GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT

Positions Vacant

The Government of Punjab, School Education Department (SED), has established Strategic Management Unit (SMU) to enhance efficiency, focus and timely execution of departmental works and procurements. The SMU will strengthen institutional capacity for strategic planning, execution, and management of development projects and special initiatives. It will ensure transparent and timely implementation of development schemes through professional project management practices; institutionalize end-to-end project planning, monitoring and reporting; improve utilization of development funds through strengthened financial management and compliance, enhance infrastructure planning, technical oversight and quality assurance, bridge the gap between project design and implementation, promote evidence-based decision-making through research, data analytics, and digital monitoring systems.

The SMU invites applications from qualified and motivated individuals for the following positions.

Sr. No	Name of Post	No of Post	PPS	Maximum Age Limit	Job Description
1	Manager AI	1	9	40 Years	• Minimum 16 years of education (Bachelor's/Master's) in a related or relevant field including Business Administration, Marketing Analytics, Computer Science / Software Engineering, Artificial Intelligence / Data Science, Engineering/ Information Systems, (Equivalent and relevant disciplines are also acceptable), • Certifications: At least one recognized certification in AI or Data Science such as Certified Data Scientist (CDS), Certified AI Practitioner / AI Practitioner / AI Solution Architect / AI Practitioner Certification, (or equivalent global credentials in AI/Data Science), Certification from IBM • At-least 3-years relevant qualification experiencein AI related projects.
2	Deputy Chief Works & Infrastructure Development	1	10	40 Years	• Bachelor's degree in Civil Engineering or relevant engineering discipline from an HEC-recognized university. • Master's degree in Civil Engineering, Construction Management, or Project Management (preferred). • Minimum 4 years of relevant professional experience in public sector infrastructure in relevant field. • Experience of working with government departments or autonomous bodies is highly desirable. • Required Skills & Competencies ✓ Strong knowledge of civil engineering practices and infrastructure development. ✓ Familiarity with PPRA rules, P&D procedures, and government financial regulations. ✓ Project management and supervisory skills. ✓ Ability to analyze technical drawings, BOQs, and project reports. ✓ Strong coordination, communication, and reporting skills.

					✓ Leadership and problem-solving abilities.
3	Assistant Manager Architect	1	8	40 Years	• Minimum 16 years' education in Architecture. PCATP registration is mandatory • At-least 3 years' relevant experience in; ✓ Preparation of architectural design and working drawings, Review and coordination of IFC / execution drawings, Site supervision and coordination with contractors, Medium to large-scale building projects. ✓ Architectural design standards and construction detailing ✓ Building materials and specifications ✓ Local building bylaws and zoning regulations ✓ Proficiency in: ✓ Auto CAD, Revit, Photoshop, Sketchup, D5 ✓ SketchUp and rendering tools (preferred) • MS Office for reports and correspondence
4	Documentation Officer	1	7	35 years	• Minimum 16 years education in Civil Engineering/ Law/Contract Management or relevant field. • 3 -5 years of relevant post qualification experience; Proficient in : ✓ MS Office (Excel, Word, Outlook) ✓ PDF tools (Adobt Acrobat) ✓ Experience with: • Electronic Document Management System (EDMS)
5	Animator & Editor	1	8	40 years	• Bachelor's degree in Graphic design/ fine arts, Multimedia, Film Making, or a related field • Professional courses in motion graphics, video editing, or 3D animation are a plus • 5 years of relevant experience in video animation and editing • Experience in; ✓ 2D/3D animation, motion graphics, and video production ✓ Editing raw footage into high-quality videos for corporate, social media, or marketing ✓ Storyboarding, concept visualization, and visual storytelling ✓ Proficient in: ✓ Adobe After Effects, Premiere Pro, Photoshop, Illustrator ✓ Blender, Cinema 4D, Maya, or 3D Studio Max (for 3D animation) ✓ Knowledge of audio editing software (Audition, Audacity) is a plus
6	Drone Operator	1	6	35 Years	• Diploma, or certification in Aviation, Electronics, Photography/Videography, Surveying, or related field • Drone flight operations, navigation and safety procedures

					• Pre-flight checks, maintenance and troubleshooting • Aerial photography and videography techniques • Ability to: ✓ Operate drones under various weather conditions. ✓ Capture high-quality images and videos from aerial perspectives. ✓ Conduct aerial surveys, mapping, or inspections as required. • Proficient in: ✓ Drone control and navigation apps/software ✓ Adobe Photoshop, Lightroom, Premiere Pro, or Final Cut Pro for post-processing ✓ GIS software (ArcGIS, Pix4D, Drone Deploy) if used for mapping/surveying.
7	App developer (Android/IOS)	1	8	38 Years	• 16 years of education in Computer Science / IT / Software Engineering or related field from HEC recognized institute. • At least 3-5 years post qualification relevant experience. • Development, deployment and maintenance of Android and IOS applications, including API integration, UI/UX coordination and background connectivity using platforms such as Laravel, NOD. JS and Firebase with familiarity in PlayStore and AppStore deployment processes

Instructions:

- The advertisement along with TORs of the above positions can be downloaded from SED website: www.schools.punjab.gov.pk/jobs
- Applicants working in Government, semi government / autonomous bodies may apply through proper channel.
- All interested candidates shall apply online at jobs.pesrp.edu.pk along with Curriculum Vitae (CV), copies of educational degrees, certificates, experience certificates, and CNIC.
- Applications in hard form will not be entertained.
- No TA/DA will be admissible for appearing in test/ interview.
- Only shortlisted candidates will be called for test / interview.
- The Authority reserves the right to increase / decrease the number of vacancies or cancel the process of recruitment of advertised posts partially or totally without assigning any reason.
- The last date for submission of applications is **02.06.2026.**

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