

VACANT POSITIONS

A Public-sector organization intends to hire the services of qualified/eligible individuals (Male/Female) against the posts mentioned below on Contract Basis initially for a period of two (02) years (extendible) on **Market Based Salaries**.

Sr. No	Name of Post	Age (years)	Qualification	Experience
1.	Specialist Procurement (Works) (1)	35 – 50	B.Sc. (Civil Engineering) (at least 2nd division) from a HEC recognized institution.	At least 8-years of experience in public or private sector, and minimum 4 years relevant procurement experience, preferably in public sector or Donor funded projects.
2.	Specialist Procurement (Goods) (1)	35 – 50	MBA, MPA, or Master's Degree in Finance, Commerce, Law, Procurement, Logistics, Supply Chain, Contract Management, Project Management or any Social Sciences or B.SC (Engineering) or equivalent from a HEC recognized institution.	At least 8-years of experience in public or private sector, and minimum 4 years relevant procurement experience, preferably in public sector or Donor funded projects.
3.	Procurement Associate (2)	25 – 35	MBA, MPA, Masters or B.S. Honors in HRM, Economics, Accounting, Finance, Public Policy or Masters in Social Sciences (at least 2nd division) from a HEC recognized institution.	At least 2-year of work experience in Procurement

Salaries will be market based.

GENERAL CONDITIONS:

1. The application should reach the **P.O. Box No. 1320 of General Post Office (GPO), Lahore** latest by **20-07-2017** during official hours.
2. Candidates submitting the application must attach Covering Letter along with CV and required documents, copy of advertisement, attested photocopies of CNIC, Educational Certificates, Domicile Certificate and Experience Certificates along with (03) passport size latest photographs.
3. Incorrect information shall be summarily rejected. Only those candidates who have completed their requisite degree are eligible to apply. Candidates to whom final transcript has not been issued shall not be considered.
4. Eligibility of a candidate shall be determined on the basis of his academics, Experience and interview by specified committees.
5. All the documents i.e. educational qualification, experience certificates etc. will be accepted provisionally and Offer of Appointment will be subject to verification of documents.
6. Applications already in service are required to submit their applications along with departmental permission/ through proper channel.
7. Only short-listed candidates will be called for interview.
8. Hiring organization reserves the right to accept or reject any application and also withheld any vacancy without assigning any reason.
9. Candidates shall present original documents, along with a set of attested copies of all the relevant documents, at the time of interview.
10. No TA/DA will be admissible.

Director (A&F)