

# JOB OPPORTUNITIES

Suitable candidates are encouraged to apply for the following vacant positions for a project (purely on temporary basis) in a public sector organisation:

S. #	Post & Designation	BPS	No. of Posts	Place of posting / Domicile	Job Specifications (required education skills)
1	Project cum MIS Administrator	17	1	• Peshawar	<ul style="list-style-type: none"> <li>• Masters in IT or Computer Science.</li> <li>• 05 years' experience as IT Manager/ MIS Administrator in reputable govt. or private organization.</li> <li>• Strong communication and interpersonal skills are required.</li> <li>• The incumbent should be efficient in general management of tasks and having good persuasive skills.</li> <li>• Ability to perform the essential duties and responsibilities with in time and work in the Stressful conditions effectively.</li> <li>• <b>Age Limit: 40 Years</b></li> </ul>
2	Incharge Tourist Information Centre	16	5	• Peshawar • Abbottabad • Dongagali • Islamabad • Chitral	<ul style="list-style-type: none"> <li>• Master's in Business Administration (Marketing) or Social Sciences.</li> <li>• 03 years' experience as sales executive / Marketing Manager in reputable govt. or private organization.</li> <li>• Computer proficiency will be preferred.</li> <li>• Strong communication and interpersonal skills are required.</li> <li>• The incumbent should be efficient in general management of tasks and having food persuasive skills.</li> <li>• Ability to perform the essential duties and responsibilities within the Stressful conditions effectively.</li> <li>• <b>Age Limit: 40 Years</b></li> </ul>
3	Accountant	14	1	Peshawar	<ul style="list-style-type: none"> <li>• B.Com or equivalent Degree in Finance or Accounts from a HEC recognized university.</li> <li>• Work experience of at least 1 years in Govt. or Semi Govt. Department or private organizations of national level.</li> <li>• Any finance / accounts / computerized accounting related course (not less than 3 months &amp; recognized by Board of Technical Education or any other Govt. Institute).</li> <li>• <b>Age Limit: 30 Years</b></li> </ul>
4	Information Assistant	14	5	• Peshawar • Abbottabad • Dongagali • Islamabad • Chitral	<ul style="list-style-type: none"> <li>• B.A / B.Sc. or equivalent Degree from HEC recognised university.</li> <li>• Work experience of at least 1 years in Govt. or Semi Govt. Department or private organizations of national level.</li> <li>• Any office management related course (not less than 3 months &amp; recognized by Board of technical education or any other Govt. Institute).</li> <li>• <b>Age Limit: 30 Years</b></li> </ul>
5	Naib Qasid	2	5	• Peshawar • Abbottabad • Dongagali • Islamabad • Chitral	<ul style="list-style-type: none"> <li>• SSC or (should be literate), Age Limit: 20-35 with good health.</li> </ul>
6	Chowkidar	2	5	• Peshawar • Abbottabad • Dongagali • Islamabad • Chitral	<ul style="list-style-type: none"> <li>• SSC, or (should be literate), Age Limit: 20-35 with good health. 1-2 years' experience with Security company</li> </ul>

## Application Process

1. Candidates are required to enclose the testimonials of the required documents i.e. Pictures, degrees, certificates, CNIC, experience certificates and any other related documents in a sealed envelope by clearly mentioning the serial number & name of the post applied for within 15 days of publishing of this advertisement.
2. Certificates/ diploma etc. issued only technical board/ govt. recognised institute will be acceptable.
3. Incomplete, late, hand written submissions/ applications will not be entertained.
4. Course equivalency certificate (where needed) should be attached with the documents.
5. Shortlisted candidates will be called for test / interview.
6. No TA/DA is admissible to candidates for test/ interview etc.
7. The appointing authority reserves the right of increase/decrease/acceptance/ rejection and not fulfilment of any/ all vacancies of the project by assigning a cogent reason. The interested candidates may apply upto **15/1/2108 to P.O Box No. 210, GPO Peshawar.**