

INSTITUTE OF MANAGEMENT SCIENCES PESHAWAR

PROJECT BASED JOB POSITIONS

A Centre of IMSciences, Peshawar, invites applications for the following project-based positions in a donor-funded project. The positions are purely on a contract basis for the project duration.

S#	Position (Number)	Minimum Required Qualification and Experience
1	Manager Administration (1)	<ul style="list-style-type: none"> Bachelor's/Master's or equivalent degree in first division, attained after 16 years of education from HEC recognized University in Management Sciences with 03 years' experience of dealing with administrative affairs in donor funded projects/ autonomous/semi-autonomous organizations/public sector organizations.
2	M & E Officer (1)	<ul style="list-style-type: none"> Master's or equivalent degree in first division, attained after 18 years of education in Management Sciences/Social Sciences from HEC recognized University with 05 years' relevant experience in donor funded projects/ autonomous/semi-autonomous organizations/public sector organizations.
3	Project officer (Gender) (1)	<ul style="list-style-type: none"> Master's or equivalent degree in first division, attained after 18 years of education in Gender Studies/Social Sciences from HEC-recognized university, with 05 years' relevant experience in donor funded projects/ autonomous/semi-autonomous organizations/public sector organizations.
4	Project Coordinator (1)	<ul style="list-style-type: none"> Bachelor's/Master's degree in first division, attained after 16 years of education in Management Sciences/Social Sciences from an HEC-recognized university, with 03 years' experience in donor funded projects/ autonomous/semi-autonomous organizations/public sector organizations.
5	Finance Compliance Officer (1)	<ul style="list-style-type: none"> Master's or equivalent degree in first division, attained after 18 years of education in Finance, Accounting, or related disciplines from HEC-recognized university, with 05 years' experience in the relevant field, in donor funded projects/ autonomous/semi-autonomous organizations/public sector organizations.
6	Content and reports Designer (1)	<ul style="list-style-type: none"> Bachelor's/Master's degree in first division, attained after 16 years of education in Graphic Design, Media Studies, or a related field from an HEC-recognized university, with 02 years' experience in content creation, report designing, and translating technical content into creative outputs. Familiarity with design software is required.
7	Office Attendant (1)	<ul style="list-style-type: none"> SSC (Matriculation) with 02 years' experience as office boy/peon/attendant/naib qasid in donor funded projects/ autonomous/semi-autonomous organizations/public sector organizations.

- Applicants are required to submit the hard copy of their applications to the below-mentioned address on or before February 06, 2025, by the close of business hours (4 PM). The application must include a cover letter stating the position being applied for, a CV, attested copies of certificates, degrees and transcripts, and relevant experience certificates, along with one passport-sized photograph. The documents must be submitted in a sealed envelope.
- Only short-listed candidates will be called for interview. Incomplete application and/or received after due date will not be considered. The Institute reserves the right to increase/decrease/ withhold or not to fill any advertised post or to accept/reject any application without assigning any reason. No TA/DA will be admissible.

Institute Development Office

Institute of Management Sciences Peshawar
Address: 1-A, Sector E-5, Phase VII, Hayatabad, Peshawar- Pakistan