**JOB OPPORTUNITIES**

**Ministry of Science & Technology**

**Government of Pakistan**

Applications are invited from suitable Pakistani Nationals for the following **contract appointments** **(on merit basis)** in a PSDP Project entitled **“Certification Incentive Programme for SMEs under PQI Initiative 2025”**, initially for a **period of two (02) years** and extendable till the duration of the project on the basis of performance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Post** | **No. of Posts** | **Pay Package** | **Age Limit** | **Qualification/ Experience** |
| **Project Manager** (Islamabad based) | **01** | **Rs.150,000/-**(inclusive all emoluments) with annual increase @5% | **45-62 years** | * Masters in the field of Natural Science / Bachelor of Engineering from HEC/PEC recognized institution. * At least 20 years managerial experience in relevant field & must possess sound knowledge of ISO related standards, Quality Management & Certification / Accreditation Systems. Have good knowledge of Project management, planning procedures etc. Persons who have worked as assessor/ auditor of internationally recognized standards & certifications systems will be given preference. |
| **Technical Assistant** (Islamabad based) | **02** | **Rs.30,000/-**(inclusive all emoluments) with annual increase @5% | **Max. 30 years** | B.A./ B.Sc./ B.Com. or higher having 5 years experience working with computers and office management, working in government organization in similar capacity will be considered a plus. |
| **Computer Operator/ Record Keeper** (Islamabad, Lahore, Karachi, Peshawar & Quetta based) | **06** | **Rs.20,000/-**(inclusive all emoluments) with annual increase @5% | **Max. 30 years** | B.A./ B.Sc./ B.Com./ BCS having 1 year experience working with computers and office management and office record keeping. Working in any public sector organization and official file maintenance skills will be considered a plus. |
| **Driver** (Islamabad, Lahore, Karachi, Peshawar & Quetta based) | **07** | **Rs.16,000/-**(inclusive all emoluments) with annual increase @5% | **Max. 35 years** | Middle standard examination having valid LTV/ HTV Driving License for at least 5 Years. Should be familiar with Traffic Rules and Regulations. |
| **Naib Qasid** (Islamabad, Lahore, Karachi, Peshawar & Quetta based) | **06** | **Rs.12,000/-**(inclusive all emoluments) with annual increase @5% | **Max. 30 years** | Middle standard examination with good health and moral character. |
| 1. The application form for above-mentioned posts can be downloaded from the Website: [**http://www.most.gov.pk**](http://www.most.gov.pk) 2. The detailed ToRs for the post of “Project Manager” can also be downloaded from the Website: [**http://www.most.gov.pk**](http://www.most.gov.pk) 3. Applications on the prescribed format alongwith detailed CV should reach to the undersigned within **15 days** of the publication of this advertisement clearly indicating the title of post on right side top corner of the envelope. 4. Late and incomplete applications will not be entertained. 5. Candidates already in service should apply through proper channel. No advance copy shall be entertained 6. Only short listed candidates shall be invited for test/ interview. No TA/ DA will be admissible for attending the interview.   **ACCOUNTS OFFICER (DEVELOPMENT BUDGET)**  **(CERTIFICATION INCENTIVE PROGRAMME FOR SMEs UNDER PQI INITIATIVE 2025)**  **Ministry of Science & Technology**  **1-Constiution Avenue, Sector G-5/2, Islamabad.**  **Tel. No.051-9215660** | | | | |