



# NATIONAL ENDOWMENT SCHOLARSHIP FOR TALENT

GOVERNMENT OF PAKISTAN

M/O FEDERAL EDUCATION AND PROFESSIONAL TRAINING

## JOB OPPORTUNITIES

NEST is a company incorporated under Section (42) of companies ordinance 1984 and its providing quality education opportunities to the deserving and talented students to help them fight the vicious circle of poverty and to manage sustainable living standards. We are offering market based competitive salary packages. And opportunity to become a part of winning team.

JOB TITLE	Age limit (Years)	QUALIFICATION & EXPERIENCE REQUIRED	Salary Package
<b>Scholarship Officer Verification &amp; Distribution (02 Position)</b>	25-40	<ul style="list-style-type: none"> <li>Bachelor Degree in Social Sciences /Management sciences /communication from HEC recognized university/Institute</li> <li>Proficiency in communication, writing and speaking skills.</li> <li>Minimum 05 years of experience in file indexing, documents validation &amp; verification, fields visit, follow up and coordination with Institutes / students, attending calls and answering queries, registering complaints.</li> <li>Preference will be given to person have experience in education sector/scholarship related work.</li> <li>Preference will be given having excellent computer skills in MS Office, Word, Excel, PowerPoint</li> </ul>	80,000
<b>Scholarship Planning Officer (01 Position)</b>	25-40	<ul style="list-style-type: none"> <li>Bachelor Degree in Social Sciences /Management sciences /communication from HEC recognized university/Institute</li> <li>Proficiency in communication, writing and speaking skills.</li> <li>Minimum 05 years of experience in in planning, coordination and good communication skills.</li> <li>Preference will be given to person have experience in education sector/scholarship related work.</li> <li>Proficiency in computer skills in MS Office, Word, Excel, PowerPoint</li> </ul>	80,000
<b>Assistant (Investment &amp; Tax) (01 Position)</b>	25-35	<ul style="list-style-type: none"> <li>16 years of education in Business Administration (Finance/ Accounts or Commerce from HEC recognized university</li> <li>Minimum 03 years of experience in Bookkeeping, Finance and Accounts.</li> <li>Experience in Government or Semi Government Organization will be preferred.</li> <li>The incumbent should have knowledge and experience in Tax filing &amp; returns, carrying out computations, and interacting with tax authorities.</li> <li>Preference will be given having experience and knowledge in Financial Investment/TDR. Maintaining, organizing Investment records, preparing financial presentation &amp; reports.</li> <li>Experience of Quickbook, MS Excel is MUST for this position.</li> </ul>	60,000
<b>Finance Assistant (01 Position)</b>	25-35	<ul style="list-style-type: none"> <li>16 years of education in Business Administration (Finance/ Accounts or Commerce from HEC recognized university</li> <li>Minimum 03 years of experience in Bookkeeping, Finance and Accounts.</li> <li>Experience in Government or Semi Government Organization will be preferred.</li> <li>Preference will be given having experience in organize files, prepare budget, financial presentation, financial reports, Maintain, organize account files &amp; data. Perform payments disbursement.</li> <li>Experience of Quickbook, MS Excel is MUST for this position.</li> </ul>	60,000
<b>M&amp;E Field Assistant (02 Position)</b>	25-35	<ul style="list-style-type: none"> <li>16 years of education in Social Sciences, Education or equivalent from HEC recognized university.</li> <li>At least 03 years relevant experience in data collection, conducting feasibility and monitoring activities. Good reporting skills. communication, Social Media, and Computer skills.</li> <li>Proficiency in computer skills in MS Office, Word, Excel, PowerPoint</li> </ul>	60,000

Candidates fulfilling the requisite criteria of qualification and experience may apply at below address.

Application must include (1) Application letter (2) CV with Picture (3) Photo & CNIC (4) All educational documents (5) All experience letters (attested). Clearly mentioned the post on the envelope.

One year Job contract, further extendable as per satisfactory performance.

We are an equal opportunity employer, and females are encouraged to apply.

Deadline for submission of Application is 8th June 2023, 1500 hours (3 PM).

NO TA/DA will be admissible

**Manager HR & Admin**

**PID(I)7161/22**

**NEST Office, 3<sup>rd</sup> Floor, Shalimar Plaza, Blue Area.**