

A reputable public sector company working in Pakistan, is looking for dedicated, experienced and highly skilled professionals for the following positions, based in Karachi.

Job Title	Qualification and Experience
Contract & Procurement Specialist	<ul style="list-style-type: none"> • 4 years Bachelor's degree in Engineering (Civil / Electrical) from an HEC accredited university. • Experience in conducting procurement process for goods, works and consulting services and conducting evaluation of proposals. • Experience in handling public sector procurement process i.e. SPPRA, PPRA, PPP-Act and framework, well versed in FIDIC and applicable laws. • Expertise of preparing and evaluation RFP, RFQ, NIT, Tender/ Bid and other related procurement documents/process • Expertise in legal aspects of procurement will have added advantage. • Minimum 5 -7 years of experience in relevant field. • Maximum Age 45 years.
Deputy Manager (HR)	<ul style="list-style-type: none"> • 16 years of education from local / foreign university recognized by the HEC. • MBA in HR /Certification in CIPD, SHRM will be Preferred. • Minimum 5-7 years of post-qualification experience in the relevant field. • Maximum 45 years.
Assistant Manager (Accounts)	<ul style="list-style-type: none"> • CA / ACCA Finalist. • Minimum 3 years of relevant experience. • Big four audit firm experience is preferable. • Maximum age 35.
Assistant Manager (Project)	<ul style="list-style-type: none"> • 4 years Bachelor's degree in Engineering (Civil/Electrical) from an HEC accredited university. • Minimum 3 years of experience in handling infrastructure projects. • Familiar with engineering / project management software (Primavera, MS project, AutoCAD &GIS). • Knowledge of Public Private Partnership project would be added advantage. • Maximum age 35.
HR & Admin Officer	<ul style="list-style-type: none"> • 16 Years of education from local / foreign university recognized by the HEC. • MBA in Human Resource will be Preferred, Post Qualification experience of 2 years in the relevant field. • Maximum 35 years.
Office Assistant	<ul style="list-style-type: none"> • 4 years Bachelor's degree Program in Business Administration/ Accounts/ Marketing/HR/ Finance/ Management, from local / foreign, Institution / University, recognized by the HEC. • 06 months to 1 year experience • Maximum age 25.
Marketing & Coordination Officer	<ul style="list-style-type: none"> • Bachelor in Business Administration from local / foreign, Institution / University, recognized by the HEC. • Minimum 2 years of Post – Qualification work experience. • Muti-Tasking. • Maximum age 35.

TERMS AND CONDITIONS

- Candidates holding a Domicile of Sindh and fulfilling the criteria mentioned against each post are encouraged to apply and submit their application along with resume and CNIC via email and post.
- Incomplete applications and those received after the last date shall not be entertained.
- The company reserves the right of cancellation of any and / or all the advertised position(s) at any stage.
- Only short-listed candidates shall be contacted for test and /or interview.
- No TA/DA will be provided for test/interview.
- The successful candidates will be offered market-based remuneration package on contractual terms.
- Interested candidates can send their CV to PO. Box no.10434 Karachi and email at psc10434@gmail.com by mentioning the position name in the subject line on the envelope by 7th March 2023.

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