

**No. 1(39)-2015-SEZ**  
**Prime Minister's Office**  
**Board of Investment**  
**SITUATIONS VACANT**

Board of Investment intends to recruit competent and experienced professionals in Project Pay Scales (PPS) on following positions under its PSDP project titled “**Feasibility Study and Acquisition of Land for Islamabad Model Special Economic Zone**” on contract basis initially for a period of one-year, further extendable on satisfactory performance and subject to continuity of the project on yearly basis till the completion of the project:-

| Sr. No | Name of Post/Scales/Salary  | No. of Posts | Quota | Qualification   | Max Age        | Experience   |
|--------|---|--------------|-------|---|----------------|--|
| 1      | <b>General Manager Corporate Affairs (PPS-10)</b><br>(PKR 437,500/- p.m. with 5% increase per annum).       | 01           | Merit | CA/ACMA/CFA/MBA / Master in Economics or equivalent (2 & 3 year relaxation in experience for MPhil/MS and PhD Degree holders, respectively) | Upto 55 Years  | At least 15 years' experience in the relevant field, having <ul style="list-style-type: none"> <li>• Adequate knowledge of SECP governance codes and corporate banking and finance.</li> <li>• Experience to deal with partners, government officials and other key stakeholders.</li> <li>• Excellent quantitative skills and ability to manage large projects.</li> <li>• Excellent time management and organizations skills.</li> <li>• Prior knowledge of development projects and budgeting.</li> <li>• Experience in the financial modeling and management of infrastructure projects is a plus.</li> <li>• Experience working in the reputed consultancy firm is preferred.</li> </ul> <p>Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary assistance to internal/ external stakeholders</p> |
| 2      | <b>General Manager Civil &amp; Construction (PPS-10)</b><br>(PKR 437,500/- p.m. with 5% increase per annum) | 01           | Merit | BSC Civil Engineering/Architecture or equivalent (Armed forces officers equivalent to Lt. Colonel or above will be encouraged to apply)     | Upto 55 Years  | At least 15 years experience in construction management or related architectural field, having. <ul style="list-style-type: none"> <li>• Adequate knowledge of PPRA Rules, building codes and land acquisition laws</li> <li>• Effective communication skills and outstanding ability to lead an organization.</li> <li>• Knowledge of business process and shared service functions (finance, HR, procurement, operations etc.) in a corporate structure.</li> </ul>  |
| 3.     | <b>Accounts &amp; Admin Officer (PPS-08)</b><br>(PKR 218,750/- p.m. with 5% increase per annum)             | 01           | Merit | CA/ACCA/ACMA/MBA/MPA or equivalent  | Upto 45 years  | At least 5 years' experience in dealing with Audit & Accounts and procurement related matters in a reputed public or private organization.   |
| 4.     | <b>Project Coordinator (PPS-07)</b><br>(PKR 157,500/- p.m. with 5% increase per annum)                      | 02           | Merit | MBA/ACMA/ACCA/ Master in Management Sciences, MS Project Management or equivalent. Higher qualification will be given preference            | Up to 30 years | At least 02 years' experience in the relevant field. Having adequate knowledge of public sector working, good analytical and writing skills to prepare positions papers, summaries, presentations and analytical reports.  |
| 5.     | <b>Admin &amp; Account Assistant (PPS-06)</b><br>(PKR 105,000/- p.m. with 5% increase per annum)            | 01           | Merit | Minimum Graduation or equivalent with computer proficiency  | Up to 35 years | At least 05 years of experience in relevant field. Preference will be given to the candidates having experience of Public Sector working.<br><br>Well versed in dealing with Accounts matters, handling office tasks, such as filing, arrangement of meeting rooms, maintaining inventory, reordering supplies etc.  |

**IMPORTANT INSTRUCTIONS:**

- i. Submission of original documents shall be mandatory at the time of interview.
- ii. Applicants already in Government service should apply through proper channel. In case of selection, the applicants will have to resign from Government service before appointment.
- iii. Incomplete or improperly filled in applications shall not be entertained.
- iv. No TA/DA will be admissible for the purpose of test/interview.
- v. Only shortlisted applicants will be called for test/interview **on a short notice**.
- vi. Tests will be conducted through National Testing Service (NTS).
- vii. BOI reserves the right to increase or decrease the number of posts as well as reject any or all applications without assigning any reason thereof.
- viii. Information provided in the application forms shall be verified in case of offer of appointment/selection. In case of any false or forged information, Board of Investment reserves the right of cancellation of the candidature at any stage (even after employment, if so discovered later).
- ix. Maximum age limit also includes relaxation in age allowed as per Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993, as amended from time to time.

**How to Apply:**

- i. Interested candidates who meet the eligibility criteria must apply directly through NTS website: [www.nts.org.pk](http://www.nts.org.pk) within 15 days from the date of publication of this advertisement. Fee can only be paid via ILink 1Bill Participating Banks/ATM/Internet, Banking/Mobile Banking/EasyPaiza/JazzCash/TCS Express Counters by downloading fee challan/deposit slip. Applicants are advised to regularly check the NTS website for important information.
- ii. Hard copy of filled online Application form must be sent to NTS Headquarters (BOI Project), Plot #96, Street # 04, Sector H-8/1, Islamabad within 15 days from the date of publication of this advertisement.
- iii. Application Forms filled improperly, incomplete, and submitted by hand will not be entertained.
- iv. Candidates will have to submit separate online applications, if so wish to apply for more than one post.
- v. For further information, please visit [www.nts.org.pk](http://www.nts.org.pk) or call 051-8444441.

**Lieutenant Colonel Shakeel Ahmad Shah, (Retd)**  
**Project Director,**  
**Prime Minister's Office**  
**Board of Investment**  
**051-9218624**