

Khyber Pakhtunkhwa Spending Effectively for Enhanced Development, Finance Department

Job Opportunities

Finance Department Khyber Pakhtunkhwa invites online applications from qualified and experienced individuals domiciled in Khyber Pakhtunkhwa for various posts purely on contract basis for the project “**Spending Effectively for Enhanced Development (KP-SPEED)**”. The following posts are offered on contract basis for a period of 1 year under project policy of the Government of Khyber Pakhtunkhwa further extendible as per prevalent Government policy at that time.

ToRs are available in “**Download Section**” of www.kprmp.gov.pk

| Sr. # | Name of post | Qualification Criteria | No of posts | BPS | Salary per month (RS) |
|-------|--|---|-------------|-----|-----------------------|
| 1 | Senior Monitoring & Evaluation Officer | <ul style="list-style-type: none"> A Master’s degree or Graduate equivalent (16 years of Education) in Social Sciences, Management sciences, Business Administration, Public Administration, Information Technology, Public policy, or any other related field or with a major in a relevant discipline. At least 05 years’ relevant experience, after acquiring stipulated qualification. | 2 | 18 | 200,000 |
| 2 | Procurement Officer | <ul style="list-style-type: none"> A Master’s degree or Graduate equivalent (16 years of Education) in Engineering/Economics/Statistics/Management Sciences/Business/ or any other related field. Qualification in Supply Chain, Procurement Management shall be accorded due weightage. Procurement related qualification/certifications will be accorded due weightage. At least 05 years’ relevant experience, after acquiring stipulated qualification | 1 | 17 | 140,000 |
| 3 | Communication Officer | <ul style="list-style-type: none"> A master’s degree or Graduate equivalent (16 years of Education) in Journalism / Mass Communication or any other related field or with a major in a relevant discipline. At least 05 years’ relevant experience, after acquiring stipulated qualification | 1 | 17 | 140,000 |
| 4 | Admin Officer | <ul style="list-style-type: none"> A Master’s degree or Graduate equivalent (16 years of Education) in Social sciences/Management sciences/Business Administration/public administration/Public Policy/Engineering or any other related field or with a major in a relevant discipline. At least 05 years’ relevant experience, after acquiring stipulated qualification | 1 | 17 | 140,000 |
| 5 | Finance Officer | <ul style="list-style-type: none"> A Master’s degree or Graduate equivalent (16 years of Education) in Finance, ACCA, CA, Accounting, M.Com, Business Administration or any other related field or with a major in a relevant discipline. At least 05 years’ relevant experience, after acquiring stipulated qualification | 1 | 17 | 140,000 |
| 6 | Information Technology (IT) Officer | <ul style="list-style-type: none"> A Master’s degree or Graduate equivalent (16 years of Education) in Information Technology, Computer Sciences, Software Engineering, or any other related field or with a major in a relevant discipline. | 1 | 17 | 140,000 |

| | | | | | |
|----|-------------------------|---|---|----|---------|
| | | <ul style="list-style-type: none"> At least 05 years' relevant experience, after acquiring the stipulated qualification. | | | |
| 7 | Admin Associate | <ul style="list-style-type: none"> A Master's degree or Graduate equivalent (16 years of Education) in Social Sciences, Business Administration, Public Administration, Public Policy, Engineering, Management Sciences or any other related field or with a major in a relevant discipline. At least 02 years' relevant experience, after acquiring stipulated qualification | 1 | 11 | 100,000 |
| 8 | Finance Associate | <ul style="list-style-type: none"> A Master's degree or Graduate equivalent (16 years of education) in Finance, ACCA, CA, Commerce, Business Administration, or any other related field or with a major in a relevant discipline. At least 02 years' relevant experience, after acquiring the stipulated qualification. | 2 | 11 | 100,000 |
| 9 | Graphic Designer | <ul style="list-style-type: none"> A Master's degree or Graduate equivalent (16 years of education) in Information Technology/Graphic Design/Art/Computer Science or any other related field or with a major in a relevant discipline. At least 02 years' relevant experience, after acquiring stipulated qualification, as Graphic Designer | 1 | 11 | 100,000 |
| 10 | M&E Associate | <ul style="list-style-type: none"> Master's degree or Graduate equivalent (16 years of Education) in Social Sciences, Management Sciences, Business Administration, Public Administration, Public Policy, Project Management, Engineering, or any other related field or with a major in a relevant discipline. At least 2 years relevant experience; after acquiring stipulated qualification. | 4 | 11 | 100,000 |
| 11 | Procurement Associate | <ul style="list-style-type: none"> A Master's degree or Graduate equivalent (16 years of Education) in Supply Chain, Management sciences, Social Sciences, Business Administration, Public Administration, Economics, Engineering or any other related field or with a major in a relevant discipline. At least 02 years' relevant experience, after acquiring stipulated qualification | 2 | 11 | 100,000 |
| 12 | Communication Associate | <ul style="list-style-type: none"> A Master's degree or Graduate equivalent (16 years of Education) in Journalism/Mass Communication/English/Business Administration & Social Science or any other related field or with a major in a relevant discipline. At least 02 years' relevant experience, after acquiring stipulated qualification. | 1 | 11 | 100,000 |

TERMS & CONDITIONS.

- Candidates will be provisionally allowed to appear in the ETEA screening test. However detailed scrutiny will be carried out by the appointing authority and if any candidate is found ineligible in any respect at any stage of the recruitment process, he/she will be disqualified by the Appointing Authority.
- All the candidates will be required to create profile on ETEA's website. After creating the profile and before applying/depositing fee for any post, such candidates will have to print E-Sahulat token from ETEA's website

and get their CNIC No. verified from any NADRA E-Sahulat franchise (Kiosk). Without such verification, they will not be able to apply for any post.

3. Short listing will be based on the “selection criteria” duly notified in project policy of Government of Khyber Pakhtunkhwa.
4. Interview calls letter will be issued to shortlisted candidates as decided by the selection committee.
5. Candidates should be eligible in all respects by the last date of receipt of the applications.
6. Incomplete applications and applications received after due dates will not be entertained.
7. The candidates working in Government/Semi-Government bodies should apply through proper channel.
8. Candidates intending to apply for more than one post shall apply separately for each post with separate fee.
9. No TA/DA will be admissible for test/Interview.
10. In case of foreign degree, equivalent certificates from HEC must be provided.
11. Recruitment process shall be governed by the latest provisions of the project policy of the Government of Khyber Pakhtunkhwa.
12. Original documents shall be produced at the time of interview.
13. Unclaimed qualification &/or Experience shall not be accepted.
14. The competent authority reserves the right to cancel the recruitment process, increase or decrease the number of posts as per requirement against any post at any stage without assigning any reason.
15. Errors/Omissions in number of posts are subject to rectification.

HOW TO APPLY

1. Interested candidates may first visit www.etea.edu.pk and apply for the posts online.
2. After successful submission of online application, a prescribed online deposit slip (having token number, Project code & candidates personal information) will be generated.
3. Take a printout of the generated deposit slip & deposit the prescribed test fee (nonrefundable) through Easypaisa app or Agent Jazz Cash app or at any branch of UBL Bank via UBL OMNI agent.
4. After successful fee submission, please keep the original deposit slip (candidate copy) having bank desired stamp with yourself and do not share it with anyone else.
5. After online apply, don't send documents/testimonials to ETEA office, copies of testimonials/documents will however, be provided by the candidates who qualify the screening test, as and when required by ETEA or the Appointing Authority for scrutiny purposes.
6. Availability of online Application Form on www.etea.edu.pk on **07th July, 2023**
7. Last date for submission of online Application is **21st July, 2023**
8. Candidates will be informed through SMS by ETEA to download and Print their Roll No. Slips from www.etea.edu.pk. Candidates are directed to do not give ported/converted mobile number.
9. Test Date, Time & Venue will be mentioned on Roll No. Slip.
10. No separate Call Letter will be issued to candidates for screening test through postal/courier means.

NOTE / IMPORTANT

- Please keep your documents and passport size scanned picture (soft copy) with you at the time of online applies.
- Read the instructions thoroughly before filling the online application form.
- ETEA shall verify deposited fee at any stage. If your payment is not verified, your candidature shall be rejected.
- Fee deposited on someone else CNIC shall not be verified.
- Unclaimed qualification will not be accepted.
- Keep the bank printed receipt safe with yourself and do not share it with anyone else.
- Applications of all those candidates who do not give correct information while filling the online application form, will not be rejected only, but would be proceeded against and strict action shall be taken against them.

Project Director

Khyber Pakhtunkhwa Spending Effectively for Enhanced Development (KP-SPEED)

Address: House No. 24, Circular Road, University Town Peshawar.

Phone: 091-9213056-57