



VACANCY ANNOUNCEMENT

Pakistan Industrial Development Corporation (Pvt.) Ltd. (PIDC) is a State-owned enterprise owned by the Federal Government. It seeks applications for the following vacant positions from highly motivated individuals.

S. No.	Position	Minimum Qualification	Age & Minimum Experience
01	Assistant Manager (Project Site) Islamabad	Bachelor's Degree in Civil Engineering (16-year education) (Registered with PEC)	Minimum 05 Years of experience in construction supervision and/or design/consultancy supervision. Making of Engineering estimates/ BOQs, perform risk management and cost control, Checking of Bills, can work on AutoCAD efficiently, etc. Maximum Age: 35 years
02	Assistant Manager (Electrical) Islamabad	Bachelor's Degree in Electrical Engineering (16-year education) (Registered with PEC)	Minimum 05 Years of experience in maintenance/ supervision of electrical work in large size buildings (especially commercial/office buildings). Exposure of handling HVAC systems will be an advantage. Maximum Age: 35 years
03	Officer (Human Resources) 2 Positions, Karachi	Bachelors/Master's Degree in Human Resources/Public Administration	Minimum 02 years relevant job experience in Human Resources. Proficiency in MS Office Suite, ERP systems, and a solid understanding of HR operational procedures, documentation, policies, and relevant labor laws is preferred. Maximum Age: 32 years
04	Graphic Designer, Karachi	Bachelors in Communication / Design / Media Science / Fine Arts or related field.	Ability to create relevant and engaging marketing content; e.g. high-impact corporate presentations, market research illustrations, brochures, flyers, banners, marketing videos etc. Required skills: Proficiency in graphic design & animation software such as Adobe Creative Cloud (Photoshop, Illustrator, After Effects, Animate), Sketch, or similar tools. Minimum 02 Years experience as Graphic Designer or similar role, with a strong portfolio showcasing creative work. Maximum Age: 30 years
05	Officer Accounts (Project Site) Islamabad	Bachelor's Degree (16-year education)	Minimum 05 Years of experience in assisting project accounts and record keeping of project related documents. Maximum Age: 30 to 35 Years
06	IT Officer, Karachi	BS-IT / B.Sc. engineering (Computer/ Electronics)	At least 3 years of experience as a System and Network Administrator or a similar role. Strong knowledge of network protocols, hardware, topologies, operating systems and virtualization technologies. Proficiency in Firewall and security technologies. Maximum age 35 years

General Conditions:

- Only shortlisted candidates will be invited for interviews, which will be conducted at the place of vacancy.
- No TA/DA will be paid for appearing in the interviews.
- We are an equal opportunity employer and all positions are merit based.
- Any attempt to influence the hiring process may lead to disqualification.
- Degrees must have been earned from HEC recognized institutions. No 3rd Division in the entire academic career will be acceptable.
- Successful candidates will be offered salary at a suitable level within the salary band/range of the applicable grade, commensurate with their credentials.
- Age relaxation may be considered in case of exceptional candidates.

Interested candidates may apply in confidence at the following address along with their CV, copies of academic degrees/certificates/marksheets, CNIC and a passport size photo, within 15 days of the publication of this advertisement. Applications through email will also be accepted with mention of the post applied in the subject. PIDC reserves the rights to reject/accept any or all applications.

Manager (HR),

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