CORRIGENDUM

With reference to the Job Advertisement of Punjab Socio-Economic Registry (PSER), PSPA, IPL-2057, published on 26.02.2026, it is hereby informed that the number of vacancies against Sr. No. 7–11 and mode of submission of applications along with last date of submission of application has been revised/updated.

CAREER OPPORTUNITY

Outstanding Opportunities in Punjab Socio-Economic Registry (PSER)

The Punjab Social Protection Authority (PSPA), an autonomous body of the Government of the Punjab, which seeks applications from the qualified, highly talented and self-motivated candidates for the Project titled "Punjab Socio-Economic Registry (PSER)" for the following posts in Project Management Unit, PSER-PSPA on contract basis.

Sr.#	Post & Project Pay Scale	No. of Posts	Sr.#	Post & Project Pay Scale	No. of Posts
1	Data Security Specialist (PPS-10) Max. Age Limit: 45 years	1	*7*	Grievance Redressal Officer (PPS-7) Max. Age Limit: 40 years	1
2	Sr. Data/Integration Manager (PPS-9) Max. Age Limit: 40 years	1	*8*	Office Assistant (PPS-04) Max. Age Limit: 35 years	1
3	Data/Integration Engineer (PPS-8) Max. Age Limit: 35 years	1	*9*	Dispatch Rider (PPS-03) Max. Age Limit: 35 years	1
4	Manager IT Operations (PPS-8) Max. Age Limit: 35 years	1	*10*	Office Boy (PPS-02) Max. Age Limit: 35 years	1
5	Software Developer (PPS-8) Max. Age Limit: 35 years	1	*11*	Driver (PPS-02) Max. Age Limit: 40 years	2
6	Graphic Designer (PPS-7) Max. Age Limit: 35 years	1			

1. Interested candidates who meet the above-mentioned eligibility criteria are required to apply **online only** through the Punjab Job Portal (www.jobs.punjab.gov.pk) by **19.03.2026**. Submission of hard copies is not required at this stage. However, candidates shortlisted for interviews will be required to bring their original documents along with one complete set of attested copies of those documents. Documents required at the time of interview will include educational degrees/certificates, transcripts, evidence of professional experience (Experience/Service/No Objection Certificates), CNIC, domicile, and an updated CV. **Applications submitted after the due date shall not be considered**.
2. This position is strictly project-based and the recruitment will be made in contractual mode. The contractual appointment will be made in accordance with the selection criteria specified in the PC-I for an initial period of one (01) year and the same is extendable subject to satisfactory performance and project requirements.
3. The detailed job description and eligibility criteria including experience, qualifications and skills may be viewed at www.pspa.punjab.gov.pk/careers or www.jobs.punjab.gov.pk.
4. Only short-listed candidates shall be called for the interview.
5. **No TA/DA** shall be admissible to the shortlisted candidates for interviews.
6. In case of selection, verification of local degrees from HEC shall be required. However, in case of a foreign degree, HEC equivalence is required before appearing in the interview.
7. Applicants serving **in Government/Semi-Government/Autonomous** organizations **must** apply through proper channel. Only a **fresh No Objection Certificate (NOC)** from the current employer shall be entertained.
8. The competent authority reserves the right to increase or decrease the number of positions, withhold, terminate or cancel the recruitment process at any stage without assigning any reason.

IPL- 2280 .

(Waqar Ahmed)
Manager (HR&A)
Punjab Socio-Economic Registry
Punjab Social Protection Authority (PSPA)
42, A Block, Wahdat Road, New Muslim Town, Lahore
Phone No. 042-99232359-60

ELIGIBILITY CRITERIA AND TORS

Sr. No.	Designations	TORs	Eligibility Criteria
1.	**Data Security Specialist**	• Implement and manage data loss prevention strategies and tools for sensitive socio-economic data. • Define, implement, and audit database security controls, including encryption at rest/in transit, access management, and logging. • Collaborate with the Data/Integration Engineer to ensure security and compliance are embedded in ETL/data pipeline design. • Manage and monitor data masking, tokenization, and anonymization techniques for non-production environments. • Perform regular data security risk assessments and vulnerability scans on data stores. • Develop and enforce data classification policies in coordination with the Information & Network Security Specialist. • Oversee the secure configuration and patching of database systems to mitigate known vulnerabilities. • Support incident response activities related to data breaches or unauthorized access. • Conduct regular reviews of data security controls and risks, while engaging staff through awareness and training sessions to promote a culture of compliance and continuous learning. • Develop and implement secure data integration and sharing mechanisms • Develop SOPs for data protection for offline media (backups) Reports to Chief Technology Officer	Education: At least, sixteen (16) years of education in IT, Computer Science, Software Engineering, or a related field from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. **Experience:** • Minimum 5 years of experience focused on data and database security. • Relevant certifications (e.g., CISSP, CISM, or specific vendor security certifications) are highly desirable. **Skills:** • Expertise in database security tools and features for platforms like SQL Server, Oracle, or MySQL. • Proficient in SIEM, DLP and Key management systems (IBM Guardium, Oracle AVDF) • Familiarity with data anonymization techniques for sensitive datasets. • Proficient in data encryption methods, key management, and data access governance (e.g., Row-Level Security). • Familiarity with data privacy regulations and compliance frameworks (e.g., GDPR, National cyber security policy). **Max. Age: 45 Years**

2.	**Sr. Data/Integration Manager**	• Define data and integration strategy, API lifecycle and versioning policies. • Own API governance for producer and consumer contracts, API standards and developer documentation. • Prioritise and oversee ETL/data pipeline work for beneficiary registry, reconciliation and analytics. • Coordinate data quality, lineage, reconciliation rules and SLA definitions with product and ops. Manage data/integration roadmap, vendor relationships and cross-team delivery for integration projects.	**Qualifications:** At least, sixteen (16) years of education in IT, Software Engineering, or a related field from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. **Experience:** 6 years experience in: • API governance and integrations, data pipeline design, ETL/CDC patterns. • Experience with message brokers, data warehouses, and API gateways is desirable. **Skills:** • Understanding of data management, data quality and lineage tooling. • Stakeholder management and ability to translate operational needs into data contracts. **Max. Age Limit:** 40 years

3.	**Data/Integration Engineer**	• Implement APIs and integration connectors according to API and data contracts. • Build ETL/ELT pipelines, CDC jobs and data quality checks; implement reconciliation jobs. • Create contract/integration tests and maintain mock harnesses for consumers. • Monitor pipeline health, investigate data anomalies and support incident resolution. Collaborate with DBA, BI and other stakeholders to optimise data models and performance.	**Qualifications:** At least, sixteen (16) years of education in IT, Software Engineering, or a related field from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. **Experience:** 4 years experience in: • API development, ETL tools or code-based pipelines, SQL and data modelling. • message queues and contract testing. **Skills:** • Strong debugging and data validation skills. • Familiarity with analytics stacks and on-prem data orchestration tools **Max. Age Limit:** 35 years

4.	**Manager IT Operations**	• Own datacenter/vendor relationships, maintenance and escalation processes. • Define and enforce maintenance windows, change approvals and change freeze policies. • Lead capacity planning, runbook coverage, backup/DR strategy and execution. • Coordinate operational readiness for releases and payment windows, run operational reviews. Coordinate with Network & Infrastructure, DevOps and IT Support, and manage incident escalation.	**Qualifications:** At least, sixteen (16) years of education in IT, Software Engineering, or a related field from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. **Experience:** 4 years experience in: • Datacenter operations, vendor management and NOC/incident processes. • Capacity planning, backup/DR planning and operational governance. Experience with payment or compliance frameworks in government sector is desirable. **Skills:** Strong communication and escalation management. **Max. Age Limit: 35** years

5.	**Software Developer**	• Design, develop, and maintain software applications, APIs, and system components in accordance with project requirements and coding standards. • Write automated unit, integration and contract tests; follow CI/CD pipelines. • Participate in design reviews, code reviews and performance tuning. • Troubleshoot production issues and contribute to runbooks and post-release fixes. • Collaborate closely with QA, API Engineers and DevOps for safe deployments. • Ensure optimal software performance, security, and scalability. Report to Software Development Specialist	**Qualifications:** At least, sixteen (16) years of education in IT, Computer Science, Software Engineering, or related field from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. **Experience:** • 4 years of experience in full-stack development. • Strong experience in back-end (PHP, C#, Python) and frameworks (ASP.Net, PHP Laravel, React/Angular). • SQL and at least one server language (Java, Go, .NET, Node.js, Python) will be preferred. **Skills:** • Expertise in modern frontend experience and responsive forms. • Good test automation and CI experience. **Max. Age Limit:** 35 years

6.	**Graphic Designer**	• Be overall responsible for development/design of appropriate content for PSER-PSPA's communication needs and dissemination. • Acquire full familiarization with the PSER-PSPA mandate, structure and activities including all government and donor-funded programs and their specific communication needs and requirements. • Work in close coordination with the Communication & Advocacy Specialist for the design and development of logos, web pages, IEC material (infographics, posters, leaflets, brochure, factsheets),	**Qualification:** • At least 16 years of education degree in Graphics Design, Digital Media or related discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan **Experience:** • Minimum of 03 years of professional experience in

		visuals for social media campaigns, layout design for project reports, etc. • Develop necessary concepts and design the initial layout of artwork and content, focusing on arrangement, dimensions, typography (size and style), and related aesthetic elements. • Design and layout the assigned communication products, submit the preliminary layouts for discussion with the relevant team, and revise the selected layout based on the feedback. • Prepare electronic files of the assigned communication product for the printer; send electronic files to printer and liaise with printer during printing process, receive and mark up final blueprint with final corrections. • Design and develop print, electronic and social media campaigns presenting finalized ideas and concepts • Support the Operations team in development of quality presentations using infographics for project' annual reports, advertisements, standardized staff ID cards, data collection instruments, training certificates etc. • Translate guidelines/IEC material into Urdu using InPage or any other relevant word processing software. • Keep record of all relevant material in hard and soft form. • Provide support services to various wings in preparation of graphic designs. • Perform any other task assigned by the competent authority in furtherance of PSPA's mandate and objectives.	graphic design or related roles. • Experience in designing content related to social protection, socioeconomic data, policy, or government initiatives is highly desirable. **Max age**: 35 years

7.	**GRM Officer**	• Directly report to Field Operations Specialist in day-to-day affairs. • Assist in preparation and submission of replies to resolve Ombudsman Complaints. • Assist in preparation and submission received from Pakistan Citizen Portal. • Assist in preparation and resolving of complaints from different means as and when directed. • Assist in planning and oversee the overall roll-out of the grievance mechanism to all beneficiaries. • Assist to provide training to all officers and stakeholders involved in the implementation of the grievance mechanism. • Assist to oversee the development / improvement of IT structures supporting the grievance mechanism and ensure adequate functionality throughout the country.	**Qualification:** Master's degree (16 years of qualification) in Business Administration/Management Sciences/Public Administration/Public Policy/Law from a HEC recognized university. **Experience:** • At least three years of post-qualification experience of managing grievances preferably in public sector organizations, autonomous bodies, or corporations. • One (01) year working experience of Digital Complainant Management Cell/Grievance Redressal Mechanism/legal department. • Well versed in handling complaints and legal affairs related to cash transfers/financial matters, beneficiaries, and procurement.

		• Assist to ensure lessons learning from grievance mechanism pilots and overall implementation. • Assist to coordinate the grievance mechanism with other Agencies/Wings/firms/Partners active in grievance management. • Assist to ensure a solid communication campaign for the grievance mechanism. • Assist to integrate Prevention of Sexual Exploitation and Abuse into the grievance mechanism. • Assist in monitoring the overall performance of the grievance mechanism and make recommendations of high-level design improvements to the management, as required, to improve performance of the grievance mechanism. • Assist to ensure solid financial management related to the grievance mechanism. • Assist to submit performance reports. • Assist to respond to emergency-related demands on the grievance mechanism. • Any other task as and when assigned by the Field Operations Specialist.	• Coordinating and handling matters with agencies, wings, firms, and partners active in grievance management, including the Ombudsman, etc. **Max. Age Limit:** 40 years **Skills:** • Excellent ability to prepare replies or presentations in legal or complaint matters. • Excellent ability to effectively communicate highly complex issues in a language that non-technical audiences can understand. • Fluency in written English and understanding of escalation matrixes, priority matrixes, call centers, and workflows of GRM architectures. • Familiarity with the background and rationale for the Social Sector Projects is desirable.

8.	**Office Assistant**	• Provide administrative assistance such as filing, typing, copying, binding, and scanning documents. • Manage and maintain office files, records, and databases. • Answer phone calls, take messages, and direct them to appropriate personnel. • Ensure office supplies are adequately stocked and place orders when necessary. • Coordinate maintenance and repairs of office equipment and facilities. • Organize and schedule meetings, appointments, and travel arrangements for staff. • Manage calendars for office staff, ensuring efficient use of time and resources. • Handle incoming and outgoing mail and correspondence, including emails, packages, and deliveries. • Draft basic correspondence, emails, and memos as needed. • Assist in preparing reports, presentations, and spreadsheets for meetings and presentations. • Ensure accuracy in formatting and content of documents. • Assist with organizing office events, meetings, and conferences, including booking venues and arranging catering. • Maintain confidentiality of sensitive information in accordance with the PSER policies. Assist with any other tasks as assigned by the supervisor.	**Qualification:** Bachelor's Degree or equivalent (14 Years of Education) in Humanities, Social Sciences, or relevant discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. **Experience:** At least, two years of relevant work experience after acquiring stipulated qualifications. **Max. Age Limit:** 35 years **Skills:** · Strong organizational skills and attention to detail. · Ability to manage time effectively and prioritize tasks. · Excellent communication and interpersonal skills. · Ability to work independently as well as in a team. · Multitasking skills with the ability to manage multiple deadlines simultaneously. Typing speed 30 WPM

9.	**Dispatch Rider**	• Responsible for internal and external mails distribution when necessary. • Record information, such as documents received and delivered. • Transporting and receiving documents quickly by motorcycle. • Plan and follow the most efficient routes for making deliveries • Must observe all HSE (Health, Safety & Environment) driving related policies to ensure the consistent safety of documents and motorcycle. • Responsible for updating the Drivers' Logbook on a daily basis with the required information. • Must ensure that assigned/personal motorcycle documents/particulars are updated and valid. • Must ensure that the motorcycle is cleaned routinely or when the need arises. • Responsible for carrying out the daily inspection on the general condition of assigned/personal motorcycle and must properly lock motorcycle when there is a need to leave them unattended to. • Dispatch riders sign for the package on the collection and get an appropriate person to sign for it upon delivery. • Ensure correct documents are dispatched promptly using the motorcycle. • Report to all problems relating to assigned motorcycle to an admin wing. • Any other duty that may be assigned from time to time.	**Qualification:** • Intermediate **Experience** Two years relevant experience with Driving License **Max. Age Limit:** 35 years

10.	**Office Boy**	• Carefully maintain use of equipment and supplies within the office. • Dealing with queries or requests from visitors and employees. • Coordinating the maintenance and repair of office equipment. • Assisting other administrative staff in a wide range of office duties. • Collecting and distributing couriers and parcels among employees. • To send official files from one department to another department. • Cooperating with office staff to maintain proper interaction and a friendly environment within the office. • Serves tea and lunch to office employees and visitors as well as kitchen maintenance and cleaning. • Any other duty that may be assigned from time to time.	**Qualifications:** · Matric. **Experience:** · prior experience will be preferred **Max. Age Limit:** 35 years

11.	**Driver**	• Transport competent authority to their destinations, or handle office pick-up duties, and deliver parcels and documents. • Perform daily inspections on all assigned vehicles. • Ensure that assigned cars are properly cleaned and maintained and that any need for repairs is outlined and reported. • Receive items and documents for transport and ensure that they are safely transported to their destinations. • Use standard maps or GPS to map safe routes to destinations, ensuring that timelines are met. • Ensuring that the assigned vehicle is always parked in areas that permit parking in order to avoid towing. • Keeping the assigned vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance. • Providing accurate time records of the assigned vehicle's coming and goings. • Safely drive assigned office vehicles by following set rules and regulations. • Reporting any accidents, injuries, and vehicle damage to management. • Maintain contact with the dispatch team or team member to ensure that he is made aware of the delivery or transport situation. • Perform both preventative and regular maintenance on assigned vehicles and ensure that proper detailing is performed. • Keep mileage records and repair records up-to-date. • Any other duty that may be assigned from time to time.	**Qualification:** • Intermediate **Experience** • Two years relevant experience with Driving License **Max. Age Limit:** 40 years