

No. 1(39)-2015-SEZ
Prime Minister's Office
Board of Investment
SITUATIONS VACANT

Board of Investment intends to recruit competent and experienced professionals in Project Pay Scales (PPS) on following positions under its PSDP project titled “**Feasibility Study and Acquisition of Land for Islamabad Model Special Economic Zone**” on contract basis initially for a period of one-year, further extendable on satisfactory performance and subject to continuity of the project on yearly basis till the completion of the project:-

Sr. No	Name of Post/Scales/Salary	No. of Posts	Quota	Qualification	Age	Experience
1	General Manager Corporate Affairs (PPS-10) (PKR 437,500/- p.m. with 5% increase per annum).	01	Merit	CA/ACMA/CFA/MBA / Master in Economics or equivalent (2 & 3 year relaxation in experience for MPhil/MS and PhD Degree holders, respectively)	Upto 55 Years	At least 15 years' experience in the relevant field, having <ul style="list-style-type: none"> Adequate knowledge of SECP governance codes and corporate banking and finance. Experience to deal with partners, government officials and other key stakeholders. Excellent quantitative skills and ability to manage large projects. Excellent time management and organizations skills. Prior knowledge of development projects and budgeting. Experience in the financial modeling and management of infrastructure projects is a plus. Experience working in the reputed consultancy firm is preferred. <p>Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary assistance to internal/ external stakeholders</p>
2	General Manager Civil & Construction (PPS-10) (PKR 437,500/- p.m. with 5% increase per annum)	01	Merit	BSC Civil Engineering/Architecture or equivalent (Armed forces officers equivalent to Lt. Colonel or above will be encouraged to apply)	Upto 55 Years	At least 15 years experience in construction management or related architectural field, having. <ul style="list-style-type: none"> Adequate knowledge of PPRA Rules, building codes and land acquisition laws Effective communication skills and outstanding ability to lead an organization. Knowledge of business process and shared service functions (finance, HR, procurement, operations etc.) in a corporate structure.
3.	Accounts & Admin Officer (PPS-08) (PKR 218,750/- p.m. with 5% increase per annum)	01	Merit	CA/ACCA/ACMA/MBA/MPA or equivalent	Upto 45 years	At least 5 years' experience in dealing with Audit & Accounts and procurement related matters in a reputed public or private organization.
4.	Project Coordinator (PPS-07) (PKR 157,500/- p.m. with 5% increase per annum)	02	Merit	MBA/ACMA/ACCA/ Master in Management Sciences, MS Project Management or equivalent. Higher qualification will be given preference	Up to 30 years	At least 02 years' experience in the relevant field. Having adequate knowledge of public sector working, good analytical and writing skills to prepare positions papers, summaries, presentations and analytical reports.

5.	Admin & Account Assistant (PPS-06) (PKR 105,000/- p.m. with 5% increase per annum)	01	Merit	Minimum Graduation or equivalent with computer proficiency	Up to 35 years	At least 05 years of experience in relevant field. Preference will be given to the candidates having experience of Public Sector working. Well versed in dealing with Accounts matters, handling office tasks, such as filing, arrangement of meeting rooms, maintaining inventory, reordering supplies etc.
----	--	----	-------	--	----------------	---

IMPORTANT INSTRUCTIONS:

- i. Submission of original documents shall be mandatory at the time of interview.
- ii. Applicants already in Government service should apply through proper channel. In case of selection, the applicants will have to resign from Government service before appointment.
- iii. Incomplete or improperly filled in applications shall not be entertained.
- iv. No TA/DA will be admissible for the purpose of test/interview.
- v. Only shortlisted applicants will be called for test/interview in Islamabad.
- vi. BOI reserves the right to increase or decrease the number of posts as well as reject any or all applications without assigning any reason thereof.
- vii. Information provided in the application forms shall be verified in case of offer of appointment/selection. In case of any false or forged information, Board of Investment reserves the right of cancellation of the candidature at any stage (even after employment, if so discovered later).
- viii. Candidates will have to submit separate online applications, if so wish to apply for more than one post.
- ix. All applications must be submitted through BOI's website www.invest.gov.pk within 15 days from the date of publication of this advertisement. No hardcopy of the online application is required from the applicants. Applications received thereafter will not be entertained.
- x. Relaxation in Age limit will be allowed as per Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993, as amended from time to time.

Lt Col Shakeel Ahmad Shah, (Retd)
Project Director,
Prime Minister's Office
Board of Investment
4th Floor, Evacuee Trust Complex F-5/1, Islamabad
Ph: 9218619