

Implementation of Action Plan for Human Rights in Pakistan.

Sr. No	Name of Post	Job Description (Duration of the Project 01 Year)
1.	Assistant Director (Legal) (PPS-07 equivalent to BPS-17)	<ul style="list-style-type: none"> ▶ Assist the Director and DG (Development) in all legal matters. ▶ Review of polices, existing legislation towards human Rights perspective as per APHR and drafting new legislation. ▶ Manage litigation and outstanding legal matters including preparation of comments on Writ Petitions filed against the Ministry, attending the court proceedings and handle other legal matters. ▶ Prepare contracts, agreements and policies as per constitutional requirements; ▶ Any other assignment given by Director of the project and DG (Development).
2.	Assistant Director (Strategic Planning & Coordination) (PPS-07 equivalent to BPS-17)	<ul style="list-style-type: none"> ▶ Responsible for implementation of project activities, coordination with NTF, conduct meetings of NTF, prepare briefs, progress reports of Action Plan on Human Rights; ▶ Strategic planning and coordination with all heads of the projects, concerned private and public stakeholders including academia, media NGOs and CSOs within and outside the country; ▶ Developing comprehensive institutional assessment programs to the Ministry's mission and strategic goals; ▶ Liaison with international partners for joint events to build the image of Pakistan towards promotion and protection of human rights; ▶ Coordination with Planning Commission and Finance Division for development programs and projects; ▶ Devising strategies, identifying, preparing new development projects and getting approval of these projects from competent forum; ▶ Preparation of development budget, PSDP allocation, preparing cash and work plans, revision of PC-Is, preparation of PC-Is to PC-Vs; ▶ Any other assignments given by Director of the Project and DG (Dev.)