

# INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF PAKISTAN

## CORPORATE RELATIONS DEPARTMENT

### JOB VACANCIES INFORMATION - JUNIOR POSITION

**January 6 to 12, 2010**

JOBS IN SINDH						
Sr	Job Summary	Job Description	Application Req:	Apply By	Organization / Contact	Source
01	Position : <b>Junior Accountant</b> Total Position : 02 Job Grade/Scale : BS – 10 Job Location : Posted anywhere in Pakistan Age Limit : Upto 35 years Min. Qualification : Graduate Min. Experience : 04 years	<ul style="list-style-type: none"> <li>Experience of accounts work in Government Office or Semi Government organization.</li> </ul>	<ul style="list-style-type: none"> <li>Application/Bio Data</li> <li>Attested copies of testimonials.</li> <li>Copy CNIC.</li> </ul>	Within 15 days from the date of publication of this advertisement	Mr. Munir Anwar Baig Assistant Director (Admn), Ministry of Food and Agriculture, Department of Plant Protection, Jinnah Avenue, Malir Halt, Karachi-75100.	Dawn Karachi Thursday January 7, 2010 page 8
02	Position : <b>Middle Management - Finance Professionals</b> Job Location : Karachi Age Limit : 28 years (Relaxation of 05 years of upper age limit) Min. Qualification : N/M Min. Experience : 02 years	<ul style="list-style-type: none"> <li>Working experience in reputed organization.</li> </ul>	<ul style="list-style-type: none"> <li>Application on the prescribed FORM available in PIA Recruitment &amp; Placement Office at Karachi and PIA's website.</li> <li>Recent photograph</li> <li>Copy CNIC</li> <li>Clearly mention the position applied for on the top left side of the envelope.</li> </ul>	18-Jan-2010	Deputy General Manager, Recruitment & Placement Office, Pakistan International Airlines Corporation (PIA), Near PIA Training Centre, Karachi Airport – 75200. U: 111 786 786 <a href="http://www.piac.com.pk/careers">www.piac.com.pk/careers</a>	Dawn Karachi Sunday January 10, 2010 page 5
03	Position : <b>Accountant</b> Gender : Female Job Location : Karachi Min. Qualification : ICMA 2 to 3 part cleared Min. Experience : 05 years	<ul style="list-style-type: none"> <li>Not-mentioned.</li> </ul>	<ul style="list-style-type: none"> <li>Contact</li> </ul>	10 am to 6 pm	T: 021-3695 2866 C: 0300-2445814	Dawn Karachi Sunday January 10, 2010 page 1
04	Position : <b>Accountant</b> Job Location : Karachi Min. Qualification : N/M Min. Experience : N/M	<ul style="list-style-type: none"> <li>Not-mentioned.</li> </ul>	<ul style="list-style-type: none"> <li>Contact</li> </ul>	N/M	Mr. Ashfaq Butt C: 0321-8210050	Dawn Karachi Sunday January 10, 2010 page 1
05	Position : <b>Accountant</b> Job Location : Karachi Min. Qualification : Graduation Min. Experience : 05 to 10 years	<ul style="list-style-type: none"> <li>Not-mentioned.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> </ul>	N/M	P.O. Box No.5393 T: 021-3257 2351	Dawn Karachi Sunday January 10, 2010 page 1
06	Position : <b>Sales Tax Assistant</b> Job Location : Karachi Min. Qualification : N/M Min. Experience : 03 to 05 years	<ul style="list-style-type: none"> <li>Complete knowledge of E-filling, RCPS &amp; other related of sales tax matters.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> </ul>	N/M	T: 021-3695 0984 021-3695 0951 C: 033-3223 4679	Dawn Karachi Sunday January 10, 2010 page 1
07	Position : <b>Assistant Accountant</b> Job Location : Karachi Min. Qualification : Bachelor Min. Experience : 02 years	<ul style="list-style-type: none"> <li>Expertise in computerized accounting.</li> </ul>	<ul style="list-style-type: none"> <li>Email CV</li> </ul>	N/M	Mr. Shahzaib T: 021-3437 1281-90 E: <a href="mailto:jobs@softtech-ms.com">jobs@softtech-ms.com</a>	Dawn Karachi Sunday January 10, 2010 page 1

Sr	Job Summary	Job Description	Application Req:	Apply By	Organization / Contact	Source
08	Position : <b>Assistant Accountants</b> Job Location : Karachi Min. Qualification : N/M Min. Experience : 03 to 05 years	• Not-mentioned.	• CV • Recent photograph	N/M	Post Box 4214, Karachi E: <a href="mailto:aks@akhtar.com.pk">aks@akhtar.com.pk</a>	Dawn Karachi Sunday January 10, 2010 page 1
09	Position : <b>Accountant cum Cashier</b> Job Location : Karachi Age Limit : 40 years Min. Qualification : N/M Min. Experience : N/M	• Experience of cash management, maintaining books of accounts, good knowledge of Income Tax Returns, E-filing, Spread Sheet and banking procedure.	• CV	23-Jan-2010	Box No.78372 C/o Dawn, Karachi	Dawn Karachi Sunday January 10, 2010 page 1
10	Position : <b>Accounts Assistant</b> Job Location : SITE Area, Karachi Min. Qualification : N/M Min. Experience : 02 years	• Without experience can also apply	• CV • Recent photograph	N/M	<a href="mailto:arbabenterises05@yahoo.com">arbabenterises05@yahoo.com</a>	Dawn Karachi Sunday January 10, 2010 page 1
11	Position : <b>Accountant</b> Job Location : Karachi Min. Qualification : N/M Min. Experience : N/M	• Not-mentioned.	• Contact	N/M	Mr. Sohail Hussain T: 021-3224 3889 021-3223 9930	Dawn Karachi Sunday January 10, 2010 page 2
12	Position : <b>Account Assistant</b> Job Location : Karachi Min. Qualification : Commerce Graduate Min. Experience : N/M	• Experience.	• CV	N/M	House No. W-43, 17th East Street, Phase – I, DHA, Karachi E: <a href="mailto:tmd@cyber.net.pk">tmd@cyber.net.pk</a>	Dawn Karachi Sunday January 10, 2010 page 3
13	Position : <b>Finance &amp; Admin/Officers Assistants</b> Total Position : 06 Job Type : 01 year (Contractual) Job Location : Anywhere in Sindh Providence Min. Qualification : Degree in Finance, Accounting Min. Experience : 02 to 03 years	• Experience in the field of accounting and finance. • Proficiency in MS Office and Excel is a must.	• Application / CV	20-Jan-2010	Human Resource Manager, P.O. Box No.13834	Dawn Karachi Friday January 08, 2010 page 20
14	Position : <b>Accountant</b> Total Position : 01 Job Location : Karachi Age Limit : 35 to 40 years Min. Qualification : ICMA Min. Experience : 05 years	• Experience in preparation of Company's computerized ledger accounts, Profit & Loss statement, Balance Sheet and their audit through external.	• CV • Recent photograph	22-Jan-2010	Box # 78382 C/o, Daily Dawn, Karachi	Dawn Karachi Tuesday January 12, 2010 page 20
15	Position : <b>Purchaser</b> Total Position : 01 Job Location : Karachi Age Limit : 25 to 35 years Min. Qualification : Commerce Graduate Min. Experience : 05 years	• Working experience in related to quotations, supplies documentation, recovery to financial closure in computerized environment and well versed with PPRA Rules.				

**JOBS IN RAWALPINDI / ISLAMABAD**

Sr	Job Summary	Job Description	Application Req:	Apply By	Organization / Contact	Source
16	Position : <b>Accountant</b> Total Position : 01 Job Location : Islamabad Min. Qualification : N/M Min. Experience : 05 years	<ul style="list-style-type: none"> <li>• Experience in similar post.</li> </ul>	<ul style="list-style-type: none"> <li>• Email CV</li> </ul>	N/M	E: <a href="mailto:spot.pk@gmail.com">spot.pk@gmail.com</a>	New Karachi Sunday January 10, 2010 page 10
17	Position : <b>Accountant(Residence Service)</b> Total Position : 01 Job Grade/Scale : BPS - 16 Job Location : Rawalpindi Age Limit : 35 years Min. Qualification : Commerce Graduate Min. Experience : 03 years	<ul style="list-style-type: none"> <li>• Experience in accounts.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Recent photograph</li> <li>• Postal Order of Rs.150 as application processing fee.</li> <li>• Copy CNIC</li> <li>• Attested copies of educational testimonials, experience certificates.</li> </ul>	25-Jan-2010	P.O. Box No. 404 GPO, Rawalpindi	Dawn Karachi Sunday January 10, 2010 page 7
18	Position : <b>Accountant</b> Total Position : 01 Job Location : Rawalpindi Age Limit : 35 to 40 years Min. Qualification : ICMA Min. Experience : 05 years	<ul style="list-style-type: none"> <li>• Experience in preparation of Company's computerized ledger accounts, Profit &amp; Loss statement, Balance Sheet and their audit through external.</li> </ul>	<ul style="list-style-type: none"> <li>• CV</li> <li>• Recent photograph</li> </ul>	22-Jan-2010	Box # 78382 C/o, Daily Dawn, Karachi	Dawn Karachi Tuesday January 12, 2010 page 20
19	Position : <b>Purchaser</b> Total Position : 01 Job Location : Rawalpindi Age Limit : 25 to 35 years Min. Qualification : Commerce Graduate Min. Experience : 05 years	<ul style="list-style-type: none"> <li>• Working experience in related to quotations, supplies documentation, recovery to financial closure in computerized environment and well versed with PPRA Rules.</li> </ul>				

**JOB VACANCIES INFORMATION – ICMAP LAHORE CENTRE**

20	Position : <b>Assistant Manager Audit</b> Total Position : 01 Job Grade/Scale : BS – 17 Job Location : Lahore Age Limit : 18 to 50 years Min. Qualification : ICMA Min. Experience : 03 years Pay Package : 15000-500-22500	<ul style="list-style-type: none"> <li>• Relevant experience.</li> <li>• Computer literate.</li> </ul>	<ul style="list-style-type: none"> <li>• C.V. with all attested copies of documents</li> <li>• Recent photograph.</li> <li>• Mention the post applied on the left corner on the envelope.</li> </ul>	23-Jan-2010	Majid Hayat Mian Deputy Manager (Admin.), Technical Education & Vocational Training Authority (TEVTA), 96-H, Gulberg-II, Lahore. T: 042-9263055-59	The Nation Lahore Wednesday January 6, 2010
21	Position : <b>Accounts Officers</b> Total Position : 05 Job Grade/Scale : BS-16 Job Location : Lahore Age Limit : 18 to 50 years Min. Qualification : Commerce Graduate Min. Experience : 05 years Pay Package : 10000-400-16000	<ul style="list-style-type: none"> <li>• Relevant experience.</li> <li>• Computer literate.</li> </ul>				

Sr	Job Summary	Job Description	Application Req:	Apply By	Organization / Contact	Source
22	Position : <b>Accountants</b> Total Position : 03 Job Grade/Scale : BS-11 Career Level : Junior Job Location : Lahore Age Limit : 18 to 50 years Min. Qualification : Commerce Graduate Min. Experience : 05 years Pay Package : 6000-250-9750	<ul style="list-style-type: none"> <li>• Relevant experience.</li> <li>• Computer literate.</li> </ul>	<ul style="list-style-type: none"> <li>• C.V. with all attested copies of documents</li> <li>• Recent photograph.</li> <li>• Mention the post applied on the left corner on the envelope.</li> </ul>	23-Jan-2010	Majid Hayat Mian Deputy Manager (Admin.), Technical Education & Vocational Training Authority (TEVTA), 96-H, Gulberg-II, Lahore. T: 042-9263055-59	The Nation Lahore Wednesday January 6, 2010
23	Position : Accounts Assistant Total Position : 02 Job Grade/Scale : BS -11 Job Location : Lahore Age Limit : 18 to 50 years Min. Qualification : Commerce Graduate Min. Experience : 02 years Pay Package : 6000-250-9750	<ul style="list-style-type: none"> <li>• Relevant experience.</li> <li>• Computer literate.</li> </ul>				

### NON-FINANCE AND ACCOUNTING POSITIONS

01	Position : <b>Middle Level Position-I /</b> Total Position : 01 Job Type : Contract basis Job Location : Islamabad Min. Qualification : Postgraduate Min. Experience : 07 years	<ul style="list-style-type: none"> <li>• Experience in relevant field with organization of good repute.</li> </ul>	<ul style="list-style-type: none"> <li>• CV</li> <li>• Post applied for on the left side of the envelope.</li> </ul>	Within 10 days of publication of this advertisement	Director, HR Post Box No.1227, Islamabad.	Dawn Karachi Friday January 08, 2010 page 9
02	Position : <b>Middle Level Position-II /</b> Total Position : 01 Job Type : Contract basis Job Location : Islamabad Min. Qualification : Postgraduate Min. Experience : 07 years	<ul style="list-style-type: none"> <li>• Experience in relevant field with organization of good repute.</li> </ul>	<ul style="list-style-type: none"> <li>• CV</li> <li>• Post applied for on the left side of the envelope.</li> </ul>	Within 10 days of publication of this advertisement	Director, HR Post Box No.1227, Islamabad.	Dawn Karachi Friday January 08, 2010 page 9
03	Position : <b>Junior Level Position</b> Total Position : 01 Job Type : Contract basis Job Location : Islamabad Min. Qualification : Postgraduate Min. Experience : 02 years	<ul style="list-style-type: none"> <li>• Experience in relevant field with organization of good repute.</li> </ul>	<ul style="list-style-type: none"> <li>• CV</li> <li>• Post applied for on the left side of the envelope.</li> </ul>	Within 10 days of publication of this advertisement	Director, HR Post Box No.1227, Islamabad.	Dawn Karachi Friday January 08, 2010 page 9