

خا ل آ س ا م ی ا ن

ایک پبلک سیکلر خوشحیاد ادارے کو مندرجہ ذیل آسامیوں کیلئے خالصتاً کنٹریکٹ کی بنیاد پر پاکستانی شہریوں سے درخواستیں مطلوب ہیں۔ آسامیاں اسلام آباد کیلئے ہیں۔ انتخاب میرٹ کی بنیاد پر نہیں اور انٹرویو کے ذریعے کیا جائے گا۔

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 required 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.

شرائط و ضوابط:

- 1- تمام آسامیوں کیلئے کھپڑ کا علم لازمی ہے۔ اسوائے سپورٹنگ سٹاف۔
- 2- پبلک سیکلر کے نو منتخب اداروں کے تجربہ کو ترجیح دی جائے گی۔
- 3- سٹیج امیدوار کو کنٹریکٹ کی بنیاد پر تنخواہ انہوں کی پیشکش کی جائے گی۔
- 4- ابتدائی طور پر کنٹریکٹ 2 سال کی مدت کیلئے ہوگا۔ تسلسلہ خلق کا کرہ کی پرقابلیت ہے۔
- 5- تمام آسامیوں کیلئے عمر میں 5 سال کی گوی رعایت۔
- 6- صرف HEC کی منظور شدہ یونیورسٹیوں کی ڈگریوں کے حامل امیدوار درخواست دینے کے اہل ہیں۔
- 7- شارٹ لسٹ کئے جانے کی صورت میں پہلے سے سرکاری ملازمت میں درخواست دہندگان انٹرویو کے وقت NOC فراہم کریں گے۔
- 8- میٹڈ انٹرویو میں حاضری کیلئے کوئی ٹی اے ڈی اسے نہیں دیا جائے گا۔
- 9- اہل خواتین اور غیر مسلم امیدواروں کی درخواست دینے کی حوصلہ افزائی کی جاتی ہے۔

درخواست دینے کا طریقہ:

- ☆ دلچسپی کے حامل تمام امیدوار پاکستان ٹیسٹنگ سروس کی ویب سائٹ www.pts.org.pk سے درخواست فارم اور ایک چالان ڈاؤن لوڈ کریں۔
- ☆ امیدوار HBL یا UBL کی کسی بھی برانچ میں ٹیسٹ نہیں بن کر آئیں۔
- ☆ امیدوار درخواست فارم کے ساتھ ایک شیٹ اور کردہ چالان کی "PTS copy" منسلک کریں اور اسے پاکستان ٹیسٹنگ سروس، بی ٹی ایس ہیڈ کوارٹرز، قمر قزوین، پلازہ فیصل، روڈ ویڈیو ایریا، اسلام آباد ارسال کریں۔
- ☆ پلاسے نمبر 111-787-111 (051)
- ☆ درخواست دینے کی آخری تاریخ شیڈول جاری ہونے کے بعد 15 دن تک ہے۔