



**GOVERNMENT OF PAKISTAN**  
**NATIONAL VOCATIONAL & TECHNICAL TRAINING**  
**COMMISSION**  
NAVTTC HQs, Plot No. 38, Kirthar Road, Sector H-9/4, Islamabad



<b>Position:</b>	Project Planning Specialist (SPPS-III)
<b>Reporting to:</b>	Director General (Planning and Development)

**Terms of Reference:**

The Project Planning Specialist will be responsible for the design, coordination, and monitoring of project planning activities under the TVET reform initiatives in Pakistan. The role involves strategic planning, timeline development, resource allocation, stakeholder coordination, and reporting to ensure timely and effective implementation of TVET projects in alignment with national skills development goals and donor expectations.

**Qualification:**

- Minimum: **Master's Degree** (16 years of education) in **Project Management, Public Policy, Economics, Business Administration, Development Studies**, or related field from a recognized university.
- Preferred: **Advanced degree (MPhil/MS or equivalent)** or **international certification in Project Management** (e.g., PMP, PRINCE2) will be an advantage.

**Experience:**

- **Minimum 7 years** of relevant post-qualification professional experience in:
  - Project design, planning, and implementation in public sector or donor-funded programs.
  - Development and execution of **PC-I, PC-II**, and other planning commission formats.
  - Monitoring, evaluation, and reporting frameworks.
  - Inter-agency coordination and stakeholder engagement.
  - Knowledge of **PPRA Rules** and GoP planning and procurement processes.
- **At least 3-5 years** at a **senior or leadership level**, preferably in managing large-scale TVET, social sector, or economic development projects.

**Other Requirements:**

- Strong command of **project cycle management, logical framework analysis, and result-based management (RBM)** tools.
- Proficiency in **data analysis**, report writing, and presentation skills.
- Excellent interpersonal and communication skills.
- Familiarity with **NAVTTC, PSDP**, and planning frameworks in Pakistan would be a strong asset

**Key Tasks, Deliverables & Timelines:**

Key Tasks	Quantifiable Targets	Deliverables	Timeline
Develop comprehensive project work plans and timelines	At least 2 annual or bi-annual project plans developed	Detailed Work Breakdown Structure (WBS) Gantt Chart with milestones	Month 1–2
Establish project monitoring & tracking system	1 system or framework created and used across project	Monitoring Dashboard Reporting Templates	Month 2–3
Conduct planning meetings and risk assessments	Minimum 6 planning/review meetings per year	Meeting Minutes Risk Assessment Matrix	Ongoing
Review and update implementation strategies	2 major revisions/updates during project year	Updated Implementation Plan Change Log Summary	Mid & End-Year
Support in procurement & resource planning	At least 2 procurement/activity plans facilitated	Procurement Plan Resource Allocation Matrix	Month 2 & Month 7
Align project planning with national TVET policies	Minimum 2 alignment review reports	Policy Alignment Matrix Compliance Reports	Month 6 & Month 12

**Performance Indicators:**

- Percentage of activities completed on schedule
- Stakeholder satisfaction score (above 80%)
- Quality of planning documents (peer-reviewed)
- Timeliness and accuracy of progress reports
- Utilization of monitoring tools developed

**Reporting & Supervision:**

- Submit monthly updates to Director General (P&D), NAVTTC HQs.
- Participate in various Committee and review meetings as and when required.
- Maintain documentation for internal/external audits and evaluations.