animation reflect regional diversity, inclusivity, and are engaging to a wide audience, including youth and vulnerable communities. Maintain a consistent visual identity across all animations, aligning with MoCC's communication goals and cultural context. Conceptualize and produce motion graphics, animated explainers, and infographic videos aligned with MoCC's campaigns and climate communication priorities. Animate climate data (e.g., temperature shifts, rainfall patterns, biodiversity loss) into visual stories using charts, transitions, and maps. Translate policy material into animated sequences for public awareness. Ensure motion content is

					optimized for various platforms (Reels, TikTok, YouTube Shorts, TV spots, presentations). Maintain project files, versioning, asset libraries, and rendering outputs. Troubleshoot issues related to video rendering, compatibility, and design consistency. Work closely with the Head of Communications and policy teams to shape the visual storytelling strategy from a climate perspective. Provide creative input during content planning meetings and communication briefings. Recommend tools, plug-ins, or visual styles to enhance quality and impact. Manage multiple timelines and requests independently. Prioritize urgent campaigns (e.g., disaster alerts, national/international climate days). Produce rapid-response animations when required (e.g., infodemic corrections, social media myths). Produce inclusive visuals reflecting Pakistan's regional diversity. Ensure bilingual (Urdu-English) execution with appropriate fonts, typography, and script flow. Design with accessibility in mind (e.g., readable text, color contrast, visual hierarchy).

3	IT Officer	PPS-08	16 years of education in IT, computer science or software engineering from an HEC recognized university. At least 5 years of post-qualification experience in IT or Systems Support role. Strong knowledge of Windows and/or Linux environments. Knowledge of programming, databases, and software development. Familiarity with networking concepts (LAN/ WAN, firewalls, routers, switches). Experience with MS Office Suite, antivirus software, and backup solutions.	35 Years (max)	Responsible for ensuring high quality advisory and implementation support to achieve the objectives and outputs of the project in relevance to the E-Governance. Establish and maintain local server setup including establishment of Network policies (Password, Drivers etc); Manage & oversee all hardware & software related issues of the LAN; Support in upgrading and maintainance of MoCC&EC website and upload project reports, maps, promotional material and etc.; Ensure smooth working of e-office, official emails and task monitor of MoCC&EC, as required; Responsible for trouble-shoot in telephone exchange, email traffic, multimedia and other I.T related equipment.
4	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/X tools, Buffer, Canva, and analytics platforms Strong writing and visual storytelling instincts with	35 Years (max)	Manage the Ministry's official social media accounts across X (Twitter), Facebook, Instagram, LinkedIn, and YouTube Monitor real-time trends, audience insights, and social sentiment to adjust messaging strategies Publish timely and relevant content in line with the Ministry's communication objectives Coordinate with internal teams and content creators to support campaign rollouts and live coverage Track and analyze platform performance through analytics

			fluency in English and Urdu Solid understanding of digital advocacy, community engagement, and climate communication trends		dashboards and prepare regular reports Recommend and implement engagement tactics to boost visibility and responsiveness Apply SEO practices, platform-specific optimisations, and social copy best practices in all content
5	Project Management and Reporting Officer	PPS-08	16 years of education in Project Management, Economics, Public Administration from an HEC recognized university. At least 6 years of post-qualification experience in supporting project management and reporting under donor funded projects. Working with PSDP & UN/international development agencies (successfully support implementation of one project of GoP and international agencies) is added advantage. He/she should have good speaking and writing skills in English & Urdu languages.	35 Years (max)	Ensure the effective and efficient functioning of the MPSU. Carry out review of work plan (program, M&E, risk etc.) of MoCC&EC Projects for ensuring quality and robustness. Provide regular input in monitoring of unit activities to assess overall implementation with respect to objectives, outputs and indicators of the unit, as outlined in PC-1. Ensure that the reporting requirements of all units are prepared and submitted to concerned quarters in a timely manner. Support in execution of trainings, workshops, events related to the project management, procurement (goods & services), HR, financial management, safeguards, team building, and other related topics. Extend support to MoCC Projects for execution of activities in a successful manner. Any other task assigned by management.
6	GIS/ Remote Sensing Manager	PPS-08	MS Degree in Remote Sensing and GIS (at-least 18 years of education) with at least 5 years of relevant	35 Years (max)	Supervise and manage the overall technical functioning of Pakistan's National Forest Monitoring System (NFMS), ensuring consistency,

			experience in remote sensing and GIS applications in forestry, forest monitoring, or forest MRV systems Proven expertise in forest change detection, land cover classification, and carbon stock assessment using satellite imagery. Proficiency in RS/GIS software including ArcGIS, QGIS, Google Earth Engine (GEE), ERDAS Imagine, ENVI, and cloud-based platforms like FAO SEPAL. Familiarity with IPCC guidelines, REDD+ MRV frameworks, and forest inventory techniques.		accuracy, and timely updates. Develop, implement, and maintain GIS and remote sensing methodologies for forest cover mapping, land cover classification, forest degradation, and deforestation analysis. Coordinate with provincial forest departments for data collection, validation, and harmonization of forest inventory and remote sensing data. Design and conduct spatial analysis using satellite imagery (e.g., Landsat, Sentinel, Planet) and integrate with ground-based inventory data. Support MRV (Measurement, Reporting, and Verification) processes under the REDD+ framework, including emission factor development and activity data generation. Prepare technical maps, dashboards, spatial datasets, and geospatial reports to support decision-making at national level. Ensure integration of the NFMS with relevant global platforms (e.g., FAO SEPAL, Open Foris, Global Forest Watch) and national reporting systems (e.g., GHG Inventory, REDD+, FAO FRA). Provide training and technical support to relevant ministry and provincial staff on GIS and remote sensing tools, software, and standards. Develop metadata documentation and maintain a centralized geodatabase for forestry and land use.

					Contribute to concept notes, project proposals, and donor reporting where RS/GIS inputs are required. Stay up to date with technological advancements in forest monitoring, including AI/ML applications and UAV/drone-based data collection.
7	Data Coordinator - Chemical and Waste Management	PPS-08	BS/MSc (16 years of education) or MS/M.Phil. or Ph.D. in Environmental Sciences, Computer Science, IT, Software Engineering, Data Management, Statistics, or a related field from a reputed national (HEC Recognized) and international institution. Minimum 5 years of relevant experience in data coordination, database management, or environmental data systems. Significant experience in managing PSDP and/ or donor-funded projects and familiarity with project cycle management, Proficiency in MS Excel, Access, SQL databases, or any data visualization/BI tools (e.g., Power BI, Tableau) is required. Familiarity with chemical and waste data reporting formats and environmental statistics is an advantage. Having sound knowledge of sound management of chemicals, governance, compliance, and	35 Years (max)	Act on behalf of the Competent Authority/ National Focal Point for BRS, Minamata Convention, Vienna Convention, GFC, INC, and their protocols as a Data Coordinator- Chemical and Waste Management for the achievement of Objectives. Develop and maintain data entry templates and databases for chemical and hazardous waste inventories, and, e-waste flows, etc. Assist in the digitalization and validation of legacy and new data using appropriate tools and software. Support the design and implementation of a centralized Chemical and Waste Information Management System. Ensure data accuracy, completeness, and consistency through quality control protocols. Coordinate with provincial EPAs, customs, port authorities, industries, and relevant ministries to gather timely data. Generate regular data summaries, visualizations, and analytical reports for use in policy and planning.

			implementation mechanism of chemical and waste related Conventions, Experience working with government departments, international organizations, or donor-funded projects preferred. Strong organizational skills and attention to detail. Good communication and coordination abilities.		Maintain secure data storage and access protocols in line with government data protection standards. Support training sessions for partner agencies on data submission formats and use of the database system. Prepare the mandatory reports as per reporting requirements of the chemical and waste related Conventions, as required for their submission. Facilitate coordination among federal, provincial, and local government agencies for chemical and waste related data management. Liaise with relevant government departments, private sector entities, and international organizations. Report and present the performance to the Ministry of Climate Change and Environmental Coordination and other government forums as and when required.
8	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	35 Years (max)	Implementation of Project Financial and Admin related policies; Prepare yearly work plan and cash plan of the individual cells under the project and ensure their timely submission and approval; Prepare and submit yearly NIS statement and quarterly demand for timely allocation and release of funds. Update monthly physical and financial progress on iPAS;

			be preferred. He/she should have good speaking and writing skills in English & Urdu languages.		Prepare project's physical and financial progress at Monthly/ Quarterly/ Yearly Review Meetings; Handle all financial matters of the meetings, workshops and seminars organized under the project; Prepare payments requests/travel claims with the supporting documentation and liaison with government organizations/donors for payment follow-ups; Maintain project petty expenses and ensure entries in petty cash register, maintain general ledger to keep record of project accounts. Provide support in preparing tender documents, disseminate, prepare bids tabulation and ensure quality and quantity of goods before delivery; receive and check invoices from the suppliers and initiate payment requests. Handle all administrative issues relating to project including but not limited to processing of salaries, maintenance of financial record and management of filing system. Inventory management of both expendable and non-expendable project items. Liaise with AGPR, Planning Commission and Finance Division for project related queries. Any other task assigned by management.
9	Monitoring and Evaluation Officer (2 Posts)	PPS-08	16 years of education in environmental sciences, economics, development studies from an HEC	35 Years (max)	Support the M&E Specialist in designing, implementing, and managing monitoring and evaluation systems to track project

			recognized University. At least 5 years of relevant post-qualification experience in monitoring, evaluation, linkages building and preparation of TORs. Experience of similar assignment(s) in the past in particular with government/ inter-government organisations would be preferred. He/she should have good speaking and writing skills in English & Urdu languages.		performance, measure impact, and ensure accountability. Assist in data collection, analysis, reporting, and capacity-building efforts to enhance program effectiveness. Support the development of data collection for baseline, mid-term, and end-line evaluations. Analyze quantitative and qualitative data to assess project performance. Work closely with project teams to integrate M&E into project planning. Assist the M&E Specialist in presentations and dissemination of results.
10	Research Officer (2 Posts)	PPS-06	Minimum B.S Degree in Forestry/Biodiversity/Wildlife Management (at least 16 years of education or equivalent) with at least 2 years of relevant experience.	30 Years (max)	Assist in the collection, organization, and analysis of data related to forests, biodiversity, and wildlife from provinces/territories and other relevant sources. Support the preparation of technical reports, policy briefs, project documentation, and periodic progress reports for forestry, biodiversity, and wildlife initiatives. Contribute to national reporting obligations under relevant multilateral environmental agreements such as the CBD, UNCCD, and CITES. Assist in maintaining and updating databases and information systems related to forest cover, protected areas, key biodiversity areas, wildlife species, and land degradation. Support the implementation and

					monitoring of national strategies such as the REDD+ Strategy, National Biodiversity Strategy and Action Plan (NBSAP), and other relevant action plans. Coordinate with provincial departments, NGOs, research institutions, and international partners for data sharing, field validations, consultations, and capacity-building initiatives. Participate in the development of project proposals, concept notes, and technical inputs for resource mobilization and donor coordination. Support awareness campaigns, policy dialogues, and events related to forestry, biodiversity, and wildlife conservation. Assist in drafting responses, briefs, and technical inputs required for inter-ministerial coordination, parliamentary questions, or media communications. Carry out any other task assigned by the supervising officers in line with the overall objectives of the Ministry.
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 Years (max)	Organizing meetings and conferences including preparing and dispatching invitation, receiving confirmations, making administrative arrangements during the meeting by managing the list of participants; Drafting the meeting minutes and archive the recording of meetings; Systematic filing and record keeping of financial data;

					Keeping an inventory of office supplies and ordering new materials as needed; Management of file records and processing of routine official assignments, briefs, dossiers etc; Any other task assigned by management.
12	Janitor/ Cleaner (2 Posts)	PPS-02	Primary/ Middle with necessary know how of office keeping.	45 Years (max)	Cleaning tasks assigned by the management.