



CAREER OPPORTUNITIES AT PIDE, ISLAMABAD

Applications are invited from Pakistani nationals for the following post on contractual basis at the Pakistan Institute of Development Economics (PIDE), Islamabad.

ADMINISTRATIVE OFFICER	
RASTA 'COMPETITIVE GRANTS PROGRAM FOR POLICY-ORIENTED RESEARCH' PROGRAM www.pide.org.pk/rasta	
Qualification	The applicant must possess MSc/MBA/MPA/HRM/MA (social science subjects) or equivalent postgraduate qualification from HEC recognized university.
Experience	Minimum of 05 years' experience in coordination of administrative issues and project management. Experience in managing research grants and/or similar assignment would be an added value and given preference.
Duration	The appointment will purely on a contract basis. The initial contract will be for one year. Extendable up to three years on year-to-year basis subject to satisfactory performance.
Salary	Rs. 90,000/- per month (Lump sum/Fixed).
Number of posts	One (01)
Duties	Being part of the RASTA program, at PIDE Islamabad, the administrative officer will be responsible to coordinate all project activities, i.e., administration, logistic support, organizing events such as workshops and conferences. Any other work assigned by the project authority. Any other work assigned by the project authority.

CONDITIONS

1. The application form can be accessed at the following link.

Please Login using Google/Gmail Account to Submit This Form

<https://forms.gle/CC6e9W3Gv7w6ufHq5>

The Last date of application submission is January 28, 2021. Applications after the due date will not be considered in any case.

2. Applicants already working in Government/Semi-Government Organizations/Autonomous Bodies should apply through proper channel by the due date.
3. All positions require strong computer knowledge and hands-on experience of using MS Office packages.
4. Incomplete or applications received after due date shall not be entertained.
5. The decision of the PIDE, RASTA Management shall be final and remain binding in all cases. However, the Authorities can relax the conditions other than qualifications.
6. Only short-listed applicants will be called for test/interview.
7. The Institute reserves the rights not to fill any position/withhold the appointment against any advertised position or to accept/reject any application without assigning any reason.

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