



CAREER OPPORTUNITY

The Punjab Tourism for Economic Growth Project (PTEGP), Planning & Development Board, Government of the Punjab seeks to invite the applications of a qualified and experience professionals for the following positions on contract basis:

Sr. #	Position	Age	Qualifications/ Experience/Skills	Post(s)
1.	Finance Assistant	25-35	<p>Qualification:</p> <ul style="list-style-type: none"> • Master's Degree in Business Administration, Finance, Management or related field from a reputed, HEC recognized national or international university. <p>Experience:</p> <ul style="list-style-type: none"> • At least 3 years of work experience in Public & Private Sector especially in the field of Public sector Accounts. • Proficiency in financial spreadsheet modeling and well conversant with Public Sector financial matters. • Excellent IT & Communication skills. • Prior experience of working in the donor funded project is highly desirable. 	01
2.	Public Relation Officer-Tourism Department	25-35	<p>Qualification:</p> <ul style="list-style-type: none"> • Bachelor degree in Mass communication or related field from a reputed, HEC recognized national or international university. <p>Experience:</p> <ul style="list-style-type: none"> • At least 6 years of work experience especially in the field of Media & communication • Strong Communication skills. • Computer literacy is essential. 	01
3.	Caretaker	21-26	<p>Qualification:</p> <ul style="list-style-type: none"> • Bachelor degree from recognized university <p>Experience:</p> <ul style="list-style-type: none"> • At least 1 year of relevant experience. • Prior experience of working in government department/Foreign aided project in the field of office caretaker is highly desirable. • Computer literacy is essential. 	01
4.	Receptionist	22-30	<p>Qualification:</p> <ul style="list-style-type: none"> • Bachelors' degree with professional computer training. <p>Experience:</p> <ul style="list-style-type: none"> • Must have at least 2 years of experience as a receptionist or of operating computer based telephone exchange in a reputed organization in public or private sector. Computer proficiency and experience of telephone exchange software will be given preference. • Females are encouraged to apply. 	01
5.	Office Boy	25-35	<p>Qualification:</p> <ul style="list-style-type: none"> • Matric <p>Experience:</p> <ul style="list-style-type: none"> • Prior experience of working in government 	02



			department/Foreign aided project is highly desirable.	
6.	Janitor	25-35	Qualification: <ul style="list-style-type: none">Literate	02

- Detailed eligibility/selection criteria, experience and job description is available on the PMU PTEGP website i.e. <https://ptegp.punjab.gov.pk/careers>
- Interested candidates applying for position from **serial no. 1-4** may apply through online portal <https://www.jobs.punjab.gov.pk/>
- Interested candidates applying for positions on **serial no. 5-6** are required to submit their applications along with CV, 2 passport size photographs, attested copy of CNIC, certificates.
- Applications submitted through email will not be entertained.
- Government servants/employees are required to apply through proper channel.
- Only shortlisted candidates will be called for interview. No TA/Da will be paid.
- **Last date for submission of application is 01-07-2022.**

PROJECT DIRECTOR,
Project Management Unit (PMU), Punjab Tourism for Economic Growth Project
Planning & Development Board, 175-A Scotch Corner Upper Mall Lahore.

