

NOW IS THE TIME! TO JOIN THE CDLD DATA ENTRY TEAM IN SWAT

The Government of Khyber Pakhtunkhwa is implementing the Community-Driven Local Development (CDLD) Policy to involve the citizens in planning, implementing and monitoring of community infrastructure projects across a wide range of eligible sectors. For that purpose, a comprehensive Management Information System (MIS) has been established to manage the information related needs of CDLD.

To enter the substantial amount of information which is generated through the detailed project proposals to the MIS in a speedy and efficient manner, we are hiring "Data Entry Operators" for District Swat, where the CDLD Policy is being implemented. The Data Entry Operators will directly report to the District Officer Finance and Planning as the immediate supervisor on all the assigned tasks and responsibilities.

The Data Entry Operators to be stationed in the Office of the District Officer Finance and Planning will be recruited on contract basis and fixed salary for a period of one year initially, which may be extended subject to performance evaluations and budget allocations. The following terms and conditions must be followed in sending out the applications.

| Post | Qualification | Experience | Age |
|---|--|--|------------------|
| Data Entry Operator (1 Post) Swat | A minimum of bachelor's degree in any related discipline from HEC recognised university Expert level user proficiency in Microsoft Office, including Word, Excel and PowerPoint | At least one year of demonstrated experience on a similar assignment is a must Minimum typing speed required is 45 words per minute | 25 - 40 Years |

- Male and female applicants, holding domicile of Khyber Pakhtunkhwa, preferably from Malakand Division, are eligible for the position of Data Entry Operator.
- **Total inclusive Monthly Salary for the post will be fixed PKR. 30,000/-.**
- Public sector employees working in the different government offices may apply through proper channel
- Applications with attested photocopies of domicile certificate, educational documents, experience letters and CNIC should reach on the following address **within fifteen (15) days of publication of this advertisement**
- Incomplete and/or unattested documents or applications received after the due date will not be considered
- Only shortlisted candidates will be called for test/interview. No TA/DA will be permissible for test/interview

For the detailed job description, please visit the website www.cdldta.pk. Interested candidates may send out their applications to the **District Officer (Finance and Planning)** in the Office of the Deputy Commissioner with "Data Entry Operator" clearly written on top right corner of the envelop.

Deputy Commissioner Swat, Government of Khyber Pakhtunkhwa

www.cdldta.pk facebook.com/kpcdld contact No. 0946-9240095

SAY NO TO CURRUPTION

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