

**HUMAN RESOURCE DEVELOPMENT CENTER  
INSTITUTE OF MANAGEMENT SCIENCES PESHAWAR  
PROJECT - BASED JOB OPPORTUNITIES**

The Institute of Management Sciences (IMSciences) Peshawar is a leading government higher education institution of Khyber Pakhtunkhwa that is fully autonomous. The **Human Resource Development Center (HRDC)** is a training, research & consultancy center of IMSciences Peshawar. HRDC-IMSciences requires the services of qualified & experienced staff in a GIZ Project Head. The following positions are required purely on contract for the project.

S#	Designation	Post	Experience	Qualification
1.	<b>Project Manager</b>	<b>01</b>	At least 05-08 years of experience in the relevant field.	At least 16 years of education from HEC recognized University in Social Sciences, Economics, Statistics, Development Studies, Project Management, or any other relevant qualification.
2.	<b>Finance Manager</b>	<b>01</b>	At least 05-08 years of experience in the relevant field.	At least 16 years of education from HEC recognized University in finance, MBA Finance, M.com, CA, ACCA, or any other relevant qualification
3.	<b>Finance Officer</b>	<b>01</b>	At Least 03-05 years of Practical Experience in the relevant field.	At least 16 years of education from HEC recognized University in finance, MBA Finance, M. Com, CA, ACCA, or any other relevant qualification,
4.	<b>Contracts, Admin and Logistics Manager</b>	<b>01</b>	At least -05-08 years of experience in the relevant field.	At least 16 years of education from HEC recognized university in social sciences, MBA, BBA, or any other relevant qualification.
5.	<b>Communication Officer</b>	<b>01</b>	At least 01 – 02 years of experience in a relevant field.	At least 16 years of education from HEC recognized university in BBA, social sciences, management, or any other relevant qualification.
6.	<b>Monitoring and Evaluation Officer</b>	<b>01</b>	At least 03 – 05 years of experience in a relevant field.	At least 16 years of education from HEC recognized university in Business Administration, Social Sciences, Public Administration, or any other relevant qualification.
7.	<b>Data Management Officer</b>	<b>01</b>	At least 02 – 03 years of experience in a relevant field	At least 16 years of education from HEC recognized university in Social Sciences, Computer Science, and Data Science and having knowledge of MS Office and database software, or any other relevant qualification.
8.	<b>District Coordinator – Peshawar, Nowshera &amp; Haripur</b>	<b>03</b>	At least 05 to 07 years of experience in a relevant field.	At least 16 years of education from HEC recognized university in Social Sciences, Business Administration Development Studies, Data Sciences, Public Policy, and Governance, or any other relevant qualification. Preference will be given to local candidates.
9.	<b>Project Associate</b>	<b>02</b>	At least 1 – 2 years of experience in a relevant field.	At least 14 years of education from HEC recognized university in Social Sciences, Business Administration Development Studies, Data Sciences, Public Policy, and Governance, or any other relevant qualification.
11.	<b>Digital and Social Media Coordinator</b>	<b>01</b>	At least 03 - 05 years of experience in a relevant field.	At least 16 years of education from HEC recognized university in marketing, journalism, advertising, or any other relevant qualification.
12.	<b>Field Communication and Liaison Officer</b>	<b>01</b>	At least 03 - 05 years of experience in a relevant field.	At least 14 years of bachelor's degree from HEC recognized university in social sciences or any other relevant qualification.
13.	<b>Office Support Staff</b>	<b>01</b>	At least 05 - 08 years of experience in a relevant field.	Matriculation
14.	<b>IT Assistant</b>	<b>01</b>	At least -01 - 02 years of experience in a relevant field.	At least 14 years of bachelor's degree from HEC recognized university, Diploma in IT or equivalent qualification in Computer Science, Data Science, Business Administration, or any other relevant qualification from HEC Recognized University.
15.	<b>Manager Gender and Inclusion</b>	<b>1</b>	At least 3-8 years of experience in a relevant field.	At least 16 years of education from HEC recognized university in Social Sciences, Economics, Statistics, Development Studies, Project Management, or any other relevant qualification.
17.	<b>Social Mobilizer</b>	<b>2</b>	At least 3-5 years of experience in a relevant field.	At least 16 years of education from HEC recognized university in Social Sciences, Business Administration, Development Studies, Data Sciences, Public Policy and Governance, or any other relevant qualification.

**Important:**

The hard copy of the application along with the updated CV (at least two references from the previous employer), duly attested photocopies of DMCs, degree, certificates, CNIC, experience certificate, and two recent passport-size photographs shall reach HRDC IMSciences (with the position applied for clearly mentioned on the envelopes) on or before Thursday, 22<sup>nd</sup> December 2022, at the address given below. Preference will be given to candidates having work experience with GIZ Projects. HRDC IMSciences reserves the right to abolish or not to fill any post and reject any application without assigning any reasons. No TA/DA will be paid for the Interview/Test. We are equal opportunity providers for all genders.

For Detailed TORs of the above-mentioned positions and the job application form kindly visit IMSciences' official Website (<http://imsciences.edu.pk>). Only shortlisted candidates will be called for the interviews

**Address:** Human Resource Development Centre (HRDC) - IM Sciences, 1-A, Sector E/5, Phase 7, Hayatabad, Peshawar. Phone: 091-9217332; 5861024-25 Ext: 126 & 218.

Only shortlisted candidates will be called for a Test / Interview.