

## Job Opportunities

Applications are invited from highly motivated candidates having domicile of Khyber Pakhtunkhwa and newly merged Districts of KP against the following vacancies in FATA Development Authority.

Sr. No.	Posts	BPS	No. of Posts	Maximum Age	Qualification and relevant experience
1.	Monitoring Officer	17	01	24-32	Master degree in Public Administration, or MBA with HRD/HRM from an HEC recognized university with 5 years post qualification experience in a large organization in the private sector
2.	Assistant Manager (Planning)	17	01	24-32	<ul style="list-style-type: none"> <li>i. Master's degree from an HEC recognized University or equivalent qualification in Business Administration/Public Administration/ Economics/Development Economics/ Statistics; or</li> <li>ii. BSc/B.E. degree in Civil or Mechanical Engineering from an HEC recognized University; and</li> <li>iii. 5 years practical experience of work in the planning, preparation and monitoring of projects; and/or research in the relevant field. Good operational knowledge of MS Project &amp; other relevant software will be considered an added advantage.</li> </ul>
3.	Assistant Manager (P&I) & Admn	17	02	24-32	Master degree in Public Administration or MBA with HRD/HRM or Master Degree in HRD/HRM from a recognized University with 05 years experience in Administration & Purchase in Govt or in a large organization in the private sector.
4.	Assistant Manager (Accounts) & Pre-Audit Work	17	02	24-32	MBA with major in Finance, or Master's degree in Commerce from HEC recognized University or equivalent qualification with ICMA/PIPFA/C.J.A qualification and 5 years experience in the relevant field or Bachelor's degree in Commerce from HEC with ICMA/PIPFA/C.J.A qualification and 7 years experience in the relevant field
5.	Assistant Manager (Exploration & Dev)	17	01	24-32	<ul style="list-style-type: none"> <li>i) Graduate from HEC recognized University</li> <li>ii) Survey certificate or underground mining competency certificate from any govt or recognized institute and</li> <li>iii) 5 years experience in the relevant field.</li> </ul>
6.	Assistant Manager (Small Dams)	17	01	24-32	BSC /BE in Civil Engg from a HEC recognized university and 5 years experience in the field of water resource management.
7.	PRO cum-protocol officer	17	01	24-32	<ul style="list-style-type: none"> <li>i) Master degree in Political science/history/ International Relations/</li> </ul>

					Mass communication/ journalism/ literature (English/Urdu) from a recognized university and ii) 5 years experience in journalism/ Publicity in a Govt office/ News agency or a Newspaper.
8.	Sub Engineer	16	01	18-32	F.Sc with Diploma in Civil Engineering with minimum 5 years experience in Govt./Private Organization.
9.	Private Secretary	16	03	25-35	Graduate with a speed of 100 Wpm in shorthand with one year Diploma in Computer Science/ IT and having relevant experience of 5 years in Govt. or Public /Private enterprise.
10.	Office Assistant	16	03	20-30	Graduate from a recognized university. Preference will be given to the candidate having Diploma in Computer Science.
11.	Accounts Assistant	16	07	20-30	B.Com/M.Com/BBA/MBA from recognized university with 5 years accounts work experience in Govt. /Private Organization.
12.	Draftsman	11	01	20-30	SSC from a recognized Board, with a diploma/ certificate in draftsmanship/ survey from a recognized Institute. Preference will be given to persons having Knowledge of Auto CAD.
13.	CCTV Operator	07	03	18-32	DIT with 03 years experience in CCTV.
14.	Electrician	05	01	18-32	SSC with 1 year Certificate/Diploma from recognized Technical Institute with at least 3 years experience as Electrician in a Govt./Private Organization.
15.	Receptionist	05	02	18-32	FA/F.Sc. with one year Certificate/Diploma in Reception 03 years experience as receptionists in Private/Public firm.
16.	Store Keeper	07	04	18-32	Matric with 5 years maintenance of record of stores experience in Govt./Private Organization.
17.	Telephone Operator	07	04	18-32	FA/F.Sc with two years experience in relevant field.
18.	Plumber	05	01	18-32	SSC with 2 years experience.
19.	Naib Qasid	01	04	18-32	Matriculate
20.	Mali	01	01	18-32	Literate. Must have knowledge & experience in gardening.
21.	Sanitary Worker	01	06	18-32	Literate
22.	Security Guard	01	10	18-32	Matric, preference will be given to ex-serviceman of Army, Frontier Corps. & Frontier Constabulary with sound health and physis.

1. Age relaxation shall be considered on cases to case basis as per Govt policy.
2. Only shortlisted candidates will be invited for test/interview.
3. No TA/DA will be allowed for test/interview.
4. Application along with attested copies of educational qualification, DMCs/experience certificate, computerized NIC, Domicile Certificate and recent photograph must reach at Secretary FATA Development Authority, 46-A, Sector B-2, Phase-V near RMI Hayatabad, Peshawar, on or before 28<sup>th</sup> September 2018.
5. Incomplete application or received after due date will not be entertained.

6. Govt. employees should apply through proper channel.
7. The Competent Authority reserves the right to change any condition, increase/decrease vacancies or cancel recruitment without assigning any reason.

Secretary  
FATA Development Authority  
46-A, Sector B-2, Phase-V near RMI Hayatabad,  
Peshawar.