

Securities and Exchange Commission of Pakistan (SECP)

Career Opportunity

SECP, the apex regulator of Capital markets and corporate sector of Pakistan requires the services of qualified, result-oriented, energetic professional having impeccable integrity and exceptional analytical skills for following Islamabad based position on open merit; for the construction of its head office building:

Project Coordinator /Document Controller (01 Position)	
Qualification	Master's or Bachelor's degree (16 years of education) in Engineering or Project Management from a reputable university/institute recognized by the HEC, with proficiency in project planning software and Microsoft Office tools such as Word, Excel, and PowerPoint.
Age	The maximum age should not exceed 40 years as of the last date of application submission.
Employment Type	Contract (24 months) extendable on need and performance basis
Experience	05 years of post-qualification relevant experience. <i>Preference will be given to candidates who have managed construction project of high-rise/multistory buildings.</i>

SECP offers a competitive compensation package. Only shortlisted candidates will be called for interview. The appointment will be subject to qualifying the multi-tier interview process, clearance of medical tests and psychological assessment.

We are an equal-opportunity employer. Women, minorities, and applicants from Balochistan, Ex-FATA, Gilgit-Baltistan and Azad Jammu and Kashmir (AJK) are encouraged to apply.

Please visit <https://www.secp.gov.pk/careers/> for further details and apply within 15 days of publication of this advertisement.

In case of any queries, please feel free to contact us.

Deputy Director – HRD
051-9195545

