

JOB OPPORTUNITIES

Publish Date : 11/10/2009 10:45:00 AM Source : Research Officer (ITO Wing)

Applications are invited for filling vacant posts in the project titled "Programme Management Unit (PMU) for Setting up of Regional Reconstruction Opportunity Zones for Trade in FATA, NWFP, Balochistan and AJK". The posts are to be filled on contract basis and carry fixed salary packages. The period of contract would be initially for one year, extendable on satisfactory performance. The candidates fulfilling the following qualifications and experience may apply:

S. No	Name of Post	No	Pay Package	Age Limit	Qualification	Experience
1.	Admin Officer	01	Rs.45,000/- per month all inclusive plus annual increment @ 5%	Upto 63 years	Graduate	10 years experience of dealing with official matters. Computer knowledge is essential.
2.	Accounts Officer	01	Rs.45,000/- per month all inclusive plus annual increment @ 5%	Upto 63 years	B.Com or SAS qualified	10 years experience in maintenance of accounts, Budget work, Stock Register, Cash Book, Procurement, Store. Computer knowledge is essential.
3.	Computer/Network Administrator	01	Upto Rs.60,000/- per month all inclusive plus annual increment @ 5%	Upto 63 years	MCS	10 years experience in IT / Computer related matters.
4.	Private Secretary	01	Rs.45,000/- per month all inclusive plus annual increment @ 5%	Upto 63 years	Graduate with training in shorthand, typing and computer work	7 years experience of work as Private Secretary/ Personal Assistant. Computer knowledge is essential.
5.	Personal Assistant	02	Rs.15,000/- p.m all inclusive plus annual increment @ 5%	Upto 63 years	Graduate with training in shorthand, typing and computer work	5 years experience of work as Private Secretary/ Personal Assistant. Computer knowledge is essential.

- Applications along with CV, testimonials and a copy of computerized NIC and latest photograph should reach the undersigned within 10 days of the publication of this advertisement.
- Candidates in Government Service should apply through proper channel.
- Incomplete applications will not be entertained.
- No Regional quotas have been fixed. All posts will be filled strictly on merit basis.
- Only short listed candidates will be called for test / interview.
- No TA/DA will be admissible for appearing in test / interview.

(Altat Hussain Maitlo)

Assistant Chief (P)

Room # 610, 'A' Block, Pak Secretariat,

Ministry of Commerce

Islamabad Ph: 051-9203040