Sr. No.	Position	PPS / Salary	Qualification /Experience	Age	Job Description
Water, Sanitation and Hygiene (WASH) Cell					
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 Years (max)	Design and implement research initiatives to generate evidence-based insights into WASH challenges, best practices, and innovative solutions. Conduct literature reviews, surveys, case studies, and other research activities to inform project interventions and policy recommendations. Collaborate with stakeholders, academic institutions, and research organizations to leverage expertise and resources for research endeavours. Monitor global, regional, and national policies related to WASH and SDG6 identifying trends, gaps, and opportunities for advocacy and action. Creating of monitoring framework, and preparation of reports to meet the international requirements including GLAAS survey. Conduction of VNR for SDG 6. Develop policy briefs, and other materials to facilitate decision-makers and stakeholders at various levels. Provide strategic advice to the project team and senior management on research findings, policy implications, and strategic directions. Contribute to the development of project plans, proposals, and strategies, ensuring alignment with SDG6 priorities and global agendas.

					Identify capacity-building needs within the project team and stakeholders and develop training programs, workshops, and other capacity-building activities.
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 Years (max)	Develop and implement a comprehensive monitoring and evaluation framework to track project progress, outcomes, and impact in line with SDG6 targets. Establish indicators, data collection methodologies, and tools for mapping activities as identified in project objectives. Engage with the stakeholders to collect the water quality data for reporting of SDG 6 indicators. Spatial analyses of the collected data for reporting of SDG 6 indicators. Utilize GIS technology to analyse spatial data, map WASH infrastructure, map water and sanitation services, and inform decision-making processes. Utilize GIS-based tools to visualize project data, trends, and spatial relationships for effective communication and reporting. Provision of data and maps for MIS system to securely store, organize, and analyse project data, including monitoring data, GIS datasets, and other relevant information. Facilitate the reporting activities using the GIS technology for effective reporting to meet national and international reporting requirements.
3	WASH Reporting Officer	PPS-08	Master's in Environmental Science/ Climate Change from a national or foreign university	35 Years (max)	Develop and implement a comprehensive reporting framework to capture project activities, outputs, outcomes, and

			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.		impact in alignment with SDG6 targets. Coordinate the collection of data and information for WASH reporting activities. Ensure the timely submission of high-quality reports in accordance with project requirements and deadlines. Draft, edit, and finalize project reports, including narrative reports, progress updates, quarterly reports, annual reports, and other documentation as required. Ensure that reports are clear, concise, and articulate the achievements, challenges, lessons learned, and best practices of the project. Collaborate with project staff and technical experts to gather relevant information and data for reporting purposes. Facilitate in conduction of GLAAS reporting, VNR and JSRs. Support the development and implementation of the project's communication strategy to raise awareness about SDG6, WASH initiatives, and project achievements.
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/	35 Years (max)	Develop and implement GIS strategies, standards, and protocols for data collection, analysis, and visualization to support project objectives. Lead the design and implementation of GIS-based applications, tools, and databases for mapping WASH infrastructure, and tracking project reporting activities. Perform GIS-based spatial

			intergovernmental setups, UN system or international organizations at technical levels.		analysis on the acquired data to meet the reporting requirements as per SDG 6 indicators. Facilitate the creation of Management Information System (MIS) to capture, store, and analyse project data, including monitoring data, indicators, and performance metrics. Provision of the reporting data to be uploaded in the MIS. Conduct spatial analysis and data visualization using GIS tools to identify trends, patterns, and spatial relationships related to WASH interventions and outcomes. Generate regular reports, GIS maps, and visualizations for effective reporting in accordance with project requirements. Integrate GIS and MIS data into project reports. Foster a culture of data-driven decision-making and knowledge-sharing to maximize the impact of GIS for SDGs reporting.
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).	35 Years (max)	Develop a national roadmap, action plans, and programs aligned with SDG 6 and WASH policies, ensuring a results-focused and scalable approach. Integration of WASH into related sectors such as health, nutrition, education, and climate change. Establish and strengthen coordination mechanisms among stakeholders at strategic and operational levels, promoting multi-partner collaboration. Enhance collaboration among government entities, development partners, CSOs, the private sector, and academia for the realization of

			Proven experience in public health-related WASH programming. Sound understanding of government systems, donor reporting, and cross-sectoral WASH integration.		SDG 6. Lead the planning, design, and implementation of WASH programs in accordance with national and international standards. Conduct needs assessments and design context-appropriate WASH interventions. Provide technical input in the construction and rehabilitation of water supply systems, sanitation facilities, and hygiene promotion activities. Ensure the integration of environmental sustainability, gender, protection, and climate resilience across all WASH initiatives. Develop and update WASH guidelines, training materials, and implementation tools. Organize training sessions, workshops, and study tours for staff, partners, and communities. Ensure the timely and efficient delivery of project outputs and outcomes in coordination with national counterparts and stakeholders. Organize project-related meetings, conferences, and awareness-raising activities. Ensure high-quality visibility and communication of project activities through media and stakeholder engagement.
Green Communication and Data Repository Unit (GC&DRU)					
6	Motion Design Lead / Senior Animator	PPS-09	Bachelor's or Master's degree in Animation, Multimedia Arts, Graphic Design, or any other field.	45 Years (max)	To develop visually engaging motion content that conveys climate challenges and policy responses in a compelling way.

			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.		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).
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	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

			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 fluency in English and Urdu Solid understanding of digital advocacy, community engagement, and climate communication trends		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 analyse platform performance through analytics 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
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 Years (max)	Develop impactful Urdu-language content that simplifies climate, policy, and environmental concepts for the public Create original scripts, captions, and copy for public awareness videos, animations, and documentaries Write campaign slogans, story-based articles, video scripts, and human-interest narratives Collaborate with creative teams to ensure cultural and linguistic relevance in all messaging Translate and localise English materials into accessible, audience-specific Urdu formats Shape and adapt messaging for digital, print, and broadcast platforms using behaviour change techniques Contribute to public engagement through well-crafted storytelling and strategic content alignment

Biodiversity Beyond National Jurisdiction (BBNJ) Cell					
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 Years (max)	Conduct in-depth research on public policies, laws, and regulations. Analyze economic, social, and political trends to assess policy impacts. Utilize statistical models and data analysis tools to evaluate policy effectiveness. Draft policy proposals, white papers, and reports. Provide data-driven recommendations to policymakers, stakeholders, and advocacy groups. Collaborate with experts, researchers, and community representatives to refine policy solutions. Liaise with Ministry of Climate Change and Environmental Coordination (MoCC&EC), relevant government agencies and project partners / stakeholders. Oversee the exchange and sharing of experiences and lessons learned from projects implementation with relevant stakeholders nationally and internationally. Ensure alignment of policies with legal frameworks and best practices. Any other responsibility assigned by the Management.
Admin & Finance/ M&E/ Support Staff for all Units					
10	Admin and Finance Officer	PPS-08	16 years of education in Finance, MBA, management from an HEC recognized	35 Years (max)	Implementation of Project Financial and Admin related policies;

			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.		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; 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.
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	Driver (2 Posts)	PPS-02	Middle/ Matric with valid Driver's License	45 Years (max)	Driving/ maintenance of official vehicles and any other task assigned by the management.