

Sr. #	Position	Required Qualification & Experience																																																				
1.	Finance Officer	<b>Qualification:</b> Must have at least fourteen (14) year of Education in accounts / finance / commerce or equivalent from any HEC recognized local or foreign Institution. <b>Experience:</b> Must have at least four (04) years similar working experience.																																																				
2.	Finance Assistant	<b>Qualification:</b> Must have at least fourteen (14) years of education in accounts / finance / commerce or equivalent from HEC recognized local or foreign Institution. <b>Experience:</b> Must have at least two (02) years similar working experience.																																																				
3.	Procurement Officer	<b>Qualification:</b> Must have at least fourteen (14) year of Education in accounts / finance / commerce or equivalent from any HEC recognized local or foreign Institution. <b>Experience:</b> Must have at least four (04) years' experience in relevant field.																																																				
4.	Procurement Assistant	<b>Qualification:</b> Must have at least fourteen (14) year of Education in accounts / finance / commerce or equivalent from any HEC recognized local or foreign Institution. <b>Experience:</b> Must have at least two (02) years relevant working experience.																																																				
5.	Admin Officer	<b>Qualification:</b> Must have at least fourteen (14) year of education in any discipline from any HEC recognized local or foreign Institution. <b>Experience:</b> Must have at least four (04) years similar working experience.																																																				
6.	Admin Assistant	<b>Qualification:</b> Must have at least fourteen (14) year of Education in any discipline from any HEC recognized local or foreign Institution. <b>Experience:</b> Must have at least two (02) years similar working experience.																																																				
7.	Coordination Officer	<b>Qualification:</b> Must have at least fourteen (14) year of education in any discipline from any HEC recognized local or foreign Institution. <b>Experience:</b> Must have at least four (04) years' similar working experience.																																																				
8.	MIS Officer	<b>Qualification:</b> Must have at least fourteen (14) year of education in computer sciences / information technology or equivalent from any HEC recognized local or foreign Institution. <b>Experience:</b> Must have at least four (04) years' similar working experience.																																																				
9.	Data Entry Operator	<b>Qualification:</b> Must have at least fourteen (14) year of Education in any discipline from any HEC recognized local or foreign Institution. <b>Experience:</b> Must have at least two (02) years similar working experience.																																																				
10.	Livelihood Officer	<b>Qualification:</b> Must have at least fourteen (14) year of education in any discipline from any HEC recognized local or foreign Institution. <b>Experience:</b> Must have at least four (04) years' similar working experience.																																																				
11.	M & E Officer	<b>Qualification:</b> Must have at least fourteen (14) year of education in any discipline from any HEC recognized local or foreign Institution. <b>Experience:</b> Must have at least four (04) years' similar working experience.																																																				
12.	Livestock Officer	<b>Qualification:</b> Must have at least fourteen (14) year of education in medical sciences i.e. zoology / Veterinary Sciences or Animal Husbandry or equivalent from any HEC recognized local or foreign Institution. <b>Experience:</b> Must have at least four (04) years' relevant working experience.																																																				
13.	Agriculture Officer	<b>Qualification:</b> Must have at least fourteen (14) year of education in medical sciences i.e. agriculture, horticulture, agribusiness, agricultural economics, nutrition or equivalent from any HEC recognized local or foreign Institution. <b>Experience:</b> Must have at least four (04) years' relevant working experience.																																																				
14.	Water Shed/forest Officer	<b>Qualification:</b> Must have at least fourteen (14) year of education in medical sciences i.e. Forestry, watershed sciences, agriculture, horticulture, agribusiness, agricultural economics, nutrition or equivalent from any HEC recognized local or foreign Institution. <b>Experience:</b> Must have at least four (04) years' relevant working experience.																																																				
15.	Environment Officer	<b>Qualification:</b> Must have at least fourteen (14) year of education in medical sciences i.e. environment sciences or equivalent from any HEC recognized local or foreign Institution. <b>Experience:</b> Must have at least four (04) years' relevant working experience.																																																				
16.	Office Assistant	<b>Qualification:</b> Must have at least fourteen (14) year of education in any discipline from any HEC recognized local or foreign Institution. <b>Experience:</b> Must have at least two (02) years similar working experience.																																																				
17.	Receptionist	<b>Qualification:</b> At least 14 years of education in any discipline from any HEC recognized local or foreign Institution. <b>Experience:</b> Good communication skills. Must have at least two (02) years, similar working experience.																																																				
18.	District Officers	<table><tr><th>S.No</th><th>Name of Districts</th><th>S.No</th><th>Name of Districts</th></tr><tr><td>1</td><td>Quetta</td><td>2</td><td>Kharan</td></tr><tr><td>3</td><td>Washuk</td><td>4</td><td>Kalat</td></tr><tr><td>5</td><td>Khuzdar</td><td>6</td><td>Surab</td></tr><tr><td>7</td><td>Jhal Magsi</td><td>8</td><td>Musakhel</td></tr><tr><td>9</td><td>Kachi</td><td>10</td><td>Jaffarabad</td></tr><tr><td>11</td><td>Naseerabad</td><td>12</td><td>Dera Bugti</td></tr><tr><td>13</td><td>Awaran</td><td>14</td><td>Barkhan</td></tr><tr><td>15</td><td>Loralai</td><td>16</td><td>Duki</td></tr><tr><td>17</td><td>Sibi</td><td>18</td><td>Ziarat</td></tr><tr><td>19</td><td>Panjgur</td><td>20</td><td>Harnai</td></tr><tr><td>21</td><td>Dera Murad Jamali</td><td>22</td><td>Sohbatpur</td></tr><tr><td>23</td><td>Kohlu</td><td></td><td></td></tr></table> <p><b>Qualification:</b> At least 14 years of education in any discipline from any HEC recognized local or foreign Institution. <b>Experience:</b> Good communication skills. Must have at least four (04) years, relevant working experience.</p>	S.No	Name of Districts	S.No	Name of Districts	1	Quetta	2	Kharan	3	Washuk	4	Kalat	5	Khuzdar	6	Surab	7	Jhal Magsi	8	Musakhel	9	Kachi	10	Jaffarabad	11	Naseerabad	12	Dera Bugti	13	Awaran	14	Barkhan	15	Loralai	16	Duki	17	Sibi	18	Ziarat	19	Panjgur	20	Harnai	21	Dera Murad Jamali	22	Sohbatpur	23	Kohlu		
S.No	Name of Districts	S.No	Name of Districts																																																			
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19	Panjgur	20	Harnai																																																			
21	Dera Murad Jamali	22	Sohbatpur																																																			
23	Kohlu																																																					
19.	Driver	<b>Qualification:</b> Must be middle pass and possession of valid LTV driving license. Must be able to maintain log book. Eyesight must be good (6/6). <b>Experience:</b> Must have at least five (05) years of similar working experience.																																																				
20.	Gardner	Must have at least five (05) years of similar working experience.																																																				
21.	Sweeper	Must be literate and experienced and from scheduled caste.																																																				

**INSTRUCTIONS:** The appointments are purely on contractual basis and can be terminated at any time with one months' notice. Applicants must possess domicile & PRC of Baluchistan. Interested applicants may apply by sending hard copies of applications along with updated CVs with recent photograph and copies of educational certificates, experience certificates and CNIC to P.O. Box # 19 in sealed envelopes within 15 days of this Advertisement i.e. April 8<sup>th</sup> 2024. Applications received after above mentioned date shall not be considered. Position applying for must be written on top of sealed envelope. Separate application is necessary for each position. Females are strongly encouraged to apply. Only shortlisted candidates shall be invited for the test/interview and no TA/DA will be admissible. Candidates must bring original CNIC at the time of test/interview.

# Mis In Public Sector

**KJ Lindholm-Leary**



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