

Government of Pakistan
Ministry of Commerce
(EDF Secretariat)
Islamabad

SITUATIONS VACANT

Export Development Fund – Project Appraisal and Monitoring Unit

Applications are invited from Pakistani nationals for the following temporary posts on contract basis initially for a period of two years. The minimum academic qualification and experience is mentioned against each post.

S.No.	Name of the post	Domicile	Lump-sum salary (per month)	Minimum qualification and experience.
1	Project Appraisers – (3)	Punjab (2) Sindh-U (1)	Rs.75,000/-	MBA (Project Management) or Masters in Economics from a recognized University with at least 3 years working experience in a project/organization. Maximum age 45 years.
2	Accounts Officer – (1)	Punjab	Rs.60,000/-	MBA (Finance) & Accounts / ACMA from a recognized university with 5 years of working experience. Maximum age 45 years
3	Executive Officer – (4)	Punjab (2) Sindh-U (1) KPK (1)	Rs.60,000/-	MA/MBA from a recognized University with 5 years of working experience. Maximum age 45 years.
4	Personal Assistant to Executive Director	Punjab	Rs.20,000/-	BA/B.Sc./B.Com/Shorthand/BCS/PGD in IT with shorthand and typing speed of 100 and 40 words per minutes respectively and be able to operate computer with 5 years working experience. Maximum age 35 years.
5	Assistant-cum-Computer Operator – (4)	Punjab (2) Sindh-U (1) KPK (1)	Rs.20,000/-	B.A./BSc/B.Com. Can operate computer, with 5 years working experience. Maximum age 35 years.
6	Office Boy	Local	Rs.10,000/-	Must Middle School and having knowledge of office etiquettes. Maximum age 30 years.

Terms and conditions:

1. The applications (complete in all respects) duly supported by the documents viz C.V, attested copies of CNIC, Domicile, testimonials and two recent passport size photographs should reach the undersigned within 15 days from the date of advertisement.
2. Those in Government service must apply through proper channel.
3. Candidates called for test/interview shall not be entitled for any TA/DA. Only short listed candidates will be called for test and interview.
4. Only those candidates should apply who strictly fulfill the required qualification and experience.
5. Incomplete applications will not be considered.

(ABRAR ALAM)
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