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Overseas Pakistanis Foundation Jobs | OPF Jobs 2021

Description

Overseas Pakistanis Foundation Invites applications from Pakistani Nationals for the following positions.

Responsibilities

- Additional Director (Finance)
- Assistant Director (Finance)
- Accounts Assistant

Qualifications

The aforesaid Job announcement is published in the newspaper. Last date to submit the applications is **December 28, 2021**. For more details about the vacancies, Please see below Job Advertisement for job descriptions, job requirements (e.g. experience, qualification, and age limit), and other perks and privileges' offered by the department.

Contacts

Hiring organization

Overseas Pakistanis Foundation

Employment Type

Full-time

Industry

Human Resources

Job Location

G-5/2, Islamabad, ICT, Pakistan

Date posted

December 13, 2021

Valid through

28.12.2021



OVERSEAS PAKISTANIS FOUNDATION

SITUATIONS VACANT

Applications are invited from suitable candidates, who possess degrees/certificates duly recognized by Higher Education Commission/relevant board and required post qualification experience, for appointment in Overseas Pakistanis Foundation against the following posts purely on contract basis:

S.#	Title of Post	Quota	Minimum Eligibility Criteria for the post
i.	Additional Director (Finance), OPF Grade-09 (54,350-3,325-120,850) No. of Post: 01 Status: 2 years contract (Extendable based on performance) Place of Posting: Islamabad	Punjab	a) ACCA (Finalist) or C.A (Finalist) or ICMA (Finalist) or CIMA (Finalist). b) Five (05) years' experience in the relevant field in a responsible position equivalent to OPF grade 7 or basic pay scale 17 and above in Government or in an organization or a firm of repute in public or private sector. OR A Second class Master's degree in Commerce with ten (10) years' service in the relevant field in a responsible position equivalent to OPF Grade7 or (BPS-17) and above in Govt. or in an organization or firm of repute in public or private sector. Maximum Age Limit: 50 years (Including General Age Relaxation)
ii.	Assistant Director (Finance), OPF Grade-7 (34,150-2,300-80,150) No. of Post: 01 Status: 2 years contract (Extendable based on performance) Place of Posting: Islamabad	Merit	a) A second class Master's degree in Commerce or professional Accountant (Finalist). b) Three years' experience in the relevant field in a responsible position in Government or in an organization or a firm of repute in public or private sector. Maximum Age Limit: 35 years (Including General Age Relaxation)
iii.	Accounts Assistant, OPF Grade-4 (19,400-1,330-59,300) No. of Post: 06 Status: 2 years contract (Extendable based on performance) Place of Posting: Islamabad	3x Punjab 1x Sindh (R) 1x Sindh (U) 1x NMD of KP (Ex-Fata)	a) A second class Bachelor's degree in Commerce. b) One year relevant experience. Maximum Age Limit: 30 years (Including General Age Relaxation)

TERMS AND CONDITIONS:

- Age relaxation will be admissible as per Government rules.
- Age will be calculated with effect from the closing date of submission of the applications as per advertisement.
- Eligibility will be determined on the basis of his/her academic qualification as given against the post.
- Only shortlisted candidates would be called for test and interview.
- Information provided in the Job Application Form will be verified in case of offer of appointment.
- In case, any of the information furnished by the applicant is found fake or bogus, candidature of the particular candidate will stand cancelled and legal action shall be taken against the candidate.
- Applicants already in government service should produce NOC at the time of interview.
- Applications received without prescribed Job Application Form, Incomplete application form as well as received after due date shall not be entertained.
- No TA / DA will be admissible for the purpose of test / interview.
- The competent authority reserves the right to cancel / postpone recruitment process at any stage.

HOW TO APPLY:

- Application processing fee (Non-Refundable) @ Rs. 300/- may be deposited in the Askari Banks' Account No. 00581480800036 and a copy of deposit slip may be submitted to OPF along with job application form.
- Please download the prescribed Job Application Form from OPF's website (www.opf.org.pk) and send the filled up application form by post or courier at the address given below along with attested copy of educational documents, experience certificates, domicile certificate, copy of CNIC and original deposit slip.
- Application must be received at the given address not later than fifteen (15) days of the publication of this advertisement.
- Overseas Pakistanis Foundation will not be responsible for late receipt of application sent through post or by any other courier service.

Director (Human Resource)
Overseas Pakistanis Foundation, Shahrah-e-Jamhuriat,
P.O. Box No. 1470, G-5/2, Islamabad,
Ph: 051-9048222, 051-9048243

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