



CAREER

OPPORTUNITIES

will reshape the skylines with various Commercial, Digital and Residential Districts in the heart of Lahore.

In order to do this, the PCBDDA is looking to recruit extra ordinary minds, brilliant professionals, startup think tanks, believers in Pakistan's capabilities, and amazing skill sets in ownership and strategy. You will become part of an amazing team of Pakistani's who believe in impacting everyone's lives positively and ready to massively transform goals into reality. A highly competitive salary and benefits package will be offered.

JOB REF.NO	JOB TITLE	JOB ROLE	EDUCATION	YEAR OF EXPERIENCE	AGE LIMIT (UP TO)
JR/HR/091/PCBDDA/1022/ED	Executive Director HR & IT	Responsible for Talent Acquisition, Compensation & Benefits, Training & Special Projects & Information Technology. Custodian of Human Capital and its Wellbeing across the board.	Bachelors/Masters	18 with 8 years in similar position	55 years
JR/HR/092/PCBDDA/1022/D	Director HR	Responsible for Talent Acquisition, Compensation & Benefits, Training & Special Projects & Information Technology. Custodian of Human Capital and its Wellbeing across the board.	Bachelors/Masters	12 with 5 years in similar positions	50 years
JR/HR/093/PCBDDA/1022/D	Deputy Director HR & Special Projects	Responsible for regular training & development programs. Develop a coaching & mentoring program for employees. Implement special projects for education, training programs and career development.	Bachelors/Masters	7 years/5 years with Masters in relevant field	46 years
JR/HR/094/PCBDDA/1022/DD	Deputy Director Architecture	Present design proposals according to prescribed deadlines, coordinate technical activities related to architectural projects, including signing reviewing drafts & models, approving design changes.	Bachelors/Masters in Architecture	7 years/5 years with Masters in relevant field	46 years
JR/HR/095/PCBDDA/1022/AD	Deputy Director Procurement	Provide Support & Guidance in ensuring Procurements as per Government Regulations and manage all Procurements in lieu with the demands of the Authority.	Min. 16 Years of Education with Masters in Finance, Business or related discipline	7 years/5 years with Masters in relevant field	46 Years
JR/HR/096/PCBDDA/1022/AD	Assistant Director Procurement	Able to manage all Procurement processes in line with Public Procurement and Financial Regulations.	Min. 16 Years of Education with Bachelors or Masters in Finance, Business or related field	5 Years	40 Years
JR/HR/097/PCBDDA/1022/AD	Assistant Director Document Control System	Review and update documents for maintenance and quality control. Maintain confidentiality regarding sensitive documents	Bachelors/Masters	5 years	40 years
JR/HR/098/PCBDDA/1022/E	Assistant Director Audit	Assist line managers in daily tasks for the smooth operations of the department	Bachelor (Hons.)/Masters in Finance/Accounts/Commerce, or equivalent qualification from HEC recognized institute.	5 years	40 years
JR/HR/099/PCBDDA/1022/E	Executive Document Control system	Assist line managers in daily tasks for the smooth operations of the department.	Bachelors in relevant field	2 years +	35 years
JR/HR/100/PCBDDA/1022/E	Executive Accounts	Assist line managers in day-to-day tasks of the department with special emphasis on budgeting, planning and forecasting. Work on projects/tasks where and when assigned for smooth operations of the department.	Bachelor (Hons.)/Masters in Finance/Accounts/Commerce, or equivalent qualification from HEC recognized institute.	2 years +	35 years
JR/HR/101/PCBDDA/1022/E	Executive Contract	Assist the managers in day to day tasks of the department. works on projects/tasks, where and when assigned for a smooth operation of the department	Bachelors/Masters	2 years +	35 years
JR/HR/102/PCBDDA/1022/E	Executive Technical (Infrastructure)	Assist the managers in day to day tasks of the department. Works on projects/tasks, where and when assigned for a smooth operation of the department	Bachelors in relevant field from HEC recognized University	2 years +	35 years

JR/HR/103/PCBDDA/1022/E	Executive Business Development	Assists the managers in day to day tasks of the department. Works on projects/tasks, where and when assigned for a smooth operation of the department	Bachelors/Masters in relevant field	2 years +	35 years
JR/HR/104/PCBDDA/1022/E	Executive ERP	ERP specialist with Technical/Functional Consultant development and deployment experience, Min two years of experience	Bachelors/Masters in relevant field	2 years +	35 years
JR/HR/105/PCBDDA/1022/E	Executive System Admin	System Admin with strong Microsoft/virtualization expertise.	Bachelors/Masters in relevant field	2 years +	35 years
JR/HR/106/PCBDDA/1022/O	Executive Investor Relations	Assist the managers in day to day tasks of the department. Work on projects/tasks, where and when assigned for smooth operation of the department	Bachelors/Masters in relevant field	2 years +	35 years
JR/HR/107/PCBDDA/1022/O	Officers Accounts	Assistant the managers in daily tasks for the smooth operations of the department.	Bachelors in relevant field from HEC recognized University	Min 1-year experience in relevant field	30 years
JR/HR/108/PCBDDA/1022/O	Officer Legal	Assist the Managers in day-to-day tasks of the Legal Directorate. Work on different projects/ tasks where and when assigned for the smooth operation of the Legal Directorate	A fresh law graduate (LLB) from HEC recognized university with 0-2 years relevant experience.	Min 1-year experience in relevant field	30 years
JR/HR/109/PCBDDA/1022/E	Officer Procurement	Assisting the managers in daily Procurement related tasks for the smooth operations of the directorate	Min. 14 or 16 years of education with Bachelors or Masters in Finance, Business or related field	Min 1-year experience in relevant field	30 Years
JR/HR/110/PCBDDA/1022/S	Supervisor Operations	Supervision of Ancillary staff for smooth operation of all departments.	-	4 years' experience in the relevant field	55 years
JR/HR/111/PCBDDA/1022/P	Legal Supervisor	Carry out daily routine tasks/assignments of the Legal Directorate when and where required.	Preferably Bachelors from HEC recognized institute with 10 years' experience of court work	4 years' experience in the relevant field	55 years
JR/HR/112/PCBDDA/1022/P	PSO CEO	Primary point of contact for internal and external constituencies on all matters pertaining to the office of the Chief Executive.	Min. 14 or 16 years of education with Bachelors or Masters	8 years' experience in the relevant field	55 years
JR/HR/113/PCBDDA/1022/P	Security Guard	Secures premises and personnel by patrolling property, monitoring surveillance equipment, and access points.	Middle/Matric	5 years' experience in the relevant field	55 years
JR/HR/114/PCBDDA/1022/DD	Drivers	Carryout daily tasks and has valid LTV/HTV driving license.	Middle/Matric	5 years' experience in the relevant field	55 years

*Above mentioned positions maybe increased as per the requirements of the Authority.

To Apply, please visit Career Portal <https://www.cbdpunjab.gov.pk/Careers> and create profile/upload your CV. Last date of application submission is **November 07th, 2022**. Only shortlisted candidates shall be contacted. You can also send your application by post to 60-A, Garden Block, Garden Town, Lahore.

Note: 1: We are equal opportunity Employer. 2: All Education must be from HEC recognized Institution. 3: All educational degrees must be verified by HEC. 4: Only Shortlisted applicants will be called for interview. 5: All positions are based in Lahore on Full-time basis.

Age relaxation in upper age limit up to five (5) years for Male candidates and up to eight (8) years for female candidates will be allowed as per Human Resource Regulations.

EXECUTIVE DIRECTOR HUMAN RESOURCES
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