

**OVERSEAS PAKISTANIS FOUNDATION**  
**SITUATIONS VACANT**

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

S.#	Title of Post	Minimum Eligibility Criteria for the post
1.	<b>Software Developer,</b> OPF Grade - 7 <b>Quota</b> Merit <b>Status:</b> One-year contract (extendable based on performance) <b>Pay Scale:</b> 50,680 - 3,420 - 119,080 <b>Benefits:</b> POL facility (in case of own vehicle) and free Medical facility on panel Hospitals <b>Allowances:</b> As admissible to OPF Grade-7 <b>No. of posts:</b> 01 <b>Place of posting:</b> Islamabad	<b>Qualification:</b> Bachelors in Computer Science or equivalent (4 years degree) / Masters in Computer Science or equivalent. <b>Experience:</b> Three years' enterprise level experience of developing Web based applications/ Android Applications in an organization or a firm of well repute in public or private sector. <b>Required Expertise:</b> <ol style="list-style-type: none"> <li>i. Software Coding /Programming.</li> <li>ii. C#,. NET, ASP.NET, Latest framework MVC, Bootstrap, PHP Latest framework, Android, Web Server, HTML5, CSS4, JavaScript, jQuery, Ajax.</li> <li>iii. <b>Databases:</b> My SQL, Oracle and SQL Server.</li> </ol> <b>Maximum Age Limit:</b> 35 years (Including general Age relaxation)
2.	<b>Assistant Director (Computer),</b> OPF Grade - 07 <b>Quota</b> Merit <b>Status:</b> One-year contract (extendable based on performance) <b>Pay Scale:</b> 50,680 - 3,420 - 119,080 <b>Benefits:</b> POL facility (in case of own vehicle) and free Medical facility on panel Hospitals <b>Allowances:</b> As admissible to OPF Grade-7 <b>No. of posts:</b> 01 <b>Place of posting:</b> Islamabad	<b>Qualification:</b> At least a 2nd class Master's in Computer Sciences or Bachelor's in Computer Sciences (four years) from an HEC recognized University <b>Experience:</b> Three years' experience in the relevant field in an organization or a firm of repute in public or private sector. <b>Maximum Age Limit:</b> 35 years (Including General Age relaxation)

\* Key responsibilities of the said posts along with the additional skills can be seen at [www.opf.org.pk/jobs/](http://www.opf.org.pk/jobs/)

**TERMS AND CONDITIONS:**

1. Age will be calculated with effect from the closing date of submission of the applications as per advertisement.
2. Eligibility will be determined on the basis of his / her academic qualification as given against the post.
3. Only shortlisted candidates would be called for test and interviews.
4. Information provided in the Job Application Form will be verified in case of offer of appointment.
5. In case, any of the information furnished by the applicant is found fake or bogus, candidature of particular candidate will stand cancelled and legal action shall be taken against the candidate.
6. Applicants already in government service must apply through proper channel.
7. No TA / DA will be admissible for the purpose of test / interview.
8. The competent authority reserves the right to cancel / postpone recruitment process at any stage.

**HOW TO APPLY:**

1. Application processing fee (Non-refundable) @ Rs. 500/- may be deposited in the Askari Bank
  - **Account Title:** OPF Head Office Payment Account
  - **Account No.** 00581480800036

2. Please download the prescribed job application form from OPF's website ([www.opf.org.pk](http://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 copy of deposit slip.
3. Application must reach at the given address not later than fifteen (15) days of the publication of this advertisement.
4. Overseas Pakistanis Foundation will not be responsible for late receipt of application sent through post or by any other courier service
5. Incomplete application as well as received after due date shall not be entertained.

**Director General (HR&A)**  
**Overseas Pakistanis Foundation**  
**Shahrah-e-Jamhuriat, P.O. Box No. 1470, G-5/2, Islamabad,**  
**Ph. No. 051-9048243, 051-9048224**

## **KEY RESPONSIBILITIES AND ADDITIONAL SKILLS**

### **Assistant Director (Computer) OPF Grade-07**

#### **Key Responsibilities**

- Should be well versed with Enterprise level web-based CRM, application development Financial, Payroll & HR, Transport, Inventory and Fixed assets modules
- Develop, maintain and customize application based on business requirements.
- Payment Gateway integration.
- Integrate system with third-party systems and external APIs.
- Maintain existing web-based modules and troubleshoot issues.
- Create web based dynamic reports using different tools.

#### **Technology/Skills:**

- C#, .NET, ASP.NET, Latest framework MVC, Bootstrap, PHP Latest framework, Android, Web Server, HTML5, CSS4, Bootstrap, JavaScript, jQuery, Ajax.
- Strong technical knowledge of Python, PostgreSQL, and Odoo frameworks.

#### **Database**

My SQL, Oracle, SQL Server and PostgreSQL

### **Software Developer OPF Grade-7**

#### **Key Responsibilities**

- Should be well versed with Odoo Financial, Payroll & HR, Transport, Inventory and Fixed assets modules
- Develop, maintain and customize Odoo ERP modules based on business requirements.
- Design, develop, and test Odoo applications and features.
- Integrate Odoo with third-party systems and external APIs.
- Maintain existing Odoo modules and troubleshoot issues.
- Create reports using QWeb, Python, and other tools.

#### **Technology/Skills**

- Strong knowledge of Python, PostgreSQL and Odoo framework.
- Experience in Odoo backend development (models, workflows, access rights).
- Familiarity with Odoo frontend (HTML, CSS, QWeb, XML, JS).
- Knowledge of Odoo Studio, Web Services (REST/SOAP), and API integration.
- Ability to work with Git and version control systems
- Odoo certification is a plus.