

## Pakistan Software Export Board (PSEB)

# VACANCY ANNOUNCEMENT (SECRETARY TO CEO)

Pakistan Software Export Board (PSEB), the apex body of the Ministry of IT and Telecommunication, is responsible for the development of IT and IT-enabled Services (ITeS) sector in Pakistan. PSEB requires the services of a dynamic and high-caliber **Secretary to CEO**.

**Reports to:** Chief Executive Officer

**Work Location:** Islamabad (occasional travel as and when required)

**Maximum Age:** 35 years, no age relaxation will be given. (Preference will be given to females)

**Salary:** A six-digit salary will be offered to the right candidate

### Qualification & Experience:

- Minimum 16 years of education from HEC recognized University.
- Minimum 2 years of post-qualification working experience in a similar post like managing the office of the Head of the organization or a secretarial role in a corporate sector. Fully conversant with organizational procedures, rules & regulations. Fully aware of office routine of public/private sector companies.
- For detailed job description and to apply online, visit <https://app.techdestination.com/careers> or <https://njp.gov.pk/>.
- Only online application will be considered.
- Application must be submitted within 15 days of publication of this advertisement.
- Only shortlisted candidates will be called for an interview (TA/DA is not admissible).

**Manager Human Resource**

Pakistan Software Export Board (G) Ltd.

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