

NAYA PAKISTAN HOUSING AND DEVELOPMENT AUTHORITY (NAPHDA)

Applications are invited for filling following positions from highly committed and motivated professionals with proven track record in respective fields purely on contract basis in Naya Pakistan Housing & Development Authority (NAPHDA).

Ser	Name of Post	Qualification	Post-Qualification Experience	Age Limit	No of Posts
1.	Secretary (BPS-20)	Master's Degree in any of the Social Sciences/Business Administration/Accounts & Finance/MA/MSc/LLM from University recognized by HEC or equivalent.	<ul style="list-style-type: none"> Minimum 20 Years' experience in the field of Policy Making, Administration, Coordination, Senior Management or Management position, Liaison with senior management and holding meetings of the Board. 	55	01
2.	Executive Director Projects (BPS-20)	A Civil Engineer having Bachelor's / Master's Degree in Project Management, Structure, Geo-tech or any other Civil Engineering Discipline from university recognized by HEC or equivalent.	<ul style="list-style-type: none"> Minimum 20 years' experience in the field of Project Management, Construction, Planning, Appraisal system, Implementation, Policy Making and Evaluation of Public Sector Development Projects. 	55	01
3.	Executive Director, Regional Office Karachi (BPS-20)	Master's Degree in any of the Social Sciences/Business Administration/Accounts & Finance/MA/MSc or equivalent from any University recognized by HEC or equivalent.	<ul style="list-style-type: none"> Minimum 20 years' experience in the field of Office Management, Land Management, Allotment, Dispute Resolutions, Policy making and Implementation, Monitoring, Administration, Liaison, Coordination and Facilitation. 	55	01
4.	Executive Director Monitoring (BPS-20)	A Civil Engineer having Bachelor's / Master's Degree in Project Management, Structure, Geo-tech or any other Civil Engineering Discipline from university recognized by HEC or equivalent.	<ul style="list-style-type: none"> Minimum 20 years' experience in the field of Project Management, Construction, Planning, Appraisal system, Implementation, Policy Making and Evaluation of Public Sector Development Projects. 	55	01
5.	Executive Director Members Management (BPS-20)	Master's Degree in any of the Social Sciences/Business Administration/Accounts & Finance/MA/MSc or equivalent from any University recognized by HEC or equivalent.	<ul style="list-style-type: none"> Minimum 20 years' experience in the field of Office Management, Land Management, Allotment, Dispute Resolutions, Policy making and Implementation, Monitoring, Administration, Liaison, Coordination and Facilitation. 	55	01
6.	Executive Director, Legal (BPS-20)	LLB/LLM Degree from any University recognized by HEC or equivalent.	<ul style="list-style-type: none"> Minimum 20 years' experience in pleading Court Cases, legal drafting, Government Rules and Regulations drafting, well conversant with Construction, Development and Land codes and by-laws. 	55	01

7.	Joint Executive Director, Project, Monitoring/Quality Assurance (BPS-19)	A Civil Engineer having Bachelor's / Master's Degree in Project Management, Structure, Geo-tech or any other Civil Engineering Discipline from university recognized by HEC or equivalent.	<ul style="list-style-type: none"> Minimum 15 years' experience in the field of Project Management, Construction, Planning, Appraisal system, Implementation, Policy Making and Evaluation of Public Sector Development Projects. 	45	01
8.	Joint Executive Director, Regional Office Lahore (BPS-19)	A Civil Engineer having Bachelor's / Master's Degree in Project Management, Structure, Geo-tech or any other Civil Engineering Discipline from university recognized by HEC or equivalent.	<ul style="list-style-type: none"> Minimum 15 years' experience in the field of Project Management, Construction, Planning, Appraisal system, Implementation, Policy Making and Evaluation of Public Sector Development Projects. 	45	01
9.	Joint Executive Director, Works and Services Directorate (BPS-19)	BSc Electrical Engineering / BE (Civil) / MSc Const Management / Project Management/ from University recognized by HEC or equivalent.	<ul style="list-style-type: none"> Minimum 10 years' experience in the relevant field. 	45	01
10.	Deputy Executive Director, Coordination (BPS-18)	Master's Degree in any of the Social Sciences/Business Administration/Accounts & Finance/MA/MSc/LLM/LLB from University recognized by HEC or equivalent.	<ul style="list-style-type: none"> Minimum 7-10 Years' experience in the field of Policy Making, Administration, Coordination, Management position, Liaison with senior management and holding meetings of the Board. 	20-35	01
11.	Deputy Executive Director, Inspection and Evaluation (BPS-18)	A Civil Engineer having Bachelor's / Master's Degree in Project Management, Structure, Geo-tech or any other Civil Engineering Discipline from university recognized by HEC or equivalent.	<ul style="list-style-type: none"> Minimum 7-10 years' experience in the field of Project Management, Construction, Planning, Appraisal system, Implementation, Policy Making and Evaluation of Public Sector Development Projects. 	20-35	01
12.	Deputy Executive Director, Technical (Design, contract) (BPS-18)	BE (Civil), preferably Master's Degree in Project / Construction Management or equivalent.	<ul style="list-style-type: none"> Minimum 7-10 years' experience in the field of Designing, Maps, Technical output, Construction Layouts of Building. Should be well versed with Building codes and by-laws of Provinces and Islamabad Capital Territory (ICT). 	20-35	01
13.	Deputy Executive Director, Procurement (BPS-18)	Bachelor's / Master's degree in Business Administration / Supply Chain Management from University recognized by HEC or equivalent.	<ul style="list-style-type: none"> Minimum 7-10 years' experience in the field of Procurement, Financing and Administration. Should be well conversant with PPRA Rules. 	20-35	01
14.	Deputy Executive Director, Land Directorate (BPS-18)	Bachelor's / Master's Degree in any of the Social Sciences/Business Administration/Accounts & Finance/MA/MSc/LLM/LLB from University recognized by HEC or equivalent.	<ul style="list-style-type: none"> Minimum 7-10 Years' experience in the field of land management and acquisition of land. 	20-35	01
15.	Deputy Executive Director, Complaint Directorate (BPS-18)	Bachelor's / Master's degree in any of the Social Sciences/Business Administration/Accounts & Finance/MA/MSc from University recognized by HEC or equivalent. Preference will be given to individuals having Degree in Law.	<ul style="list-style-type: none"> Minimum 7-10 Years' experience of handling complaints in any Organization. 	20-35	01

16.	Assistant Executive Director, Public Relation Office (BPS-17)	Bachelor's / Master's Degree in any of the Social Sciences/Business Administration/Accounts & Finance/MA/MSc/LLM/LLB from University recognized by HEC or equivalent.	<ul style="list-style-type: none"> Minimum 5 Years' experience in the field of Media handling with Good Organizational, Interpersonal and Communication Skills. 	20-35	01
17.	Assistant Executive Director, Planning Directorate (BPS-17)	BE (Civil), preferably Master's, Degree in Civil Engineering from University recognized by HEC or equivalent.	<ul style="list-style-type: none"> Minimum 5 years' professional experience in the field of Project Management, Construction, Planning, Monitoring, Appraisal, Implementation, Policy Making and Evaluation of Public Sector Development Projects. 	20-35	01
18.	Assistant Executive Director, Admin (BPS-17)	Bachelor's / Master's Degree in any of the Social Sciences/Business Administration/Accounts & Finance/MA/MSc/LLM/LLB from University recognized by HEC or equivalent.	<ul style="list-style-type: none"> Minimum 5 Years' post qualification experience in the field of Administration, Financial Management, Coordination and Facilitation. Should be well conversant with PPRA Rules 	20-35	01
19.	Assistant Executive Director, Mortgage Finance Directorate (BPS-17)	Bachelor's / Master's Degree in Business Development /Economics /Finance from a University recognized by HEC or equivalent.	<ul style="list-style-type: none"> Minimum 5 Years' working experience in Banks/Financial Institutions/ State Owned Enterprises/ Development Financial Institutions. Specifically in Mortgage side. 	20-35	01
20.	Accountant (BPS-16)	BA/BSc in Business/Commerce from a University recognized by HEC. Preferably Pakistan Institute of Public Finance Accountants qualified or equivalent.	<ul style="list-style-type: none"> Minimum 4 Years working experience of auditing and accounting. Must be computer literate 	20-35	04
21.	Assistant (BPS-15)	BA/BSc/B. Com or equivalent	<ul style="list-style-type: none"> Minimum 4 Years' post qualification experience in the field of Office Management, Maintaining Filing System, Keeping Record and Officer Engagement Record. Must be computer literate. 	20-35	05 (HQ-4 Lhr-1)
22.	Sub Engineer (Civil) (BPS-14)	Diploma of Associate Engineer (DAE)-Civil or equivalent.	<ul style="list-style-type: none"> Minimum 4 years' post experience in the field of Design and supervision large-scale public work construction projects, such as roads, buildings, responsible for gathering project requirements, testing and evaluating building sites and materials, and managing the overall building process from start to finish. Must be computer literate 	20-35	02
23.	Steno Typist BPS-14	BA/BSc/B. Com or equivalent with following: - 1. Proficiency in MS Office 2. Shorthand speed of 80 w.p.m 3. Typing speed 40 w.p.m	<ul style="list-style-type: none"> Minimum 4 Years' experience in the relevant field. 	20-35	05 (HQ-3 Lhr-1 Khi-1)

24.	Data Entry Operator BPS-12	2 nd Class or Grade "C" Bachelor's Degrees with computer Science / Statistics/Mathematics/Physics from a university recognized by HEC. Minimum speed of 10,000 key depression per hour for data entry/verification. Certifications in Databases/Web Development/Programming languages/Networking /System Administration will be an advantage.	<ul style="list-style-type: none"> Minimum 3 Years' post qualification experience in the relevant field with proficiency / International Certifications in Databases, Software development, Networks, Infrastructure & Websites. 	20-35	01
25.	UDC (BPS-11)	BA/BSc or equivalent with following; - <ul style="list-style-type: none"> Typing speed 30 w.p.m (minimum) Preference will be given to computer literate person. 	<ul style="list-style-type: none"> Minimum 3 Years' post qualification experience in the field of Office Management, Maintaining Filing System, Keeping Record and Officer Engagement Record. 	20-35	11 (HQ-10 Lhr-1)
26.	LDC (BPS-09)	FA/FS.c or equivalent with following: - <ul style="list-style-type: none"> Typing speed 30 w.p.m (minimum) Preference will be given to computer literate person. 	<ul style="list-style-type: none"> Minimum 3 Years' post qualification experience in the field of Office Management, Maintaining Filing System, Keeping Record and Officer Engagement Record. 	20-35	07 (HQ-6 Khi-1)
27.	Staff Car Driver (BPS-04)	Minimum Primary, preferably Matriculate. <ul style="list-style-type: none"> Should be well versed in the traffic rules, holding valid Driving licence. 	<ul style="list-style-type: none"> At least 3 years' of experience in the relevant field. 	20-35	11 (HQ-09 Lhr-1 Khi-1)
28.	Naib Qasid (BPS-01)	Matriculate	-	20-35	12 (HQ-8 Lhr-2 Khi-2)

- Interested candidates should forward their CVs, copy of educational documents, experience certificate, photocopy of CNIC and latest photograph along with Job Application Form at Email naphda2019@gmail.com or on the address given below on or before 3rd May 2021. Applications received after due date will not be entertained.
- Only short listed candidates will be directly called for interview.
- No TA / DA will be given for appearing in interview.
- NAPHDA reserves the right to fill any post or withhold appointment against the advertised posts.
- Above jobs are being offered on purely contract basis, initially for a period of two years extendable, depending upon performance of individuals and as required by this Authority.
- The upper age limit shall be relaxed upto the age of 65 years in case of Retired Civil Servants/Armed Forces Personnel /retired Judicial officers and staff.
- Posts in BPS 1-4 shall be filled on local basis.
- Candidates applying for more than one posts shall be considered against only one post.

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