



# ICMA

Pakistan

## INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF PAKISTAN

### CMA Positions

DAWN KARACHI – MARCH 7, 2017 PAGE-11

**SAVE ELECTRICITY - USE ELECTRICITY SPARINGLY BETWEEN 6:00 P.M TO 10:00 P.M**

## MULTAN ELECTRIC POWER COMPANY

### CAREER OPPORTUNITY

MEPCO is the largest Electric Power Distribution Company operating in public sector and has launched ERP project for implementation aiming at refining its operational system with IT sophistication of present era. To support ERP implementation and its successful operations, services of an ERP professional with specialization in SAP Basis and SAP Portal are required on contract basis:

Sr. No.	Post	Age	Qualification Required	Experience	Salary
1	BASIS Administrator	Upto 58 Years	ACMA / ACCA or Master Degree from a University recognized by HEC in any of the following disciplines: 1. Computer Sciences 2. Commerce 3. Business Administration 4. Physics / Mathematics	The candidate must have 12 years work experience and in depth knowledge of SAP management and IT Infrastructure with special focus on following at commanding position both in national and multinational organizations: ● Thorough knowledge of management information integration SAP (MII) ● Good command of project management for SAP implementation including SAP Portal and SAP up gradation. ● Control over information Security and SAP authorization. ● Must have successfully completed at least three ERP projects till roll out stage. ● Candidates possessing hardware and software background with open VMS knowledge shall be given preference.	Negotiable market salary package based on relevant experience

**How to Apply:**  
Detailed CV/Resume alongwith relevant documents should be submitted to **HR&Admn Director, MEPCO H/Q Khanewal Road, Multan** within fifteen days of publication of advertisement.

- Applications alongwith detailed resume clearly mentioning the name of post and complete particulars i.e. Name, Domicile, Date of Birth, Address, Qualification and Experience etc.
- Attested photocopies of all the academic qualifications.
- Experience Certificates.
- Attested photocopy of CNIC & Domicile.
- Four recent attested passport size Photographs.
- Departmental permission certificate.

**Note: -**

- Incomplete applications & received after due date will not be entertained.
- Only short listed candidates will be called for interview.
- Already received applications will not be entertained.
- Candidates Serving in Govt / Semi Govt. Departments should apply **Through Proper Channels**.
- Dismissed employee of any organization shall not be eligible.
- No **TA/DA** for test / interview will be admissible.
- Competent authority may suspend the whole process at any time without assigning any reason.

**MEPCO** ENLIGHTENING LIVES

**HR & ADMIN DIRECTOR  
MEPCO LTD. MULTAN**

انرجی سیور کا استعمال۔۔۔ بجلی کا بل کم، روشنی زیادہ  
PID(L)-3106



**INFRASTRUCTURE DEVELOPMENT AUTHORITY PUNJAB  
GOVERNMENT OF THE PUNJAB**

**JOB OPPORTUNITIES**

The Infrastructure Development Authority of Punjab (IDAP) has been established by the Government of the Punjab for planning, designing, construction and maintenance of Infrastructure in Punjab in line with best international practices. We are offering highly competitive compensation packages, attractive incentives and an opportunity to become part of a world leading initiative. We are currently hiring for the following positions:

Sr. No.	Position	Qualification	Experience
1.	Assistant Manager Business Process Reengineering (Project Monitoring Office)	Minimum 16 years' education in Business Administration/ Finance/ Management/ Engineering/ HR/ Economics/ Politics/Computer Sciences or any other relevant degree.	1-3 years' relevant work experience
5.	Assistant Manager Finance (Project Monitoring Office)	Minimum 16 years' education in Finance/ Accounts/ CA/ ACA/ ACCA/ACMA or any other relevant degree.	1-3 years' relevant work experience

The detailed job descriptions for each position along with the Application Form can be downloaded from [www.idap.pk/careers.php](http://www.idap.pk/careers.php). We are an equal opportunity employer. Females are encouraged to apply. No TA/DA will be given for the purpose of interview. Shortlisting will be done on the basis of criteria given for each position. Only completed applications will be considered and shortlisted candidates will be called for interview. Last date for the submission of Applications is **March 30, 2017 by 04:00 pm**. Application Forms along with detailed resume and supporting documents may be submitted online at [www.idap.pk/careers.php](http://www.idap.pk/careers.php) or emailed at [careers@idap.pk](mailto:careers@idap.pk) or reach the following address via courier before the aforementioned submission deadline.

**Infrastructure Development Authority Punjab  
Government of the Punjab  
General Manager HR & Administration  
Ground Floor, 7-C-1, Gulberg III, Lahore, Pakistan  
(+92 42) 99268324-28  
(Email Subject/ Envelopes should be clearly labeled  
"Application for the post of \_\_\_\_\_")**

**IPL-2599**

# Higher Education Commission

PAKISTAN

## POSITIONS VACANT

Applications are invited from Pakistani nationals under the project "PhD Scholarship Programme under US-Pakistan Knowledge Corridor (Phase-I)" on contract basis to be filled through open competition.

S#	Name of Post & Quota	Qualification & Experience	Max. Age
4.	<b>Project Accountant</b> Rs. 69,750/- p.m. (Increment as per PG-1) <b>No. of Post: 1</b>	MBA (Finance)/MCom/ <b>CMA or equivalent</b> (at least 2 <sup>nd</sup> Division) from HEC recognized university/institution with three years experience in private/public organization including one year mid level management experience, after final degree. Proficiency in financial accounting software is must.	35 Years

\* "Master degree" means 16 years of Education & "Experience" means experience gained after obtaining the required qualification

- Applicants are required to apply online through HEC website <http://hjp.hec.gov.pk> and send hard copy of the same application along with the photograph and attested photocopies of required documents (viz. educational and experience certificates, domicile etc.).
- The experience as part time, honorary, apprentice and internee will not be considered / counted as experience. Candidates having 3<sup>rd</sup> Division in their educational career need not to apply. Selected candidate can be posted anywhere in Pakistan.
- Those already in Government Service should apply through proper channel. Age relaxation will be given as per Government rules. Incomplete / late applications will not be entertained. Only shortlisted candidates will be called for test / interview.
- Interview of eligible candidates residing outside the Islamabad / Rawalpindi region and vicinity will be conducted via Audio/video conferencing at the nearest possible location of the candidates (Karachi, Lahore, Quetta & Peshawar).
- Application processing fee @ Rs. 500/- for position at Sr. No. 1-4 and Rs. 300/- for position at Sr. No. 5, may be deposited in the online **A/C No. 17427900133401** of HEC maintained for the purpose in Habib Bank Ltd. **Bank Draft will also be acceptable as application processing fee.**
- No TA/DA will be admissible for appearing in test/interview. HEC reserves the right to reject any or all the applications without assigning any reason. Apply separately for each post. Name of the post along with project name should be clearly mentioned on the application / envelope.
- Last date for submission of applications is **March 27, 2017.**

**Wajid Ali Saleem**

Assistant Director (HRM)

Higher Education Commission, Islamabad.

051-90401415 & 90401411 | [recruitment@hec.gov.pk](mailto:recruitment@hec.gov.pk)





# University of Kotli Azad Jammu and Kashmir

## SITUATIONS VACANT

**(Non-Teaching)**

Applications on prescribed form are invited for the following posts for permanent appointments under **Basic Pay Scale (BPS)** for various Departments.

S/No	Position(s)	Department / Faculty / Institute	No. of Post (s)	Qualification/Experience/Age
02	<b>Treasurer(BPS-20)</b> (for the term of three years Contract) (57,410-3,750-109910) (Open Merit)	<b>General Administration</b>	01	<p><b>Qualification/ Experience/ Length of Service</b></p> <p>a) Should be Chartered Accountant or Holder of at least 2nd Class Master's Degree in Business Administration/Economics or M.Com.</p> <p>b) At least 17 years' Teaching/Administrative experience in the relevant field in any Government/Semi Government Organization in BPS-17 and above.</p> <p>c) Well versed with use of Computer.</p> <p>d) Comprehensive Knowledge of Government Financial Rules/Regulations</p> <p><b>Age: 40-45-years</b></p>

**GENERAL INSTRUCTIONS:**

- Candidates for posts of Professor and Associate Professor are required to submit four sets of reprints of research publications along with prescribed application forms.
- Candidates are required to submit attested copies of their degrees, result cards, transcripts, certificates & domicile etc. along with prescribed application forms in person or send by Post to the Registrar, University Secretariat, University of Kotli Azad Jammu and Kashmir P.C 11100.
- Certificates, Transcripts and Detailed Marks Certificate issued before last date will be accepted, Provisional/Hope Certificate will not be acknowledged.
- Candidates applying for more than one post shall submit separate application forms for each post applied with required documents completed in all respects.
- Candidates may obtain application forms from the Office of Assistant Registrar (Meetings), University Secretariat, University of Kotli Azad Jammu and Kashmir by producing Rs. 3000/- (BPS-20 and above), Rs. 1600/- (BPS-17 – 19), Rs. 800/- (BPS-6 – 16) and Rs. 400/- (BPS – 1 to 5) on University Challan University of Kotli Azad Jammu and Kashmir forms available at authorized branches of Habib Bank Limited in Azad Kashmir OR by sending a bank draft of Rs. 3000/- (BPS-20 and above), Rs. 1600/- (BPS-17 – 19), Rs. 800/- (BPS-6 – 16) and Rs. 400/- (BPS – 1 to 5) in favor of Treasurer, University of Kotli (A.K) along with a large size self-addressed envelope affixed with Rs. 50/- postage stamps at your own risk.
- Application form can also be downloaded from University website [www.umsit.edu.pk](http://www.umsit.edu.pk). Downloaded application form should accompany with original University Challan/Bank Draft as cost of application form.
- Age limit shall not be applicable to in-service permanent University / Government employees.
- In-service (permanent employee) candidates must apply through proper channel by the due date otherwise their applications will not be entertained.
- The services as a teacher in High Schools/Embassy Schools/Degree Colleges/Cadet Colleges will not be counted as experience for appointment to a teaching post in the University.
- Preference will be given to AJK Nationals (1<sup>st</sup> Class State Subject).
- During the course of selection available posts should be taken into consideration.
- Applicants may be short listed on the basis of written test (where required) in their respective fields.
- The University reserves the rights of cancellation of advertised posts partially or totally and also increase or decrease the number of posts without assigning any reason.
- All candidates will submit fresh applications on prescribed form. The applications already submitted will not be entertained.
- Application forms indicating the posts should reach the office of the Registrar, University Secretariat, University of Kotli Azad Jammu and Kashmir, P.C 11100 latest by **11-04-2017**.
- Incomplete applications and received after the due date will not be entertained.

**(Prof. Dr. Muhammad Mahroof Khan)**

**Registrar**

**Ph. No. 05826-960044**

**Fax No.05826-960049**



# KPOGCL

(A Khyber Pakhtunkhwa Government  
Company & Provincial Holding Company)



**Career Opportunities in Oil & Gas**

KPOGCL is an Exploration & Production company, expanding on a fast track basis having great career opportunities in various departments for high achievers, experienced, visionary & motivated professionals from Oil & Gas Sector. If you crave to take extreme challenges then join us for a successful career in the following Departments. Visit [www.kpogcl.com.pk](http://www.kpogcl.com.pk) for available positions in each Department. Candidates are invited to submit their Application online through [www.brightspyre.com/kpogcl](http://www.brightspyre.com/kpogcl)

**DEPARTMENTS**

Internal Audit
Finance and Accounts

**Last date of submission 31-March-2017**

Raziuddin (Razi) Chief Executive Officer (CEO)

Khyber Pakhtunkhwa Oil & Gas Company Limited (KPOGCL)

Tel: +92 91-9216695, Fax: - +92 91-9216697

An Equal Opportunity Employer

### SITUATION VACANT

An ADP project titled "ESTABLISHMENT OF LABOUR MARKET INFORMATION AND RESOURCE CENTRE" of Labour & Human Resource Department, Government of Punjab, requires the staff domiciled in Punjab on contract basis. The description of post, qualification, age and nature of experience is given below:

Sr. No	Name of Posts / Scale	Number of Posts	Age on closing date	Qualification & Experience
1.	Manager Admin & Accounts (BS-16)	1	22-35	<ul style="list-style-type: none"> <li>BBA (Hons) B.com (2<sup>nd</sup> Division) from recognized Institution / University</li> <li style="text-align: center;">Or</li> <li>1 Year of experience in Accounts in the Public /Private sector</li> </ul>

The interested candidates should send their hand written applications along with attested copies of academic and experience certificates, CNIC, Domicile of the Punjab and one photograph. Applications complete in all respects should reach the office of the undersigned on **24-03-2017** during office hours. Only short listed candidates shall be called for test/interview.

**Project Director**

Establishment of Labour Market  
Information and Resource Centre  
Directorate General Labour Welfare, Punjab,  
62-D New Muslim Town Lahore.  
Phone: 042 – 35926765, 99237249

IPL-2497

**Government of the Punjab  
Services & General Administration Department  
Implementation and Coordination Wing  
Special Monitoring Unit**

**JOB OPPORTUNITY**

Special Monitoring Unit established under Implementation and Coordination Wing of S&GAD invites applications to fill under mentioned post with highly motivated and result oriented individuals domiciled in Punjab.

<b>Sr. No.</b>	<b>Number of Posts</b>	<b>Name of the Post</b>	<b>Qualification / Experience</b>	<b>Age for Initial Recruitment Min – Max</b>
1.	01	Office Manager/ Accountant	Bachelor / Masters from a recognized university and having at least 04 years of relevant experience.	28-35 years

**NOTE:**

1. Applications of the candidates will be submitted in the office of Section Officer, Special Monitoring Unit 05 Club Road GOR 1 Lahore till 28/03/17.
2. Applications must possess detailed C.V and one recent passport size photograph.
3. Applications must be submitted with attested copies of CNIC, Educational Qualifications, marks obtained in each examination with percentage, Experience Certificates and Domicile.
4. The above position is on contract basis till the end of the project.
5. Market based salary package will be offered as per candidate's qualification / experience.
6. Only short listed candidates will be called for interviews.
7. No T.A / D.A will be paid to candidates called for interviews.
8. All eligible government employees may also apply for any of the above positions through proper channel.
9. For any inquiry / information please contact at **042-99204297**. **(IPL-2569)**

**HEAD SPECIAL MONITORING UNIT (I&C Wing) S&GAD**

# PUNJAB MODEL BAZAARS MANAGEMENT COMPANY



Industries, Commerce & Investment Department, Govt. of the Punjab



## JOB OPPORTUNITIES

Punjab Model Bazaar Management Company (PMBMC) is a Public Sector Company, incorporated under Section 42 of Companies Ordinance, 1984. The Company invites applications from experienced, dynamic and energetic individuals for the following posts.

### Internal Auditor (1 post-Lahore)

- **Experience & Qualification:** Certified Internal Auditor or person holding a master degree in finance from a university recognized by the Higher Education Commission or equivalent with 5 years of relevant experience.
- Must be equipped with CCG & PPRA rules
- Strong analytical & interpersonal skills are needed along with good communication & report writing skills
- Pay package Negotiable, age Limit: 25 to 35 years

### Assistant Manager Procurement (1 post-Lahore)

- **Qualification & Experience:**
- MBA Finance or Supply Chain Management or equivalent with 3-5 years of relevant experience
- Must be equipped with PPRA Rules

Pay package up to Rs. 60,000/-, age limit: 25 to 35 years

### Admin Assistant (1 post-Lahore)

- **Qualification & Experience:**
- Graduation with 2 years of relevant experience
- Pay package up to Rs. 25,000/-, age limit: 25 to 35 years

### Accounts Executive (4 posts-Lahore)

#### **Qualification & Experience:**

- Master degree in finance from a university recognized by the Higher Education Commission with 2-3 years of post-qualification experience.
- Must be fully well-versed with MS Excel
- ERP software knowledge is added advantage
- Pay package up to Rs. 40,000/-, age limit: 25 to 35 years

#### **HOW TO APPLY**

- Interested candidates fulfilling the above criteria can apply to the following address with complete CV, covering letter, 2 recent passport size photographs along with attested copies of all credentials/testimonial & copy of CNIC latest by **20<sup>th</sup> March, 2017.**
- Candidates shall bring original documents at the time of interview.
- PMBMC is an equal opportunity employer.
- Must be mentioned on top right corner of the envelope for the positions applied for.
- Only shortlisted candidates will be called for interview & No TA/DA will be paid.
- Preference will be given to relevant District Domicile holder.
- As per rule, prescribed quota for disabled, minorities and women will be observed.
- The above position is on contract basis for a period of 3 years which are extendable subject to satisfactory performance.

# JOB OPPORTUNITIES

Following staff is required for Road and Buildings Projects in Islamabad and Northern Areas. Candidates must have experience of road / Building projects.

S.No.	Title	Qualification	Experience
8.	Accounts Officer	B.Com	5-10 years

Interested candidates may submit their CV alongwith supporting documents at given email address and contact on following telephone numbers for appointment of Interview.



## **Usmani International Associates (Pvt) Ltd**

109, 1st Floor, Progressive Plaza, Beaumont Road, Karachi-75530

Tel : 35653501-3 Fax: 35683313 E-mail: [jobsusmani@gmail.com](mailto:jobsusmani@gmail.com)

## **ACCOUNTANT** *Required*

A well reputed denim garments manufacturing company in **KEPZ**, requires services of motivated and skilled professional for the position of **ACCOUNTANT**

**Qualification:** B.Com, M.Com with articleship having 3-5 years experience in relevant field.

Interested Candidates may apply on **P.O. Box # 18661**.  
Email: [noor@casual.com.pk](mailto:noor@casual.com.pk)



**ضرورت شاق**

گھبرگ سے واقع کمپنی

1: اکاؤنٹنٹ

قوی دستکار ہیں۔ کم از کم تجربہ 3 سال

انٹرویو 3 بجے سے 5 بجے سوموار 19 مارچ 2017ء، سید صاحب علی

روڈ گھبرگ لاہور۔ فون نمبر: 042-35764325

**ضرورت برائے اکاؤنٹنٹ**

ایک مشہور ادارے کو اپنی فیکٹری واقع (ڈاسک) کیلئے اکاؤنٹنٹ کی ضرورت ہے۔ درخواستیں اور کھانا پتہ مکتبی ہوگا۔

تعلیم: **MBA/M.Com /B.Com**

تجربہ: بطور اکاؤنٹنٹ کا کم از کم 5 سال کا تجربہ ہونا لازمی ہے

انٹرویو: بروز سوموار 13-03-2017 صبح 10 بجے سے دوپہر 2 بجے تک ہوگا۔

انٹرویو کے وقت اپنی CV ہمراہ لائیں

ایڈریس: 30-K گھبرگ نزد دوپٹی ٹنگ آفس لاہور۔ فون: 0308-6145017 عارف ہلال

## JOB OPPORTUNITIES

A Leading Plastic Manufacturing Unit KPK Based. Required Staff for the following Position.

Position	Experience/Education	Position Posting
<b>Accountant (2 No's)</b>	3 Year's Experience from Reputable Organization in the same Field/Minimum Qualification B.Com. Computer Competency & Typing Speed 50 words Per Minute.	Gadcon/Mardan.

Interested Candidates E-Mail their Resume at [jobz0001@gmail.com](mailto:jobz0001@gmail.com).  
Latest 18th March 2017 or sends their CV at Below address.

Office# 13 Mezzanine Floor Beverly Centre, Blue Area Islamabad.

## کیریئر کے مواقع

ایک ملٹی نیشنل بینک کو اپنے ملک بھر میں پھیلے براؤنج نیٹ ورک کے لئے ایسے مستعد، پر جوش اور خود سے آگے بڑھنے کا جذبہ رکھنے والے افراد کی ضرورت ہے جو ایک کامیاب ٹیم کا حصہ بن سکیں۔

کام کی نوعیت	تجربہ	تعلیم	پوزیشن
ان ڈور / آؤٹ ڈور	5-7 سال بینک کا تجربہ	گریجویٹ / ماسٹرز	ریشن شپ منیجر
ان ڈور	2-4 سال بینک کا تجربہ	گریجویٹ / ماسٹرز	آپریشن منیجر
ان ڈور	1-2 سال	انٹرمیڈیٹ / گریجویٹ	کیشیئر
ان ڈور	1-2 سال / فریش	انٹرمیڈیٹ / گریجویٹ	کسٹمر سروسز آفیسر
آؤٹ ڈور / موٹرسائیکل لازمی ہے	1-2 سال / فریش	انٹرمیڈیٹ / گریجویٹ	سیلز آفیسر

### معاوضے / مراعات:

- مارکیٹ مسابقت تنخواہ اور دیگر مراعات
- مستقل (Permanent) پوزیشن، پرووڈنٹ فنڈز اور گریجویٹ (PF/GF)، ای او بی آئی (EOBI)، لائف، ہیلتھ انشورنس اور بہترین ٹریننگ ڈیولپمنٹ کے مواقع مہیا کئے جائیں گے۔
- خواہش مند خواتین و حضرات اپنا CV درج ذیل ای میل پر ارسال کریں: [bankingcareer2017@gmail.com](mailto:bankingcareer2017@gmail.com)

## WALK IN INTERVIEW

A leading construction company requires the services of fresh male / female accountant for office.

Qualification B.COM. Interested candidates may please contact: Muhammad Sarwar 0321-7373731 Mr. Asad 03353739264

106 – Muqadas Park  
Gulshan e Ravi Lahore.

## CAREER OPPORTUNITIES

Pakistan LNG Limited (PLL) is looking for the following professionals qualified from reputable local or foreign institutions/ universities recognized by the Higher Education Commission of Pakistan:

- ▶ MANAGEMENT ASSOCIATE FINANCE
- ▶ OFFICE ASSISTANT (FINANCE)

PLL is an equal opportunity employer and offers a competitive package along-with career growth opportunities in a congenial environment. Interested individuals should visit the 'Careers' section on our website [www.paklng.com](http://www.paklng.com) for details and subsequent application for advertised roles.

**Please note only complete online applications will be entertained.** Register and submit online application via 'Careers' Section on [www.paklng.com](http://www.paklng.com) within fifteen (15) days of the appearance of this advertisement. Please read and follow all instructions provided on the website carefully, or else your application will not be processed.

**Only shortlisted candidates will be contacted/ called for test/ interview.** No applications will be entertained after the due date and all the appointments will be made on open merit.



**PAKISTAN LNG LIMITED**  
6<sup>th</sup> Floor, Petroleum House, Ataturk  
Avenue, G-5/2, Islamabad.  
Ph. 0092 51 9216904

PID(1)4584/16

# OPPORTUNITY



We are fast growing Pharmaceutical Company, require the following staff to be based at Lahore.

**Accounts Officer**

Candidates must have Bachelors/Masters Degree in Commerce, having minimum 2-5 years experience.

**Apply Now!** All positions carry attractive salary packages and fringe benefits.

Applications / CVs, through email or post, must reach the HR Office by

**16<sup>th</sup> March, 2017**

STANDPHARM PAKISTAN (PVT) LTD  
20 km Ferozpur Road Lahore, Pakistan.

email:  
hr@standpharm.com

## Account Assistant (M/F)

A Trading Company require Male/Female Account Assistant for its Islamabad Office. B.COM. Min 02 years working experience of account, data entry and report making on QuickBooks software. Interested candidates may send their Cvs with confidence at

[hr1@dts.com.pk](mailto:hr1@dts.com.pk)

## JOB OPPORTUNITIES

A fast growing engineering company requires the following post in Rawalpindi/Islamabad.

**6. Accounts/Admin Assistant:** (B.com with 1-2 years experience)

The candidate must be mentioned in email for which post apply. Email your CVs at [aaqir2010@gmail.com](mailto:aaqir2010@gmail.com).

**SAY NO TO CORRUPTION****خالی اسامیاں**

Applications are invited from suitable Male / Female candidates having Punjab domicile for temporary appointment and on contract basis of the following posts in the Headquarter-Office, as well as, Field Organization of Federal Department under the **Post Box No. 26, GPO Lahore.**

Sl. No.	Name of Posts	Educational Qualification	No. of Seats	Age Limit
1.	Assistant Private Secretary (BPS-16) Viz Rs. 15880-1280-54280 (On contract basis upto 31-08-2017)	(i) B.A. or B.Sc or equivalent degree from a recognized university. (ii) Minimum speed of 100/50 w.p.m. in shorthand/typing respectively. (iii) Must be computer literate. (iv) Preference will be given to the persons <b>who retired from District Court / High Court etc.</b>	01 (Merit) (Field Organization)	18-25 years (in case of fresh candidates)
2.	Assistant Private Secretary (BPS-16) Viz Rs. 15880-1280-54280 (On contract basis upto 30-04-2017)	(i) B.A. or B.Sc or equivalent degree from a recognized university. (ii) Minimum speed of 100/50 w.p.m. in shorthand/typing respectively. (iii) Must be computer literate. (iv) Preference will be given to the person <b>who retired from District Court / High Court etc.</b>	04 (Merit) (Field Organization) (in case of fresh candidates)	18-25 years (in case of fresh candidates)
3.	Senior Assistant (BPS-15) viz Rs. 13510-1120-47110	(i) B.A. or B.Sc or equivalent degree from a recognized university. (ii) Must be computer literate.	(1 Merit) (Field Organization)	18-25 years

- Applications on prescribed form should reach at G.P.O. Lahore Post Box No.26 within **30 days** of the publications. **Copies of certificates / degrees may not be attached with the applications. Application received after closing date will not be entertained.** Relaxation in age limit of five years over and above the prescribed age limit will be given as per Government decision.
- The **number of vacancies being announced is subject to any subsequent increase or decrease.**
- Selected candidate will be posted anywhere in Punjab.
- Applicants must mention "Date of birth" and "Name of domicile District" in the Application Form, otherwise incomplete application will not be considered and will be treated as rejected.
- Only Shortlisted candidates will be called for written test / interview.
- According to the Government instructions, the quota reserved for Women (10%), Minorities (5%) and Disabled Persons (2%) will be observed.
- Persons already in Government Service should apply through proper channel.
- No TA/DA will be admissible for appearing in test / interview.

PID(L)3214

ڈپٹی ڈائریکٹر  
(Estt)

The Director (Estt)  
P.O. Box No. 26. G.P.O. Lahore.

Application for the post of \_\_\_\_\_

### APPLICATION FORM

Application Reference No. (for office use only)	Eligible/Not Eligible
---	-----------------------

1. Name \_\_\_\_\_ 2. Date of birth \_\_\_\_\_

3. Father's Name \_\_\_\_\_ 4. E-mail \_\_\_\_\_

5. Postal Address \_\_\_\_\_

6. Permanent Address \_\_\_\_\_

7. Religion \_\_\_\_\_ 8. CNIC # 

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9. Gender # \_\_\_\_\_ 10 Marital Status \_\_\_\_\_ 11. Domicile \_\_\_\_\_

12. Province \_\_\_\_\_ 13. Contact # \_\_\_\_\_

14. **ACADEMIC RECORD** (Give Exact name in Examination Column). Starting from High School (i.e. Matric) onwards in Chronological Order.

Examination (Matric/O Level FA / F.Sc/ A Level, BA/BSc, MA/MSc etc)	Passing Year	Board / University	Marks			Division / Grade/ CGPA	Major Subjects of Study
			Obtained	Total	% age		

15. **PROFESSIONAL EXPERIENCE:**

Exact Name of Post	Organization Name	Duration	Job Description

16. **TYPING/SHORTHAND SPEED WHERE APPLICABLE**


17.

I certify that the information provided by me in this Form is true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on Application Form or other document(s) requested by the Department may result in cancellation of this and future application in department.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

- \* Note:-**
- i) Do not send copy of any certificate/degree with application.
  - ii) Partially filled in / unsigned forms shall be rejected.
  - iii) Send applications by post through P.O. Box No.26, GPO. Lahore

# **ADVERTISEMENT**

## **Punjab Thalassaemia Prevention Programme (PTPP)**

### **Sir Ganga Ram Hospital, Lahore**

Punjab Thalassaemia Prevention Programme (PTPP) requires the services of following staff on contract basis:

Sr. No.	Designation	BPS	Age Limit (Years)	Appointment Place	No. Of posts	Qualification Required
1	Assistant Accountant	16	25-30	Lahore	01	<ul style="list-style-type: none"><li>• At least having a BCOM Degree OR equivalent degree</li><li>• One year of relevant experience.</li><li>• Computer Literate.</li></ul>

The applicants must submit their applications and CVs along with a copy of attested documents at the following office till 28.03.2017. Only short-listed candidates will be contacted for interview. No TA/DA will be admissible for interview.

### **Project Director**

**Punjab Thalassaemia Prevention Programme (PTPP)**

**2nd Floor, New Emergency, Sir Ganga Ram Hospital, Lahore.**

**Tel: 042-99202644**

(LHR-G)

IPL-2361

# Government of the Punjab Energy Department

## Employment Opportunities

Energy Department, Govt. of the Punjab invites applications from suitable and enthusiastic candidates domiciled in Punjab, to fill up the following temporary posts on contract basis for a period of one year under the Project "Reconciliation of Government Electricity Billing by installing AMI meters (2<sup>nd</sup> Phase)".

Sr No	Name of the Post	Pay Scale / Pay Package	Total No of Posts	Qualification	Experience	Age Limit (in Years)	
						Min.....	Max
4	Accounts Assistant	BPS-14 with admissible allowance	1	B.Com or equivalent from a recognized University.	03 Year's post qualification relevant experience in public or private sector Organization. Excellent command in MS office package.	21	30

- 1) Application should be submitted on prescribed form to be downloaded from Energy Department website [www.energy.punjab.gov.pk](http://www.energy.punjab.gov.pk) or can be directly collected from the office of Director Technical (Reconciliation) Energy Department, 32-C Jail Road, Lahore.
- 2) For the posts at Sr. No. 1 to 3 the applications will be submitted to Section Officer (Admn), Energy Department, 8<sup>th</sup> Floor, EFU Building, Jail Road, Lahore.
- 3) For the posts at Sr. No. 4 to 10 the applications will be submitted to the office of Director Technical (Reconciliation) Energy Department, 32-C Jail Road, Lahore.
- 4) The complete CV, attested copies of relevant documents/ experience certificate must be attached with application form. Incomplete applications will not be entertained.
- 5) Candidates already working in Govt./ Semi Govt./ Autonomous Bodies may apply through proper channel.
- 6) Only short listed candidates will be called for the test/ interview.
- 7) These appointments will be made purely on contract basis for a period of one year (Extendable on satisfactory performance).
- 8) 15% quota for females, 3% quota for disable person & 5% quota for minorities.
- 9) 5 years general upper age relaxation for males.
- 10) 5+3 = 8 year's upper age relaxation for females.
- 11) Females are encouraged to apply as per merit.
- 12) The last date for submission of applications is 31-03-2017 up to 04:00 PM.
- 13) The competent authority reserves the right to reduce the number of posts.
- 14) No TA/DA will be paid to the candidates for test/interview.

**Secretary**  
**Government of the Punjab,**  
**Energy Department,**  
**8<sup>th</sup> Floor, EFU Building, Jail Road,**  
**Lahore**

**IPL-2415**



A CA Firm requires Trainee Accountant / Auditor who are pursuing ACCA / ICMA / PIPFA or are fresh graduates for deputation at: (1) a mid-sized hospital and. (2) a religious educational institution; both in Nazimabad. Stipend Rs. 5,000. Email CVs at jobs@aabaig.com (10492307461)

A Chartered Accountant firm requires qualified ACCA, part qualified CA and CA / ACCA trainees. Interested candidates please send their resume at resume.myco@gmail.com (10272367545)

A manufacturing company requires an Asst Manager Finance/Accounts. Experience with budgeting/Forecasting for all organization units, monitoring and establishing financial control procedures, documenting and developing internal control procedures, preparing month-wise and project -wise standard cost reviews, efficiency improvements and profit enhancements. Experience of compiling, analyzing and presenting financial information to the organization. Qualification: ICMA/ACCA full or partly qualified. 2-3 2-3 years' experience in a good industrial /manufacturing company. Experienced in using Quickbooks or Peachtree. Send your latest CV to jobsinpk1@gmail.com by March 19th, 2017 (10482363747)

ACCOUNTANT with atleast 2 / 3 years' experience having good knowledge of accounting concepts, WHT & sales tax preferred send CV at: gmfinance6@gmail.com (10332337125)

**ACCOUNTS ASSISTANT** with experience of voucher posting, reconciliation Accounting Software use Rs. 15000/- per month for **ARIF DEFENCE MEDICAL CENTRE** Main Khayabane Bukhari Corner 34 Street Chota Bukhari Commercial Area and Seaview Road X-8 Bus Stop Phase VI Defence Karachi drop CV or email prof.arif@hotmail.com Contact Mr. Farooq 1 pm - 7 pm 021-35155631, 03313331950. (10302365708)

**ENGINEERING** company requires expert in Tally and Quickbooks. Send CV with picture at info@saitapk.com (10872355497)

WE are looking for an Accountant interested candidates should send their CV at hib.khi17@gmail.com (10572133223)

EXPERIENCED female required for the post of **ACCOUNTS ASSISTANT**, B.Com, must have experience of working on accounting software. Email your resume: aceboilerservices@gmail.com (10072332687)

GARMENTS Factory is looking for Import & Export Officer. Candidates should be Commerce Graduate with 4/5 years of similar experience who must have command over export documentation, capable of dealing with shipping agencies, forwarders, clearing agents and self correspondent. Please send CV at exportofficer2016@gmail.com (11032312435)

**REQUIRED INTERNAL AUDITOR IN A RENOWNED TEXTILE COMPANY:** Having experience of atleast 5 years in a manufacturing concern and partially qualified CA or CMA. Send your cv at hr.department147@gmail.com (1539BT516)

WE require Manager Finance and Accounts for our client. Candidate should be partly CA / ACCA qualified having articles completed from reputable firm and post articles experience of 5 years preferably in media industry. Send CVs at apply.career@outlook.com (10919012239)

# Other Opportunities

DAWN KARACHI – MARCH 12, 2017 PAGE-05

## JOB OPPORTUNITIES

### (I)- MANAGING DIRECTOR

The Elementary Education Foundation (EEF) is an autonomous government organization working in Khyber Pakhtunkhwa to support the private and non-formal sector in providing quality education in the province. The Foundation implements innovative, demand-driven initiatives that include vouchers to deserving children to attend low cost private schools of their choice, subsidies to private schools to provide tuition free schooling, literacy and skills development programs for youth and adults, community schools in low enrolment areas, and Tameer-e-School Program. The EEF is looking for a full time qualified professional to serve as its Managing Director.

Based at the EEF head office in Peshawar, the position is purely on contract basis for an initial period of two years and is likely to be extended for one year subject to satisfactory performance.

The Managing Director is expected to provide strategic leadership for effective implementation of the organizational agenda in supporting the scale up of the education vouchers scheme, promotion of girls' community schools and their sustainability, fostering the public-private partnership with CSOs and donors, to increase access to education for all with a focus on the underprivileged, especially girls.

The candidate is also required to explore innovative ideas to improve access, and inclusive learning to support the Elementary and Secondary Education Department (E&SED).

#### **Required Qualification, Experience and Skills:**

The candidate is required with a minimum qualification of Masters Degree in social and/or management science, from a recognized university and at least 15 years of developmental sector experience, including seven years of directly leading large scale education sector program/s.

Full understanding, knowledge and demonstrable experience of the public private partnership, project managements, strategic leadership, public sector processes, and public finance and its rules are essential. Excellent oral and written communication skills and computer proficiency are required. Preference will be given to candidates having excellent performance and service record in the Govt., autonomous bodies in management positions.

#### **Benefits and Compensation:**

The EEF is an equal opportunity employer and offers competitive remuneration / attractive market based and other permissible benefits that commensurate with experience.

Detailed Terms of reference can be referred to at [www.eef.org.pk](http://www.eef.org.pk)

Interested candidates may apply under a covering application, supported with Curriculum Vitae, three passport size photographs, attested copies of degrees and testimonials, experience certificates and CNIC and complete contact details including official and residential addresses.

Applications complete in all aspects (in sealed envelope with position clearly marked) should reach to the undersigned on or before **03-04-2017**.

Incomplete applications will not be entertained. Only shortlisted candidates will be called for test/interview.

**Note:- The candidates who have already applied for the said position, are request to re-apply.**

## **(II) DEPUTY MANAGING DIRECTOR**

The Elementary Education Foundation (EEF) is an autonomous government organization working in Khyber Pakhtunkhwa to support the private and non-formal sector in providing quality education in the province. The Foundation implements innovative, demand-driven initiatives that include vouchers to deserving children to attend low cost private schools of their choice, subsidies to private schools to provide tuition free schooling, literacy and skills development programs for youth and adults, community schools in low enrolment areas, and Tameer-e-School Program. The EEF is looking for a full time qualified professional to serve it as its Deputy Managing Director (BS-20).

Based at the EEF head office in Peshawar, the position is on contract basis for an initial period of three years to be extended subject to satisfactory performance.

The Deputy Managing Director is to facilitate the Managing Director to provide strategic leadership for effective implementation of the organizational agenda in supporting the scale up of the education vouchers scheme, promotion of girls' community schools and their sustainability, fostering the public-private partnership with CSOs and donors, to increase access to education for all with a focus on the underprivileged, especially girls.

The candidate is also required to explore innovative ideas to improve access, and inclusive learning to support the Managing Director EEF.

### **Required Qualification, Experience and Skills:**

The candidate is required with a minimum qualification of Masters Degree in social and/or management science, from a recognized university and at least 13 years of developmental sector experience, including five years of directly leading large scale education sector program/s.

Full understanding, knowledge and demonstrable experience of the public private partnership, project managements, strategic leadership, public sector processes, and public finance and its rules are essential. Excellent oral and written communication skills and computer proficiency are required. Preference will be given to candidates having excellent performance and service record in the Govt., autonomous bodies in management positions.

### **Benefits and Compensation:**

The EEF is an equal opportunity employer and offers competitive remuneration / attractive market based and other permissible benefits that commensurate with experience.

Detailed Terms of reference can be referred to at [www.eef.org.pk](http://www.eef.org.pk)

Interested candidate may apply under a covering application, supported with Curriculum Vitae, three passport size photographs, attested copies of degrees and testimonials, experience certificates and CNIC and complete contact details including official and residential addresses.

Applications complete in all aspects (in sealed envelope with position clearly marked) should reach to the undersigned on or before **03-04-2017**.

Incomplete applications will not be entertained. Only shortlisted candidates will be called for test/interview.

INF(P)1173

### **Director Finance, HR & Administration Elementary Education Foundation**

House No. 49-A, Street No.2, Old Shami Road, Peshawar Cantt.

Khyber Pakhtunkhwa. Phone: 091-9212395, 9212396

E-mail: [info@eef.org.pk](mailto:info@eef.org.pk)