

# SITUATIONS VACANT

A public sector autonomous organization invites applications from Pakistani nationals for the following positions on purely contract basis. Positions are based at Islamabad. Selection will be made strictly on merit through test and interviews.

## Director Finance & Operations

### Qualification & Experience:

Masters in finance related subjects or CA/ICMA/ACCA qualified with at least 10 years working experience in pure finance. Must be able to design and setup a computerized financial and operational system. Knowledge of relevant federal government rules desired. Maximum age 40 years.

## Director Monitoring & Evaluation

### Qualification & Experience:

Masters in relevant subjects with at least 10 years of working experience in project monitoring and evaluation. Excellent computer & report writing skills required. Must be able to design and setup a computerized M&E database and reporting system. Maximum age 40 years.

## Manager Project Appraisal & Analysis (2 positions)

### Qualification & Experience:

Masters in finance or project management or other relevant subjects with at least 5 years of working experience in a project appraisal/evaluation. Excellent computer and report writing skills required. Applicants with experience in financial institutions will be preferred. Maximum age 35 years.

## Manager Finance

### Qualification & Experience:

Masters in finance related subjects or ACCA or part qualified CA/ICMA or any other relevant qualification with at least 5 years of working experience in the relevant field. Must be able to help design and setup a computerized financial and reporting system. Knowledge of relevant federal government rules desired. Maximum age 35 years.

## Manager Monitoring & Evaluation

### Qualification & Experience:

Masters in relevant subjects with at least 5 years of working experience in project monitoring and evaluation. Must be able to help design and setup a computerized M&E database and reporting system. Excellent computer & report writing skills required. Maximum age 35 years.

## Manager HR & Administration

### Qualification & Experience:

Masters in HR, public administration or related subjects with at least 5 years of working experience in relevant field. Additional law degree will be preferred. Must be able to help design and setup a computerized operational system. Knowledge of relevant federal government rules desired. Maximum age 35 years.

## Manager Communications

### Qualification & Experience:

Masters in communications / media studies or relevant subjects with at least 5 years of working experience. Candidates having experience in developing newsletters, annual reports, marketing & promotional tools and press releases will be preferred. Maximum age 35 years.

## Manager IT

### Qualification & Experience:

Masters in computer sciences or relevant subjects with at least 5 years of working experience. Must be able to effectively contribute in design & development of a comprehensive computerized system and networking. Maximum age 35 years.

## Officer Monitoring & Evaluation (2 positions)

### Qualification & Experience:

Masters in relevant subjects with at least 3 years of working experience in project monitoring and evaluation. Good computer and report writing skills required. Maximum age 30 years.

## Officer IT

### Qualification & Experience:

Masters in computer sciences or relevant subjects with at least 3 years of working experience. Must be able to establish and maintain office computer systems and networking. Maximum age 30 years.

## Assistant / Management Associate Finance

### Qualification & Experience:

Graduate in relevant subjects with at least 2 years of relevant working experience. No experience requirement for post graduates. Maximum age 30 years.

## Assistant / Management Associate (M&E)

### Qualification & Experience:

Graduation degree in relevant subjects with at least 2 years of working experience. No experience required for post graduates. Maximum age 30 years.

## Assistant / Management Associate (IT)

### Qualification & Experience:

Graduate in computer science or relevant subjects with at least 2 years of working experience. No experience required for post graduates in relevant subjects. Maximum age 30 years.

## Receptionist

### Qualification & Experience:

Graduate female with at least 3 years of working experience as receptionist. Computer literate and must be able to handle guests, telephone calls and mail. Only residents of Islamabad / Rawalpindi are eligible to apply. Maximum age 30 years.

## Driver

### Qualification & Experience:

Middle school qualified having a valid driving license with 3 years of experience. Must be comfortable in driving manual and automatic cars. Well versed with traffic rules and technicalities of light vehicles and maintain log book. Only residents of Islamabad / Rawalpindi are eligible to apply. Maximum age 30 years.

## Office Boy

### Qualification & Experience:

Must be literate having knowledge of office etiquettes. Only residents of Islamabad / Rawalpindi are eligible to apply. Maximum age 30 years.

## Cleaner / Sweeper (2 positions)

### Experience:

Working experience of 2 years office cleaning and related matters. Only residents of Islamabad / Rawalpindi are eligible to apply. Maximum age 30 years.

## Terms & Conditions:

1. Computer literacy is a must for all positions except support staff.
2. Experience in public sector autonomous organizations will be preferred.
3. Market based salaries will be offered to the right candidates.
4. Initial contract period will be for two years, renewable on satisfactory performance.
5. Five years general age relaxation for all positions.
6. Only candidates having degrees from Universities recognized by HEC are eligible to apply.
7. Those in Government service should produce NOC at the time of interview, if shortlisted.
8. No TA/DA will be admissible for appearing in test or interview.
9. Eligible females and non-Muslims are encouraged to apply.

## How to Apply:

- All interested candidates may visit Pakistan Testing Services website [www.pts.org.pk](http://www.pts.org.pk) and download application form along with bank challan.
- Candidates will deposit test fee in any of the HBL or UBL branches.
- Candidates should attach 'PTS copy' of the paid bank challan with application form and send it to **Pakistan Testing Service, PTS Head Quarters, 3rd Floor, Adeel Plaza, Fazi-e-Haq Road, Blue Area, Islamabad.**  
UAN # (051) 111-111-787.
- Application deadline is 15 days from the date of advertisement.