**JOB OPPORTUNITIES**

Punjab Education Foundation (PEF) is an autonomous organization, established under the auspices of the Government of the Punjab. The Foundation seeks ambitious and experienced person for the following position:-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Position</th>
<th>No of Posts</th>
<th>Educational Qualification</th>
<th>Salary (Rs.)</th>
<th>Maximum Age</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Additional Director</td>
<td>1</td>
<td>Masters Degree or Bachelors (4 years) in Sciences, Business &amp; Management Sciences or Social Science discipline from HEC recognized University.</td>
<td>154,000</td>
<td>50 Yrs</td>
<td>Must have at least 8 years relevant experience including 3 years at a managerial level in the field of planning, management, administration and capacity building at organization level. Experience of work with Government Agencies, NGOs, international and domestic donors and knowledge of Pakistan's education sector will be preferred.</td>
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<tr>
<td>2.</td>
<td>Deputy Director (Programs)</td>
<td>2</td>
<td>Masters Degree or Bachelors (4 years) in Sciences, Business &amp; Management Sciences or Social Science discipline from HEC recognized University.</td>
<td>105,000</td>
<td>40 Yrs</td>
<td>Must have at least 6 years relevant experience, preferably in education related organization. Must have good communication and reporting skills. Must be proficient in MS Suite.</td>
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<tr>
<td>3.</td>
<td>Deputy Director (Finance)</td>
<td>2</td>
<td>CA/ACCA/ACMA/ Relevant Masters / 4 year Graduation. Possess good analytical, communication, interpersonal skills. Proficiency in MS Office Experience of handling computerized accounting software</td>
<td>105,000</td>
<td>40 Yrs</td>
<td>For CA / ACCA/ACMA, 5 year experience OR For relevant Master/ 4 year Graduation, 6 year experience. Experience should be in the field of financial management, fund management and analysis of financial statements.</td>
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<tr>
<td>4.</td>
<td>Assistant Director (Finance)</td>
<td>1</td>
<td>CA Finalist/ ACMA/ACCA/ Relevant Masters/ 4 Years Graduation.</td>
<td>70,000</td>
<td>35 Yrs</td>
<td>3 years experience in the field of Accounts and Finance</td>
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<tr>
<td>5.</td>
<td>Assistant Director (Programs)</td>
<td>5</td>
<td>Masters Degree or Bachelors (4 years) in Sciences, Business &amp; Management Sciences or Social Science discipline from HEC recognized University.</td>
<td>70,000</td>
<td>35 Yrs</td>
<td>Must have at least 3 years relevant experience, preferably in education related organization. Must have good communication and reporting skills. Must be proficient in MS Suite.</td>
</tr>
</tbody>
</table>

**How to Apply:**

1. The application forms and online deposit slips are available on National Testing Service's website www.nts.org.pk.
2. The applications must reach at the given address not later than January 05, 2016.
3. NTS will not be responsible for late receipt of applications sent through posts or by any other courier services.
4. Please submit your test fee **Rs. 600/-** through prescribed deposits slips on any online branch of HBL, MCB, UBL or ABL. Deposited amount is non-refundable and nontransferable.
5. Candidates are required to send their applications to NTS Headquarters, Islamabad on prescribed forms along with paid online deposit slip (original).
6. Incomplete application/by hand submission of application forms will not be entertained.
7. Candidates are not allowed to bring cell phones to the examination centers.
8. Change of test centre is not allowed, original CNIC and Roll No Slip is mandatory for test entry.
9. Number of vacancies can be increased or decreased any time without any notice.
10. Department have right to reject or cancel any application at any stage during recruitment process.
11. Only short listed candidates will be called for test/ interview.

The appointment will be on contract basis, extendable on the basis of performance. The post carries competitive market based salary & other benefits. However, in case of government servant salary will be fixed as per PEF policies governing such appointments. We are equal opportunity employer. Anybody who tries to influence the process of selection by any means will be disqualified. Government employees should apply through proper channel. Government quotas for disabled, women and minorities shall be observed.

**PUNJAB Education Foundation**

NTS Headquarter | 1-E, Street No. 46, I-8/2, Islamabad UAN: +92-51-844-444-1