



# EXCITING JOB OPPORTUNITIES

## CENTRAL POWER PURCHASING AGENCY (CPPA)

A Company of Government of Pakistan



CPPAG is non-profit, autonomous body, established under the company ordinance 1984. The company deals in electric power procurement on behalf of distribution companies, billing and settlement and competitive market development facilitation. CPPAG is looking for aspiring and talented professionals to join its winning team. We offer challenging opportunities and prospects under conducive working environment with attractive market-based salary along with fringe benefits.

Sr. No	Post	Qualification	Experience	Age Limit
1	Assistant Manager Finance	CAF / CA intermediate with articles completed, or CMA (Pakistan), CIMA (UK), ACCA, CFA qualified, any other qualification from body of professional accountants with articles completed or at least (16) years education in Accounting & Finance from a HEC recognized university along with articles completed from reputable CA firm.	At least 3 years post qualification experience in relevant field in a reputable national/multinational organization. Candidates having knowledge of power sector will be given preferences.	Maximum Age limit at Closing date of Application is up to 35 Years
2	Assistant Manager (Technical)	Bachelor of Engineering Degree in Electrical/Electronics/Mechanical Engineering from reputable HEC recognized universities (Minimum 16-Years Education)	At least 03 years of post-qualification experience in relevant field. Candidates having knowledge of power sector will be given preferences.	Maximum Age limit at Closing date of Application is up to 35 Years
3	Assistant Manager (Network Engineer)	Bachelor's/Master's Degree (Minimum 16-Years Education) in Computer Science or related field from HEC recognized university	At least 03 years of post-qualification experience in relevant field.	Maximum Age limit at Closing date of Application is up to 35 Years
4	Assistant Manager (Quality Assurance Engineer)	Bachelor's/Master's Degree (Minimum 16-Years Education) in Computer Science/Software Engineering or related field from HEC recognized university	At least 03 years of post-qualification experience in relevant field.	Maximum Age limit at Closing date of Application is up to 35 Years
5	Assistant Manager (Software Engineer) / Oracle Developer	Bachelor's/Master's Degree (Minimum 16-Years Education) in Computer Science/Software Engineering or related field from HEC recognized university	At least 03 years of post-qualification experience in relevant field.	Maximum Age limit at Closing date of Application is up to 35 Years
6	Assistant Manager (Software Engineer)	Bachelor's/Master's Degree (Minimum 16-Years Education) in Computer Science/Software Engineering or related field from HEC recognized university	At least 03 years of post-qualification experience in relevant field.	Maximum Age limit at Closing date of Application is up to 35 Years
7	Assistant Manager (Information Security Officer (ISO))	Bachelor's/Master's Degree (Minimum 16-Years Education) in Computer Science/information Security/Computer Engineering or related field from HEC recognized university	At least 03 years of post-qualification experience in relevant field.	Maximum Age limit at Closing date of Application is up to 35 Years
8	Assistant Manager (Database Administrator (DBA))	Bachelor's/Master's Degree (Minimum 16-Years Education) in Computer Science/Software Engineering or related field from HEC recognized university	At least 03 years of post-qualification experience in relevant field.	Maximum Age limit at Closing date of Application is up to 35 Years
9	Assistant Manager (Graphics Designer (UI/UX))	Bachelor's/Master's Degree (Minimum 16-Years Education) in Computer Science/Software Engineering or related field from HEC recognized university	At least 03 years of post-qualification experience in relevant field.	Maximum Age limit at Closing date of Application is up to 35 Years
10	Assistant Manager (Systems Analyst) / (Functional Analyst)	Bachelor's/Master's Degree (Minimum 16-Years Education) in Computer Science/Software Engineering or related field from HEC recognized university	At least 03 years of post-qualification experience in relevant field.	Maximum Age limit at Closing date of Application is up to 35 Years
11	Assistant Manager (Market & Simulation)	Bachelor's/Master's Degree (Minimum 16-Years Education) in electrical/Electronics, Mechanical/ Mechatronics/ Energy, or similar field	The candidate must have three (3) years of post-qualification relevant experience in a reputable national / multinational organization	Maximum Age limit at Closing date of Application is up to 35 Years
12	Assistant Manager (Economist)	Bachelor's/Master's Degree (Minimum 16-Years Education) in economics / Econometrics	The candidate must have three (3) years of post-qualification relevant experience in a reputable national / multinational organization	Maximum Age limit at Closing date of Application is up to 35 Years
13	Assistant Manager (Environmental Studies)	Bachelor's/Master's Degree (16-Years Education) in Electrical/Electronics/Mechanical/ Mechatronics/ Energy/ Environment or similar field	The candidate must have three (3) years of post-qualification relevant experience in a reputable national / multinational organization	Maximum Age limit at Closing date of Application is up to 35 Years
14	Assistant Manager Human Resources	We are looking for a passionate and self-driven professional with BBA (Honors), MBA, MSc, or MS degree in Human Resources (HR) or MPA (Minimum 16-Years Education) from HEC recognized National or International University.	Minimum of 03 years post qualification work experience in functions of Human Resources. A candidate having any professional certification in HR will be given preference. The desirable candidate should have expertise in Recruitment & Selection, Training & Development, HR-related documentation, HR Information Systems (HRIS), Data Analytics, and have sound knowledge of Performance management Systems along with expertise in managing HR operations like formal correspondence with internal and external stakeholders.	Maximum Age limit at Closing date of Application is up to 35 Years



15	Assistant Manager Admin	We are looking for a passionate and self-driven professional with BBA Honors, MBA, MSc, or MS degree in Human Resources (HR) /Supply chain Management or MPA (Minimum 16-Years Education) from HEC recognized National or International University.	Minimum of 03 years post qualification work experience in the function of Administration & Service Management. The candidate with any professional certification in Procurement will have an added advantage.	Maximum Age limit at Closing date of Application is up to 35 Years
16	Executive Secretary	The ideal candidate must have bachelor's degree (Minimum 14 Years education) from a HEC recognized university.	Minimum 03 years of post-qualification experience as an Executive Secretary or in a related role is required wherein tasks comprised of Preparation of Reports and PowerPoint Presentations, drafting of minutes of meetings & official letters, and coordination of high-level management meetings. The candidate must have excellent written & verbal communication skills and be proficient in using MS Office (PowerPoint, Excel, Word), have in-depth knowledge of office management & IT-based communication procedures.	Maximum Age limit at Closing date of Application is up to 35 Years
17	Receptionist	The ideal candidate must have a bachelor's degree (Minimum 14 Years of education) from an HEC-recognized university.	03 years of post-qualification experience as a receptionist or in a related field. The incumbent must have expertise in front desk office and clerical duties and have a Pleasant and easy-going personality. A customer-oriented approach is essential.	Maximum Age limit at Closing date of Application is up to 35 Years
18	Driver	The ideal candidate must have at least Secondary School Certificate (SSC)	At least 03 years of post-qualification experience as a Driver in any reputable organization and must have a valid LTV or HTV License. Candidates having a defensive driving skill certificate will be preferred.	Maximum Age limit at Closing date of Application is up to 40 Years

### GENERAL INSTRUCTIONS:

- Candidates working in Power Sector Companies, will be given preference.
- Candidates already in Government service should apply through proper channel/obtaining NOC from respective departments/ organizations otherwise their candidature will not be accepted.
- All applicants are advised to read and understand the detailed TORs/Job Descriptions of above position available at [ots.org.pk](http://ots.org.pk) and [cppa.gov.pk](http://cppa.gov.pk) & only submit applications if they are meeting the given eligibility criteria.
- Only successful candidates will be contacted by CPPAG for further process of recruitment.
- The information provided in application form will be verified by the company. In case of any false or forged information, company reserves the right to cancel the candidature at any stage (even after employment if so, discovered later) and to initiate legal action against the applicant.
- CPPAG reserve the right to cancel recruitment process any time without any prior intimation.
- Passing Marks in Written Test will be 60%.
- We are an equal employment opportunity employer.
- Place of Posting is Islamabad.
- Advertisement is also available on Prime Minister National Job Portal / National Employment Exchange Tool (NEXT) website <https://jobs.gov.pk>

### HOW TO APPLY

- Application forms and online deposit slips are available on Open Testing Service (OTS) website [www.ots.org.pk](http://www.ots.org.pk).
- Applications must be reached at the given address by 29 July, 2022.
- Open Testing Service will not be responsible for late receipt of application sent through post or by any other service.
- Applications submitted by hands shall not be received.
- Candidates are requested to send their prescribed application forms along with required documents i.e., NOC (if applicable), Educational & Experience Certificates, Professional Certifications/Diploma's proof, online deposit slip or any other document as required by OTS to:

**MANAGER OPERATION (OTS)** PID(1)-124/22  
**ADDRESS: OFFICE NO. 1, CENTRAL AVENUE ROAD, BAHRIA TOWN PHASE - 6 ISLAMABAD.**  
**CONTACT NO: 051-111 687 222 WEBSITE: [www.ots.org.pk](http://www.ots.org.pk) EMAIL: [info@ots.org.pk](mailto:info@ots.org.pk)**