

Applications are invited from motivated and dynamic professionals possessing suitable qualifications and experience for the following vacant positions from our client, a reputed Public Sector Company based in Karachi established by the Government of Sindh to encourage private sector investments in various clusters like Agribusiness, and Mining and Mineral Processing.

Sr. No	Position	Qualification	Experience	Max Age Limit	No. of Positions
1	Company Secretary	• Member of a recognized institute of professional accountants; or member of a recognized institute of Corporate / Chartered Secretaries such as ICAP / ICMAP / ICSP, or holding a Master's degree (18 Year of Education) in Business Administration or a Law Graduate from a University recognized by HEC.	• Minimum 05 years of post-graduate experience in a Company Secretarial role, preferably in a financial institution.	40 Years	01
2	Financial Analyst	• CA Qualified / ACCA / CFA / Bachelor's Degree (16 Years of education) or equivalent in Business / Finance / Accounting	• Minimum of 03 years of work experience appraising business proposals in a reputed organization	30 Years	01
3	Internal Auditor	• Qualified ACCA / ICAEW / CIA / CISA / CA/ Bachelor's Degree (16 Years of education) or equivalent in Business / Finance / Accounting	• Minimum (03) years of work experience is required, preferably in an audit firm or Internal Audit / Finance function in reputable multinational or national companies.	35 Years	01
4	Content & Communications Specialist	• Bachelor's degree (16 years of qualification) in Business with a major in marketing or relevant fields / Media Science with a major in creative designing	• Minimum (03 years) demonstrated experience in corporate communications, social media, or other creative communications capacity, such as key accounts manager	30 Years	01
5	Human Resource Officer	• Bachelor's Degree (16 years of qualification) or equivalent qualification from an HEC recognized institute in Human Resource.	• Minimum (03) years of experience in Human Resource Management.	35 Years	01
6	Software Engineer	• Minimum Bachelor's degree (16 years of qualification) in computer sciences / IT / Software Engineering	• Full-stack software developer (Mongodb, ExpressJS, AngularJS and NodeJS-MEAN/Mon-godb, ExpressJS, ReactJS and NodeJS-MERN) is required having experience in development of web applications and ERPs. • Experience Developing and integrating API. • Experience working with SQL and NoSQL database • Experience developing dashboards • Preference will be given to those having 02 years of more experience	30 Years	01
7	Project Co-Ordinator (Bank Facilitation)	• Bachelor's Degree (16 years of qualification) in Business Administration / Math's & Economics / Accounting & Finance or equivalent professional qualification from a reputed HEC recognized institute.	• Minimum (03) years of demonstrated experience in the same capacity or business development department of a reputed organization.	30 Years	01
8	Project Co-Ordinator (Foreign Funded Projects)	• Bachelor's degree (16 years of qualification) in Math's & Economics / Business Administration / Accounting & Finance or similar fields from a reputed HEC recognized institute.	• Minimum (03) years of demonstrated experience in the same capacity or business development department of a reputed organization.	30 Years	01
9	Project Co-Ordinator (Business Development)	• Bachelor's degree (16 years of qualification) in Math's & Economics / Business Administration / Agricultural Sciences or similar fields from a reputed HEC recognized institute.	• Minimum (02) years of demonstrated experience in the same capacity or business development department of a reputed organization.	30 Years	01

PREREQUISITES:

- Applicants with foreign academic qualification must furnish HEC qualification Equivalence certificate of 16 or 18 years.
- In case of any false/ forged information provided in the application, the recruiting organization reserves the right to disqualify a candidate at any stage, and the costs incurred will be recovered from the applicant.
- The recruiting organization possesses the right to abandon the hiring process at any stage and to increase or decrease the number of vacancies.
- The recruiting organization is an equal opportunity employer.
- Candidate should apply only if they fulfill the eligibility criteria.
- Only Post-Qualification experience will be considered.

IMPORTANT NOTES:

- The candidates already in Government Service should apply through proper channel.
- The decision of competent authority could not be challenged in any court of law.
- The selection Board reserves the right to reject any or all application without any reason.
- The recruitment / selection will stand null & void if a candidate is found ineligible at any stage according to the advertisement (e.g. documents submission / verification).
- Any misinformation, misrepresentation, and concealment of facts in the recruitment / selection process will render the selection of a candidate / whole-process null & void.
- Influencing the hiring process may lead to disqualification
- The application processing fee PKR 1,500/- is non-refundable / non-transferable in any case.
- Only those candidates who have paid the application processing fee will be included in the shortlisting process.
- Only shortlisted candidates will be called for the written test and group discussion.
- No TA/DA will be admissible for appearing in test/interview.
- The recruiting organization reserves the right to cancel the whole or any part of this advertisement, or to make any changes to the content thereof at any time.
- market competitive salary and fringe benefits will be provided.

HOW TO APPLY?

- Candidates are required to submit applications ONLINE only. Submission in hard copy will not be entertained.
- Applications can be submitted at IBA Portal: <https://www.iba.edu.pk/testing-services/ets>
- The last date for submitting the application is February 25th, 2022.
- Applications received after the due date will not be entertained.
- Active contact information (i.e., Email Address & Cell Number) is a mandatory requirement.
- Only shortlisted candidates will be called for the test, group discussion and interview.
- No TA/DA or any other allowance is admissible. If selected, any related travel expense will be borne by the applicant.
- All original documents will be required at the time of the group discussion and interview.

NB: i. The employment advertised herein is not to be constituted as employment in the Government of Sindh

- Aptitude / Written Test will be conducted by IBA Karachi at their specified location only at Karachi. Eligible Candidates will be required to deposit screening test fee of Rs. 1500/- through fee voucher in the account of IBA Karachi in any branch of Meezan Bank Limited. Candidates meeting the eligibility criteria stated above are required to fill the application form and generate the fee voucher through IBA Portal. Screening Test Fee is non-refundable / non-transferable in any case. Please make sure to fill the application form correctly and carefully to avoid possible rejection.
- A candidate working in any Government / Semi Govt. Department or Statutory Corporation shall provide a NOC, from respective employer on a prescribed format at the time of interview.

• ALL COVID-19 RELATED SOPS WILL BE STRICTLY FOLLOWED

Testing Services
Institute of Business Administration – Karachi
UAN: 111-422-422 Ext 2370, 2371, 2380