

**CAREER OPPORTUNITIES**

Peshawar Development Authority (PDA) is establishing a Project Management Unit for its largest housing project called "New Peshawar valley". To manage its affairs in the most efficient and transparent manners, human resources having outstanding hands on managerial expertise, analytical abilities and communication skills are required.

Applications are invited from suitable candidates for the following posts, purely on contract basis for a period of one year in Project Management Unit "NEW PESHAWAR VALLEY", PDA on market-based pay.

S. No	Name of Position	No. of Posts	Maximum Salary	
			Flat component (Maximum)	Performance based (Maximum)
1	Deputy Project Manager (Finance)	01	300,000/-	50,000/-
2	Deputy Project Manager, (Development)	01	300,000/-	50,000/-
3	Assistant Project Manager (Estate Management)	02	200,000/-	50,000/-
4	Assistant Project Manager, (Development)	01	200,000/-	50,000/-
5	Assistant Project Manager, (P&D)	01	200,000/-	50,000/-
6	Assistant Project Manager, (Finance)	01	200,000/-	50,000/-
7	Assistant Project Manager, (Audit)	01	200,000/-	50,000/-

REQUIREMENTS FOR ALL CANDIDATES**EDUCATIONAL QUALIFICATION:**

Minimum educational requirement against each post is mentioned below. Additional educational achievement such as PhD is not a formal requirement and will not be given greater consideration unless from some outstanding University. Preference will be given to individuals based on the quality of their degree (in order, top tier International University such as Oxford and Harvard etc., National center of excellence such as LUMS and GIK etc., traditional public sector center of excellence such as UET, Peshawar & UET Lahore etc.). For the candidates with a less robust academic background, the quality of work experience will be used to determine whether they should be short listed or not.

COVER LETTER:

A one-to-two pages cover letter which states the individual's interest in role and why they think that they are fit for the role. The cover letter will be used as a go/no-go criterion, with poor or unprofessional cover letters leading to an application being discarded. 02 Nos Passport size recent pictures alongwith photocopy of CNIC also required with cover letter.

QUALITY OF EXPERIENCE & ACHIEVEMENT:

This will be important in particular for individuals applying from universities having less repute. A demonstrable track record of excellence and leadership is what is being sort.

THE RECRUITMENT PROCEDURE WILL BE CARRIED OUT IN**THREE PHASES AS DETAILED BELOW: -**

PHASE-1: All applications will be short listed based upon the quality of CV and cover letter.

PHASE-2: All short-listed candidates will go through a problem-solving test, Adminstrated by ETEA.

PHASE-3: Final selection against each post will be done through "two steps interview" after the test conducted by ETEA. Offer letter to the final candidates will be issued within a week after final interview.

****Note*** Marks will not be carried forward from one Phase to the next.

ELIGIBILITY CRITERIA:

- 1. Deputy Project Manager (Finance): -**
Qualification: MBA(Finance)/ACCA/M.Com/BBA(Hons), CA (Inter) Track Experience: Minimum 10 years of relevant experience, applicant may have experience in Public or private sector or a mixture of both. A track record of outstanding achievement i.e. demonstrable and can be verified is required, leadership experience will be seen as a plus.
Upper Age limit: 50 years.
- 2. Deputy Project Manager, (Development): -**
Qualification: B.Sc/M.Sc (Civil Engineering), Track Experience: Minimum 10 years of relevant experience, applicant may have experience in Public or private sector or a mixture of both. A track record of outstanding achievement i.e. demonstrable and can be verified is required, leadership experience will be seen as a plus.
Upper Age limit: 50 years.
- 3. Assistant Project Manager (Estate Management): -**
Qualification: MBA/MPA/LLB /M.Com/ BBA (Hons) Track Experience: Minimum 05 years of relevant experience, applicant may have experience in Public or private sector or a mixture of both. A track record of outstanding achievement i.e. demonstrable and can be verified is required, leadership experience will be seen as a plus.
Upper Age limit: 45 years.
- 4. Assistant Project Manager, (Development): -**
Qualification: B.Sc (Civil Engineering) Track Experience: Minimum 05 years of relevant experience, applicant may have experience in Public or private sector or a mixture of both. A track record of outstanding achievement i.e. demonstrable and can be verified is required, leadership experience will be seen as a plus.
Upper Age limit: 45 years.

5. **Assistant Project Manager, (P&D): -**

Qualification: B.Sc (Urban & Regional Planning/Architecture) Track Experience: Minimum 05 years of relevant experience, applicant may have experience in Public or private sector or a mixture of both. A track record of outstanding achievement i.e. demonstrable and can be verified is required, leadership experience will be seen as a plus.

Upper Age limit: 45 years.

6. **Assistant Project Manager, (Finance): -**

Qualification: MBA(Finance)/ ACCA/M.Com/BBA(Hons), CA (Inter) Track Experience: Minimum 05 years of relevant experience, applicant may have experience in Public or private sector or a mixture of both. A track record of outstanding achievement i.e. demonstrable and can be verified is required, leadership experience will be seen as a plus.

Upper Age limit: 45 years

7. **Assistant Project Manager, (Audit): -**

Qualification: MBA(Finance)/ACCA/M.Com/BBA(Hons), CA (Inter)

Track Experience: Minimum 05 years of relevant experience, applicant may have experience in Public or private sector or a mixture of both. A track record of outstanding achievement i.e. demonstrable and can be verified is required, leadership experience will be seen as a plus.

Upper Age limit: 45 years

DOCUMENTS REQUIRED

For all the positions, individual should submit a two pages CV (maximum length) citing three references that can be contacted accompanied by one or two pages cover letter that can explain why candidate believe he/she should be considered for the role, and how he/she meets the skills required for the role. Last date for the submission of cover letter and CV is 05-10-2022, 1600 hours.

TERMS & CONDITIONS

1. Candidates serving in Government, Semi Government or Autonomous organization shall apply through proper channel.
2. Only short-listed candidates will be called for test/ interview. No TA/DA will be admissible. The Competent Authority reserves the right to cancel or decrease the number of posts.
3. A candidate shall not apply for more than one post. After completion of evaluation process, he/she may be offered a lower position.
4. Salary range will be decided based upon the skill set / experience and last salary drawn etc, however the Salary offered will not be more than the aforementioned maximum salary Limit.

**DIRECTOR (ADMINISTRATION)
PESHAWAR DEVELOPMENT AUTHORITY**

PDA House, Commercial Complex, Phase-5, Hayatabad, Peshawar Phone # 091-9217042