



# CAREER OPPORTUNITIES

Applications are invited for filling following positions from highly committed and motivated professionals with proven track record in respective fields purely on contract basis in Naya Pakistan Housing & Development Authority (NAPHA).

Ser	Name of Post	Qualification	Post-Qualification Experience	Age Limit	No of Posts
1.	Executive Director Monitoring (BPS-20)	A Civil Engineer having Bachelor's / Master's Degree in Project Management, Structure, Geo-tech or any other Civil Engineering Discipline from university recognized by HEC or equivalent.	<ul style="list-style-type: none"> <li>Minimum 20 years' experience in the field of Project Management, Construction, Planning, Appraisal system, Implementation, Policy Making and Evaluation of Public Sector Development Projects.</li> </ul>	Upto 55	01
2.	Adviser Members Management Affairs.	Master's Degree in any of the Social Sciences/Business Administration/ Accounts & Finance/MA/MSc or equivalent from any University recognized by HEC or equivalent.	<ul style="list-style-type: none"> <li>Minimum 20 years' experience in the field of Office Management, Land Management, Allotment, Dispute Resolutions, Policy making and Implementation, Monitoring, Liaison, Coordination and Facilitation.</li> <li>ToRs will be settled at the time of appointment</li> </ul>	-	01
3.	Joint Executive Director, Inspection and Evaluation (BPS-19)	Bachelor's / Master's Degree in any of the Social Sciences/Business Administration/ Supply Chain Management/MA/MSc or equivalent from any University recognized by HEC or equivalent.	<ul style="list-style-type: none"> <li>Minimum 15 years' experience in the field of Administration, Coordination, Protocol, Security and White Collar Crimes Investigation</li> </ul>	25-45	01
4.	Joint Executive Director (BPS-19), Regional Offices Peshawar / Balochistan	Bachelor's / Master's Degree in any of the Social Sciences/Business Administration/ Accounts & Finance/MA/MSc or equivalent from any University recognized by HEC or equivalent.	<ul style="list-style-type: none"> <li>Minimum 15 years' or above experience in Coordination, Management of Logistics, Protocol, Land Matters related to Acquisition, Purchase, Transfer and Reclassification etc.</li> </ul>	25-45	02
5.	Deputy Executive Director/ XEN (E&M), Technical (Design, Contract) Directorate (BPS-18)	A Bachelor's Degree in Electrical Engineering from University recognized by HEC or equivalent.	<ul style="list-style-type: none"> <li>Minimum 10 years' or above experience in Federal / Provincial Government / Semi Government / Autonomous Bodies or Private Organizations in the relevant field.</li> </ul>	25-40	01
6.	Accountant (BPS-16), Regional Office Peshawar	BA/BSc in Business/Commerce from a University recognized by HEC. Preferably Pakistan Institute of Public Finance Accountants qualified or equivalent.	<ul style="list-style-type: none"> <li>Minimum 5 Years working experience of auditing and accounting.</li> <li>Must be computer literate</li> </ul>	20-40	01
7.	Assistant (BPS-15)	BA/BSc/B. Com or equivalent	<ul style="list-style-type: none"> <li>Minimum 4 Years' experience in the field of Office Management, Maintaining Filing System, Keeping Record and Officer Engagement Record.</li> <li>Must be computer literate.</li> </ul>	20-40	03
8.	Assistant Engineer (Civil) Quantity Surveyor (BPS-15)	Diploma of Associate Engineer (DAE)-Civil or equivalent.	<ul style="list-style-type: none"> <li>Minimum 4 years' experience in the field of Design and supervision large-scale public work construction projects, such as roads, buildings, responsible for gathering project requirements, testing and evaluating building sites, materials and quality assurance.</li> <li>Must be computer literate</li> </ul>	20-40	01
9.	Data Entry Operator BPS-14	2 <sup>nd</sup> Class or Grade "C" Bachelor's Degrees with computer Science / Statistics/Mathematics/Physics from a university recognized by HEC. Minimum speed of 10,000 key depression per hour for data entry/verification. Certifications in Databases/Web Development/ Programming languages/Networking /System Administration will be an advantage.	<ul style="list-style-type: none"> <li>Minimum 3 Years' post qualification experience in the relevant field with proficiency / International Certifications in Databases, Software development, Networks, Infrastructure &amp; Websites.</li> </ul>	20-35	01
10.	UDC (BPS-11)	BA/BSc or equivalent with following; - <ul style="list-style-type: none"> <li>Typing speed 30 w.p.m (minimum)</li> <li>Preference will be given to computer literate person.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 3 Years' post qualification experience in the field of Office Management, Maintaining Filing System, Keeping Record and Officer Engagement Record.</li> </ul>	20-35	01
11.	Staff Car Driver (BPS-04)	Minimum Primary, preferably Matriculate. <ul style="list-style-type: none"> <li>Should be well versed in the traffic rules, holding valid Driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>At least 3 years' experience in the relevant field.</li> </ul>	20-35	01
12.	Naib Qasid (BPS-01)	Preferably Matriculate		20-35	06 HQ-4 Peshawar-2



- Interested candidates should forward their CVs, copy of educational documents, experience certificate, photocopy of CNIC and latest photograph along with Job Application Form in hard form on the address given below on or before 11<sup>th</sup> December 2022. Applications received after due date will not be entertained. No online application will be accepted.
- Only short listed candidates will be directly called for interview.
- No TA / DA will be given for appearing in interview.
- NAPHDA reserves the right to fill any post or withhold appointment against the advertised posts.
- Above jobs are being offered on purely contract basis, initially for a period of two years extendable, depending upon performance of individuals and as required by this Authority.
- The upper age limit shall be relaxed upto the age of 65 years in case of Retired Civil Servants/Armed Forces Personnel /retired Judicial officers and staff for the posts other than at Sr. No.2.
- Preference shall be given to persons who have worked in any Housing Authority.
- Posts in BPS 1-4 shall be filled preferably on local basis.
- Candidates applying for more than one posts shall be considered against only one post.

**HAFIZ SHAHZAD MASOOD (Deputy Executive Director HRM)**  
**Naya Pakistan Housing and Development Authority (NAPHDA)**  
**7<sup>th</sup> Floor, Kohsar Block, Pak Secretariat, Islamabad.**  
**Tel: 051-9219606.**



**Government of Pakistan**  
**Naya Pakistan Housing & Development Authority**  
**Kohsar Block, 7th Floor, Pak Secretariat, Islamabad**



## Job Application Form

1	Post Applied for (BPS):	_____	3	Father's Name:	_____
2	Name (Capital Letters)	_____	5	Date of Birth	_____
4	CNIC No.	_____	7	Religion	_____
6	Domicile	_____			
8	Nationality	_____			
9	Postal Address	_____			
		_____			
10	Permanent Address	_____			
		_____			
11	Contact No.	_____			
12	Academic Qualifications:	_____			

S.No.	Degree / Diploma / Certificate	Institutions / College	University / Board	Year of Passing	Marks Obtained	Total Marks	Percent age / Grade	Major Subjects
1								
2								
3								
4								
5								

**13. Related Experience (Post Qualification) (please attach separate sheets if necessary)**

S.No.	Institutions / Employer	Position held	Nature of Job	Job Period		Description of Major Assignments / Tasks
				From	To	
1						
2						
3						
4						
5						

**14. Trainings / Courses / Research / Publications etc. (please attach separate sheets if necessary)**

S.No.	Trainings / Courses Attended / Publications etc.	Institutions	Year	Duration	Major Areas / Subjects
1					
2					
3					

**15. Additional Expertise**

**16. Please attach your CV / Resume**

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

PID (I) 3284-22

Signature of Applicant: \_\_\_\_\_