



Post Box 1091, Islamabad  
www.pide.org.pk

**SITUATIONS VACANT**

Applications are invited from Pakistani Nationals for the following posts in Pakistan Institute of Development Economics (PIDE), Islamabad; a leading public sector Degree Awarding Institute:

S. No.	Name of Post	Status
1.	Director (QEC)	BPS-20
2.	Chief (Development & Alumni)	BPS-19
3.	Deputy Director (QEC)	BPS-18
4.	Network Manager	BPS-17
5.	Web Manager	BPS-17
6.	Assistant Private Secretary	BPS-16

The prescribed qualification/criteria are available at PIDE website: [www.pide.org.pk](http://www.pide.org.pk). Applications on prescribed Form may reach the undersigned within 2 weeks of publication of the advertisement.

REGISTRAR  
PIDE, ISLAMABAD  
Ph:051-9248051



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### **SITUATIONS VACANT**

Applications are invited from Pakistani Nationals for the following academic / administrative posts in the Institute.

Applications are invited from Pakistani Nationals for the following posts in the Quality Enhancement Cell, PIDE, on regular basis:

#### **1. Director (QEC) (BPS-20)**

##### Qualification and Experience

- a. Master/Ph.D. in relevant discipline from a recognized University/Institute of Higher Education Commission.
- b. The candidate must have a clear vision and depth of knowledge in the field of Quality Assurance and Higher Education.
- c. The candidate must have minimum 5 years relevant experience out of which minimum two years shall be exclusively spent in the field of Quality Assurance in Higher Education.
- d. Strong interpersonal and communication skills are essential.
- e. Strong analytical and writing skills are prerequisite for this vacancy.
- f. Maximum experience in Quality Assurance and Quality Management will be preferred.

#### **2. Chief, Development and Alumni (BPS-19)**

##### Qualification and Experience:

“Master’s degree in First Class with at least 07 (seven) years’ experience in the project formulation, appraisal and implementation”.

#### **3. Deputy Director (QEC) (BPS-18)**

##### Qualification and Experience:

- a. Master Degree (First Division) in any of the fields of Statistics, Economics, Mathematics, Computer Sciences, Management/Quality Management.

- b. 5 years service experience in the relevant field in BPS-17 and above or equivalent in any government / semi government organization autonomous body recognized university.
- c. Maximum experience in Quality Assurance and Quality Management will be preferred.
- d. Knowledge of MS Office/Data Management is mandatory.

#### **4. Network Manager (BPS-17)**

##### Qualification and Experience

Qualification: Master Degree in Computer Science/BCS/B.E. (Computer Networks), minimum sixteen years of Education in the relevant field from HEC recognized Universities. Additional certifications like MCSE/CCNA would be preferred.

Experience: At least 3 years post qualification experience of handling a network of more than 200 nodes. The candidate should have worked on Windows 2003/2008 Server, Microsoft, Exchange, Active Directory, Proxy Server, Antivirus Server, CISCO network equipment (routers, switch, ADSL etc.), working in virtual environment like VM Ware and Video conferencing equipment, Fiber optic link etc.

The person will be responsible for Network Administration, including hands-on technical support and operation of the network.

#### **5. Web Manager (BPS-17)**

##### Qualification and Experience

Qualification: Master Degree in Computer Science/BCS/Software Engineering, minimum sixteen years of Education in the relevant field from HEC recognized Universities.

Experience: At least 3 years post qualification experience in the field of Web Designing, Development, Hosting, Deployment, Maintenance and Security of Website in a reputable organization. The candidate must have hands on experience on PHP, MySQL, JOOMLA, MOODLE, and ASP.NET.

#### **6. Assistant Private Secretary (BPS-16)**

##### Qualification and Experience:

- i. Bachelor degree (2<sup>nd</sup> Class/B-Grade) with high speed in shorthand and typing.
- ii. 05 years experience as Stenotypist.

## Conditions

1. The applications on the Prescribed Proforma/Publications Form along with attested documents (i) degrees/certificates (ii) experience certificates (iii) NIC (iv) Domicile (v) 2-recent photographs (vi) CV, with a Pay Order/Bank Draft for Rs.2000.00 drawn in favour of PIDE, Islamabad should reach the undersigned within 2 weeks of the advertisement.
2. Applicants already working in Government/Semi-Government Organizations / Autonomous Bodies should apply through proper channel by due date and submit service certificate issued by their present and former employers, **otherwise, the applications will not be entertained.** However, the Institute may entertain advance copies.
3. Applications that are incomplete or received after due date will not be entertained. The applications must be accompanied by the certificates/degrees/testimonials etc along with **copies of publications.**
4. Those who have previously applied for a position should apply afresh.
5. Only short listed candidates will be called for interview/evaluation.
6. The Institute reserves the rights not to fill any post/withhold the appointment against any advertised post or to accept/reject any application without assigning reason.
7. Decision of the Institute shall remain binding in all cases.
8. Online deposit of Rs.2,000.00 in our A/C No.700011-3 (**Code No.0474**), **NBP, Foreign Office Branch, Islamabad** and attaching original receipt along with application is also acceptable.

**Dr. Muhammad Safiruddin**

Registrar

Ph: 051-9248051