



SITUATIONS VACANT

Export Development Fund (EDF), Ministry of Commerce invites applications from Pakistani nationals who possess degrees/certificates duly recognized by Higher Education Commission (HEC)/Universities/Institutes with required post qualification experience for the appointment purely on contract basis at Islamabad against the following positions:

S.No	Position	Qualification & Experience	Max. Age	No of Post
1	Account Officer	MBA(Finance)/ACMA from HEC approved University/Institute. Minimum 8 years' post qualification experience in Government/Semi Government/Autonomous body or in renowned national/ international organizations. Well versed in government procedures of accounts, financial management of Govt Funds, dealing with Federal Audit, AGPR, FTO, experience of ERP system, MS Office and effective communication skills etc.	45	01
2	Officer M&E	MA/MBA (Finance)/ACMA however, MBA (Project Management) will be given preference. Minimum 8 years' post qualification experience in Government/Semi Government/Autonomous body or in renowned national/ international organizations.	45	01
3	Assistant (Finance & Admn)	B.A/B.Sc/B.Com from HEC approved University. Minimum 5 years post qualification experience in Government/Semi Government/Autonomous body or in renowned national or international organizations involved in administrative matters, tendering, accounts, ERP system and in MS Office etc with effective communication skill	35	01
4	Assistant (IT)	BCS/Bachelor in Computer Science/Information Technology Minimum 5 years post qualification experience in Government/Semi Government/Autonomous body or in renowned national or international organizations involved in developing websites and web-based IT portals. Having certification in Developing ASP.Net MVC Web Applications shall be given preference.	35	01

How to Apply:

- Application forms along with details including required qualification, job description are available on EDF website www.edf.gov.pk and can be downloaded.
- Please download the prescribed Job Application form from EDF website (www.edf.gov.pk) and send the filled up application form (complete in all respects) by post or courier with attested copies of educational degrees, experience certificates, CNIC, two passport size photographs. The applications should reach at the below mentioned address within 15 days from the date of this advertisement.
- Applicants already working in government departments may apply through proper channel by submitting NOC issued form their department.

Terms and conditions:

- Only short-listed candidates will be called for test/interview. No TA/DA shall be admissible for appearing in the interview.
- The contract will be for a period of three (03) years with further extensions upon satisfactory performance
- Only those candidates should apply who strictly fulfill the required qualification and experience. Late or incomplete applications will not be considered for hiring process and EDF shall not be responsible for late/incomplete applications.
- EDF reserves the right to increase/decrease the number of posts, withhold the appointment against all or any particular post without mentioning any reason thereof. EDF also reserves the right to postpone or cancel the recruitment process at any stage.

(SYED EJAZ ALI SHAH)

Deputy Director (HR & Admn)

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