

JOB OPPORTUNITIES

The Center of Excellence for China Pakistan Economic Corridor CoE CPEC is a Joint initiative of Pakistan Institute of Development Economics (PIDE) and Ministry of Planning, Development & Reform (MoPDR), Islamabad. CoE CPEC is leading policy guiding Think-tank for effective implementation of CPEC portfolio. Applications are invited for Naib Qasid on contractual basis for a period of 01 year (*extendable on annual basis*):

SR	Position	Position	PPS	Salary	Skills Required and Job Description
1	Naib Qasid	01	01	16,000	<ul style="list-style-type: none"> • Minimum Qualification Matric/Middle • Carrying official files/papers from one place to another within and without office premises. • General arrangement and tidiness of the office, furniture including re-dusting of office furniture, record etc. • Conducting visitors to the officers. • Providing drinking water to the officers and staff. • Carriage of steel boxes containing secret/confidential files from one officer to another. • Shifting of articles of light furniture e.g. chairs, side racks, small side tables etc., from one place to another within office premises. • Any other duty that may be assigned to him by his Officer In-charge during working hours.

The detailed ToRs are available at: www.cpec-centre.pk & www.pide.org.pk. Applications on prescribed form along with attested copies of all testimonials should reach the undersigned by **within 15 days of publishing of this advertisement**

NOTE: ONLY HARD COPIES SUBMITTED AT THE FOLLOWING ADDRESS WILL BE CONSIDERED, NO EMAILS/ SCANS WILL BE ENTERTAINED.

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