Save Trees, Save Environment Save Trees, Save Environment Save Trees, Save Environment 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

SITUATION VACANTS

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.	IT Expert (PPS-09) (2 Posts)	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, cyber security, 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
2.	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
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
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 fluency in English and Urdu Solid understanding of digital advocacy, community engagement, and climate communication trends.	35
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
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 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.	35
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 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.	35
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 be preferred. He/she should have good speaking and writing skills in English & Urdu languages.	35
9.	Monitoring and Evaluation Officer (PPS-08) (2 Posts)	16 years of education in environmental sciences, economics, development studies from an HEC 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.	35
10.	Research Officer (PPS-06) (2 Posts)	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
11.	Admin/ Office Assistant (PPS-06) (3 Posts)	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.	Janitor/ Cleaner (PPS-02) (2 Posts)	Primary/ Middle with necessary know how of office keeping.	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. Master's degree refers to 18 years of education and Bachelor's degree refers to 16 years of education.
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. Short listed 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.

Save Trees, Save Environment Save Trees, Save Environment Save Trees, Save Environment Save Trees, Save Environment