

# JOB OPPORTUNITIES

Applications are invited from motivated and dynamic professionals possessing suitable qualifications and experience against the following vacant positions in a well renowned Public Sector Company for its project office located at Karachi, established by the Government of Sindh to encourage investment in the Agro sector both for On-Farm and Off-Farm activities with a view to facilitate efficient production, processing and marketing for wider economic gains:

| S# | Name of Post  | No. of Posts | Age Limit | Qualification & Experience   |
|----|---|--------------|-----------|--|
| 1  | Value Chain Specialist<br>Agriculture<br>(Horticulture) | 1            | 45 Years  | <p><b>Qualification:</b> Master's Degree in Agriculture (Horticulture) or equivalent qualification from a university recognized by the HEC.</p> <p><b>Experience:</b> Minimum (10) years of relevant Experience in Planning, Implementing, Monitoring and Coordination of agricultural Value Chain projects</p> <ul style="list-style-type: none"> <li>• Experience in conducting agricultural Value Chain assessments and determining appropriate interventions to enhance agricultural productivity and market access.</li> <li>• Outline agricultural value chain opportunities by developing project summaries and market analysis reports</li> <li>• Experience in Designing agriculture value chain upgrading strategies, addressing production, post-harvest, processing and marketing priorities in sustainable way</li> <li>• Experience in developing programs aimed at upgrading agricultural value chains through enhanced private sector engagement.</li> <li>• Excellent analytical, interpersonal, report writing and communication Skills</li> </ul> <p><b>Computer Proficiency:</b> MS Office (Excel, Word, PowerPoint)</p> |
| 2  | Assistant Company Secretary                             | 1            | 35 Years  | <p><b>Qualification:</b> ACCA / C.A Qualified</p> <p><b>Experience:</b> Minimum (3) years of relevant work experience in preparation of notices, agendas and working papers of Board meetings, as well as organizing meetings of the Board and its Committees;</p> <ul style="list-style-type: none"> <li>• Assist in ensuring compliance with provisions of the Companies Ordinance 1984 and relevant statutes of law and organizing defense of the Company's legal interest.</li> <li>• Ensure that statutory forms are filled and submitted promptly</li> <li>• Assist in vetting of agreements, contracts, knowledge of SPPRA Rules for procurement, and other documents</li> <li>• Computer Proficiency: MS Office (Excel, Word, PowerPoint)</li> <li>• Able to liaise with regulatory bodies</li> <li>• Good analytical, interpersonal and communication Skills</li> </ul>   |
| 3  | Financial Analyst*                                      | 2            | 35 Years  | <p><b>Qualification:</b> Bachelor's degree in Economics &amp; Mathematics or equivalent qualification from a university recognized by the HEC.</p> <p><b>Experience:</b> Minimum (3) years of relevant work experience in making and use of Financial Models and preparation of feasibility Studies</p> <ul style="list-style-type: none"> <li>• The candidate will be required to conduct financial &amp; operational analysis of business proposals received for the financial assistance.</li> <li>• Prior experience in making analysis through Econometric tools</li> <li>• Excellent analytical, interpersonal and communication Skills</li> <li>• Proficiency in Stata, Eviews and MS Office (Excel, Word, PowerPoint)</li> </ul>   |
| 4  | Project Coordinator*                                    | 2            | 40 years  | <p><b>Qualification:</b> Bachelor's Degree from a university recognized by the HEC. Candidates having diploma in IT would be preferred.</p> <p><b>Experience:</b> Minimum (10) years of relevant work experience. The candidate must have good communication, presentation &amp; report writing skills</p> <ul style="list-style-type: none"> <li>• Fluent in written/spoken English</li> <li>• IT background</li> <li>• Computer Proficiency: MS Office (Excel, Word, PowerPoint)</li> </ul>  |

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|---|----------------------------------|---|----------|--|
| 5 | Accounts Executive*              | 1 | 35 Years | <p><b>Qualification:</b> The candidate must be a Graduate or ACCA/ C.A finalist</p> <p><b>Experience:</b> Minimum (10) years relevant work experience. Candidate will be responsible to assist Finance Manager in maintaining the books of accounts, closing of monthly end books and other accounts related tasks.</p>  |
| 6 | IT Operations & Support Manager* | 1 | 35 Years | <p><b>Qualification:</b> BCS/BS/MCS or BE(EE, SE, CE), preferably with MCSC, CCNA, DBA, etc.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Working Knowledge of IIS Management and Configuration, Windows Services</li> <li>• Working Knowledge of Database Environments (MySQL, Oracle etc)</li> <li>• Networking experience of Windows, Linux/Unix, Local and Wide Area Network, System Administration and TCP/IP Protocols</li> <li>• Hands on experience with Microsoft Exchange/Proxy Server</li> </ul>  |
| 7 | Receptionist/Secretary           | 1 | 35 Years | <p><b>Qualification:</b> The candidate must be a Graduate or have equivalent qualification from a university recognized by the HEC. female candidate will be preferred</p> <p><b>Experience:</b> Minimum (10) years relevant work experience. Candidate will be responsible to organize &amp; maintain CEO's office &amp; plan/assist him in time management regarding his scheduled commitments. Candidate will also have to handle day-to-day office/routine work efficiently including diary management, secretarial services and office communication</p> <ul style="list-style-type: none"> <li>• must be Fluent in written/spoken English</li> </ul> |
| 8 | Driver                           | 5 | 40 Years | <ul style="list-style-type: none"> <li>• A professional driver having knowledge of car maintenance and road signs.</li> <li>• Must have a valid LTV driving license in Pakistan</li> <li>• Adequate knowledge of Sindh province with at least 10 years of experience</li> </ul>  |
| 9 | Office Boy                       | 4 | 30 Years | <ul style="list-style-type: none"> <li>• Primary pass</li> <li>• Experience in office kitchen work will be Preferred</li> </ul>  |

### How to Apply:

- Please download the Application and the Deposit Slip from NTS website: [www.nts.org.pk](http://www.nts.org.pk), fill up both properly, pay the prescribed test fee in any of the country-wide online branches of ABL, Meezan, HBL or MCB, and get receipt from the bank.
- Send the filled-up Application Form along with the original paid-up copy of the Deposit Slip, to: NTS Head Headquarters, 1-E, Street No.46, Sector I-8/2, Islamabad.
- Last date of submission of application form is 20<sup>th</sup> October, 2017
- Candidates who have applied vide advertisement dated 17<sup>th</sup> June, 2017 need not apply again.
- **\*Work experience may be relaxed in case of outstanding academic performance/record**
- Application Forms improperly filled-up, incomplete, without paid copy of deposit slip, and submitted by hand will NOT BE ENTERTAINED.
- For further information, please visit [www.nts.org.pk](http://www.nts.org.pk) or call 051-8444441