

Vacancy Announcement

A donor funded project is seeking applications for the following Peshawar based positions. Skills & competencies required for the job is summarized below:

1. Project Office Manager 01 (Male/Female)

Skills/qualifications/experience:

- MBA, Master's Degree in Public Administration, HR or a related discipline (sixteen years of education).
- At least 05 years of experience; after acquiring stipulated qualification, in the field of management administration at the national level or with the International Organizations / Donor projects.

2. Sr. Procurement Officer 01 (Male/ Female)

Skills/qualifications/experience:

- MBA, Master's Degree in Economics/Finance /Accounting/ ACCA / CA-Finalist or related discipline.
- Procurement related qualification/certifications will be accorded due weightage.
- At least 05 years of experience; after acquiring stipulated qualification, in the field of procurement & contract management at the national level or with the International Organizations / Donor projects.

3. Sr. Finance Officer 01 (Male/ Female)

Skills/qualifications/experience:

- MBA Finance, Master's Degree in Finance /Accounting/ ACCA / CA Finalist or a related discipline.
- Financial management related qualification/certifications will be accorded due weightage.
- At least 05 years of experience; after acquiring stipulated qualification, in the field of finance & accounting at the national level or with the International Organizations / Donor projects.

4. M&E Officer 01 (Female)

Skills/qualifications/experience:

- Master's degree in Social Sciences/Management Sciences/ Computer Sciences/ Project Management or a related discipline.
- At least 04 years' experience in M&E and reporting after acquiring stipulated qualification, in leading related programs, at the national level or with the International Organizations / Donor projects.

5. Accountant 02 (1 Male / 1 Female)

Skills/qualifications/experience:

- MBA, Master's Degree in Economics/Finance /Accounting/ ACCA / CA (sixteen years of education). Financial management related qualification/certifications will be accorded due weightage.
- At least 04 years of experience; after acquiring stipulated qualification, in the field of finance & accounting at the national level or with the International Organizations / Donor projects.

6. Admin Assistant 02 (1 Male/ 1 Female)

Skills/qualifications/experience:

- Bachelor equivalent degree in Management Sciences, Public Administration, Social Sciences, or a related discipline.
- At least 03 years' experience in administration after acquiring stipulated qualification, in leading related programs, at the national level or with the International Organizations / Donor projects.

7. Associates 04 (02 Male / 2 Female)

Skills/qualifications/experience:

- Master's degree in Management Sciences/ Social Sciences/ Computer Sciences/ Engineering/ ACCA qualified/ CA-Finalist), or a related discipline.
- At least 02 years' experience in management & research in respective discipline after acquiring stipulated qualification, in a leading related programs at the national level or with the International Organizations / Donor projects.

General Experience for all positions:

- Familiarity with government departments and systems would be accorded weightage.
- Written and oral fluency in English is required. Proficiency in, Pashto and Urdu shall be accorded due weightage
- Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).

Potential candidates may submit their detailed CVs/Application along with scan copies of degrees/certificates/experience certificates to the following email address latest by **February 17, 2020**.

Email Address: vacantasami@gmail.com