



پائیر ایجوکیشن کمیشن

# HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan), Exchange: (051) 90400000

## POSITION VACANT

Applications are invited from Pakistani nationals to fill the position of Project Director on open merit under the PSDP funded project "Establishment of Pir Roshan Institute of Progressive Sciences & Technologies Miranshah" North Waziristan Tribal District on contract basis: -

Position	Qualification & Experience	Job Description
<p><b>Project Director</b></p> <p><b>Project Pay Scale (PPS-10)</b></p> <p>Rs 437,500/- per month (All Inclusive)</p> <p><b>Maximum Age: 55 Years</b></p>	<p>Master's/Bachelor's degree (16 years) or equivalent from HEC recognised University/Institution, with 12 years (Academic/Administrative) of experience in public/private sector organization, including relevant managerial experience.</p> <p><b>General requirements</b></p> <ul style="list-style-type: none"><li>• Proficiency in Microsoft Office and other office applications and software.</li><li>• Excellent written and verbal communication skills</li><li>• Good analytical, multi-tasking, and strategic thinking skills.</li><li>• Strong organisational, team management, and professional networking skills.</li></ul>	<ul style="list-style-type: none"><li>• The Project Director will be responsible for execution and monitoring the inputs, processes, and outputs of the project as per PC-I.</li><li>• Work effectively and harmoniously with the project stakeholders (including external partners) as well as with the project staff.</li><li>• Procurement of services (consulting /engineering firm for timely completion of soil investigation and its report, detailed Architectural/ Engineering Designing, Preparation of Detailed BoQs, Engineering estimates, Tender / bid documents, bid evaluation and contract award) equipment, etc. as per regulatory authorities.</li><li>• Preparation of annual estimates / budget for project activities.</li><li>• Perform any other job-related tasks as assigned by the management</li></ul>

\* "Experience" means experience gained after obtaining the Minimum required qualification".

- Applicants are required to apply online at HEC website <https://careers.hec.gov.pk>. No need to send hard copy of your C.V. and documents.
- Application processing fee @ Rs. 600/- may be deposited in the online A/C No. 17427900133401 of HEC maintained for the purpose in Habib Bank Ltd, and proof of the receipt may be uploaded on the HEC website <https://careers.hec.gov.pk>
- Those already in Government Service should apply through proper channel.
- Age relaxation will be given as per Government rules.
- The experience as part time, honorary, apprentice and internee will not be considered / counted as experience.
- HEC reserves the right to reject any or all the applications without assigning any reason.
- Interview of eligible candidates residing outside the Islamabad / Rawalpindi region and vicinity will be conducted via Audio/video conferencing at the nearest possible location of the candidates (Karachi Lahore, Quetta & Peshawar).
- Incomplete/late applications will not be entertained.
- The last date for submission of online application is **05.08.2024**.

**(SHERAZ ASLAM)**

**Assistant Director (HRM)**

Higher Education Commission, Islamabad.

051-90401424, 90401411 [recruitment@hec.gov.pk](mailto:recruitment@hec.gov.pk)

For Technical/IT Assistant, Please Contact 051-111-119-432, 0334-1119432

PID(I)436/24