



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 on contract basis against the following posts:

Sr. No.	Title, Pay and Allowances	Minimum eligibility Criteria
i.	Assistant Director OPF Grade-07 No. of posts: 02 Quota: Punjab (General) Status: 2 years contract (extendable based on performance) Pay Scale: 50,680 – 3,420 – 119,080 Benefits: POL facility (in case of own vehicle) and free Medical facility in panel Hospitals Allowances: As admissible to OPF Grade-7 Place of posting: Islamabad	Qualification: A second-class Master's degree in Arts, Commerce, Business Administration or Public Administration. Experience: Three years relevant experience in administration and personnel management, preferably in a public limited company Maximum age limit: 35 years (including general age relaxation)
ii.	Software Developer OPF Grade – 7 No. of post: 01 Quota: Merit Status: One year contract (extendable based on performance) Pay Scale: 50,680 – 3,420 – 119,080 Benefits: POL facility (in case of own vehicle) and free Medical facility in panel Hospitals Allowances: As admissible to OPF Grade-7 Place of posting: Islamabad	Qualification: Bachelors in Computer Science or equivalent (4 years degree) / Masters in Computer Science or equivalent. Experience: 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. Required Expertise: i. Software Coding /Programming. ii. C#. NET, ASPNET, Latest framework MVC, Bootstrap, PHP Latest framework, Android, Web Server, HTML5, CSS4, JavaScript, jQuery, Ajax. iii. Databases: My SQL, Oracle and SQL Server. Maximum Age Limit: 35 years (Including general Age relaxation)
iii.	Computer / Network Support Officer, OPF Grade – 06 No. of post: 01 Quota: Punjab (General) Status: 02 years contract (extendable based on performance) Pay Scale: 35,270 - 2,670 – 115,370 Benefits: Car maintenance allowance (in case of own vehicle) and free Medical facility in panel Hospitals Allowances: As admissible to OPF Grade-6 Place of posting: Islamabad	Qualification: Bachelor's (Hons) degree in Computer Sciences / Telecom / Electrical or equivalent from an HEC recognized University Experience: Two years' relevant experience in Hardware / Network Support / Troubleshooting Maximum Age Limit: 33 years (Including general Age relaxation)
iv.	Welfare Officer OPF Grade-06 No of posts: 02 Quota: 1x Punjab (General) 1x Punjab Minority Status: 2 years contract (extendable based on performance) Pay Scale: 35,270 - 2,670 – 115,370 Benefits: Car maintenance allowance (in case of own vehicle) and free Medical facility in panel Hospitals Allowances: As admissible to OPF Grade-6 Place of posting: Islamabad	Qualification: A second-class Bachelor's degree in a social science. Experience: Four years relevant experience in welfare field and public dealings. (Two years if the candidate holds a second-class Master's degree in a Social Science). Some experience in planning and executing community development projects desirable. Maximum age limit: 33 years (including general age relaxation)
v.	Office Assistant OPF Grade-05 No. of posts: 03 Quota: Punjab (General) Salary: 32,970 – 2,395 – 104,820/- Status: 2 years contract (extendable based on performance) Benefits: Conveyance allowance and free Medical facility in panel Hospitals Allowances: As admissible to OPF Grade-5 Place of posting: Islamabad	Qualification: i) A second-class Bachelor's degree in Commerce, Business Education / Administration, Social Sciences or Public Administration. ii) Typing Speed-30 words per minute with basic knowledge of operating the computer. Experience: Two years relevant experience required and knowledge of operating the computer to commensurate with the job requirements (requirements of the job can be seen at OPF's website). Training Course: The selected candidate(s) shall have to undertake six-week basic IT Training Course (including MS Office) conducted by National Information Technology Board (NITB) before the completion of probation period. Maximum age limit: 30 years (including general age relaxation)
vi.	Security Supervisor Salary: 32,970 – 2,395 – 104,820/- (Project post's Pay Scale applicable) No. of post: 01 Status: Two years contract (extendable based on performance) Place of posting: OPF Housing Scheme Zone – V Islamabad	Qualification: Matric, medically fit and strong Maximum Age Limit: 50 years (Including age relaxation)

TERMS AND CONDITIONS:

- 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 and experience as given against the post.
- Only shortlisted candidates would be called for test / interviews.
- 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 particular candidate will stand cancelled and legal action shall be taken against the candidate.
- Incomplete application as well as received after due date shall not be entertained.
- Applicants already in government service must apply through proper channel.
- 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:

- For applying against the posts mentioned at Serial # 1 to 05, application processing fee (Non-refundable) @ Rs. 500/- may be deposited in the Askari Bank
 - Account Title: OPF Head Office Payment Account**
 - Account No. 00581480800036**
- 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 copy of deposit slip (S# 1 to 5).
For post in S# 6, the candidate may 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 and copy of CNIC.
- Application must reach at the given address not later than **fifteen (15) days** of the publication of this advertisement.

Director General (HR&A)
Overseas Pakistanis Foundation
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