



# CAREER OPPORTUNITIES



## PAKHTUNKHWA ENERGY DEVELOPMENT ORGANIZATION (PEDO), KPK

Pakhtunkhwa Energy Development Organization (PEDO) is seeking to hire staff for the following vacant positions on contract basis. Requisite qualification and experience for the posts are as under:-

S#	Name of posts	No. of post	Qualification & Experience
1	Assistant Manager Project Preparation/Monitoring & Reporting (Max Age 35 years)	01	1 <sup>st</sup> Class Bachelor's Degree in Engineering from HEC recognized university having 03 years of professional work experience in the preparation/Monitoring /Reporting of high profile projects with at least 01 year experience in hydro power projects. Master's degree in Project Management will be preferred. Candidates having work experience in a Govt. Or Semi Govt. autonomous body will be preferred.
2	HR Executive (Max Age 35 years)	01	Bachelor's Degree (Honors) in Management Sciences/BBA (Hons) from HEC recognized University with 03 years industry experience in a reputable organization. Candidates having work experience in a Govt. Or Semi Govt. autonomous body will be preferred. Proficient in MS Office, strong communication, writing and presentation skills and must have understanding of human resource system.
3	Network Executive (Max Age 35 years)	01	Honors Degree in BS /BCS/BIT in computer sciences from HEC recognized university. Candidate must have 03 years of experience in managing enterprise network. Must be able to handle layer 2, layer 3 switches. Good understanding of network and systems and must be able to handle virtualized environment on all kind of servers. Candidates having work experience in a Govt. Or Semi Govt. autonomous body will be preferred.
4	Office Assistant /Junior Clerk (Max Age 35 years)	03	Higher Secondary School Certificate with 02 years experience as an office assistant/Junior Clerk or in the relevant field. Good communication skills and Proficiency in MS Office. Candidates having work experience in a Govt. Or Semi Govt. autonomous body will be preferred.
5	Security Guard (Max Age 65 years)	02	Matriculation with 10 years experience in the relevant field. Candidate must be medically fit and retired from Pakistan Armed Forces having SSG Training.

**APPLICATIONS COMPLETE IN ALL RESPECTS MUST REACH THE OFFICE OF THE UNDERSIGNED WITHIN 15 DAYS OF THIS ADVERTISEMENT. BY HAND APPLICATIONS AND THOSE RECEIVED AFTER DUE DATE WILL NOT BE CONSIDERED.**

### Instructions & General Conditions:

Applicants are advised to read the following instructions carefully before filling the **Applicant Data Form** available on the PEDO website i.e. <http://pedo.pk/Main/downloads>

1. Filled & Signed Application Data Form along with updated CV/resume and attested copies of testimonials (copies of CNIC, Educational Certificates, Experience Certificates, 02 Passport size photographs) to be sent by courier company before the closing date of applications.
2. Clearly mark the position applied for in the subject line/envelope.
3. Only shortlisted candidates will be contacted.
4. **Application with incomplete information will not be considered.**
5. The applicants shall possess domicile of Khyber Pakhtunkhwa/FATA.
6. Government/Semi Government employees may send their applications through proper channel.
7. Appointment will be on contract basis for a period of one year extendable on yearly basis, subject to satisfactory performance.
8. These posts carry attractive salary package.
9. Use separate envelopes in case of applying for more than one (01) position.
10. We are an equal opportunity employer and women are strongly encouraged to apply.
11. Applications not fulfilling the above conditions and criteria will not be considered.

**Human Resource Department, Pakhtunkhwa Energy Development Organization  
Room No. 310, Sector 38/B-2, Phase –V, Hayatabad, Peshawar, Pakistan**