



Government of Pakistan
Ministry of Energy (Petroleum Division)

JOB OPPORTUNITY

The Directorate General of Petroleum Concessions, Ministry of Energy (Petroleum Division) is seeking applications from suitable Pakistani candidates for following positions on one year contract basis;

S.No.	NAME OF POST	QUALIFICATION	EXPERIENCE	Maximum Monthly Lump Sum Remuneration	Maximum Age
1	Assistant Manager Communications	Bachelors in Humanities preferably in English Language from any HEC recognize institute / university / college.	Graduate with Minimum two (2) years' experience in having the following skillset: <ul style="list-style-type: none">▪ Fluent in Vocal and Written English▪ Official drafting and communication▪ Command in communication and liaison with stakeholders,▪ Expert in public relations / cordial dealing with media outlets▪ Creation / up-dation of content for official website▪ Expert in Complex PowerPoint Presentations	Rs.130,000/-	35

- i. The initial period of contract will be one year which may be extended subject to requirement and satisfactory performance.
- ii. Maximum age will be counted from DoB as per CNIC, upto 15th day of the advertisement. Similarly minimum relevant experience will be counted from 1st day of relevant experience after date of announcement of relevant degree.
- iii. Government servants, and employees of corporate / autonomous / semi-autonomous bodies may apply through proper channel.
- iv. Interested Candidates are advised to submit their complete CV clearly indicating their relevant **qualifications (with passing year/month)**, **experiences (period of service against each position)** and **biodata** along with one colour passport size photograph, within fifteen (15) days of the publication of this advertisement. **Incomplete**, and **late applications will not be considered at all**. Applications submitted On-line through emails or other electronic means will also not be considered at all.
- v. Applications may be addressed to the Director General of Petroleum Concessions, Petroleum House, 3rd Floor, Attaturk Avenue, G-5/2, Islamabad.
- vi. Only shortlisted candidates will be called for interview. No TA/DA will be paid for interview.
- vii. The Department reserves the right to accept or reject any/all applications without assigning any reason.
- viii. The Department reserves the right to withdraw / increase number of vacancies against the advertised positions.
- ix. For any queries contact Mr. Muhammad Arif Baig, Assistant Director (Employment & Training) on Landline: 051-9207724.