

**JOB DESCRIPTION, QUALIFICATION / AGE AND PAY SCALE OF THE POST OF MANAGER
HR/ADMIN FOR RECRUITMENT ON CONTRACT BASIS UNDER THE DEVELOPMENT PROJECT
“EXTENSION SERVICE 2.0 FARMER FACILITATION THROUGH MODERNIZED EXTENSION”**

Name Post	Lump Sum Pay Package (PKR)	Mode of recruitment	Age/ Qualification / Experience	Job description
Manager HR/Admin.	Existing Salary to be adjusted in BS-18	By selection on merit from amongst the officers working in Agriculture Department.	Master Degree in Human Resource/ Management/ Administration/M.Sc. (Hons) Agriculture or other relevant administrative Sciences from a well reputed HEC recognized national or international University/ Institute/College. Experience: <ul style="list-style-type: none"> • Minimum 15 years • Having extensive experience in the capacity development of human resources. • Fully conversant with HR related Government Rules/Regulations/Procedures, etc. • Strong analytical and writing skills and experience of presenting complex information in a comprehensive way. • Good Communication skills and fluency in English and Urdu. • Maximum age 55 years 	<ul style="list-style-type: none"> • He will assist the Project Director in employee development related matters. • He will work over training need analysis (TNA) of employees and develop and conduct training programs • He will assist Project Director for procurement including hiring of services of firms under IT component. • Any other assigned by the Management