

JOB OPPORTUNITIES

Pakistan Council of Architects and Town Planners (PCATP),
Islamabad.



| Sr. # | Name of Post | Qualifications |
|-------|--|--|
| 1. | Deputy Registrar | <ul style="list-style-type: none">- Should have Master's Degree in Public Administration / Social Science from HEC recognized university.- Must have 10 years work experience in an office environment- Should be proficient in MS office and related computer software.- Should have excellent inter personnel communications skills- Must have excellent writing skills in English and Urdu language |
| 2. | Assist. Registrar (Desk Top Publishing and Graphics) | <ul style="list-style-type: none">- Should have Bachelor's Degree in Public Administration / Social Sciences/ Graphic Design from HEC recognized university.- Must have 05 years working experience in an office environment.- Should have command over graphics with excellent digital presentation, report writing / desk top publishing.- Must have excellent inter personnel communication skills- Should be conversant with all social media networks for the promotion of PCATP activities/news.- Must have excellent English writing skills |
| 3. | Manager Finance | <ul style="list-style-type: none">- Bachelor's Degree in Accounting or MBA Finance required (Master's degree preferred)- Must have 5 year experience as a certified public accountant.- Excellent knowledge of accounting procedures and regulations including the Generally Accepted Accounting principles (GAAP)- Strong budgeting, financial forecasting and financial analysis skills required- Advanced computer skills in MS office, accounting software and databases including Oracle- Should have good inter personnel communication skills- Should have fair ability of English language |

1. Please email your CV and educational documents to the undersigned within 15 days of the publication of this advertisement on below mentioned address.
2. No. TA/DA will be admissible.
3. Only shortlisted candidates shall be called for interview.
4. Application received after due date & time will not be entertained.
5. Competent Authority reserves all the rights to accept or reject any or all of the applications without assigning any reason and cancel recruitment to any / all post(s).

Registrar, PCATP

Office No. 7-12, 1st Floor, Usman Center D-12 Markaz,
Islamabad.

Ph No. 051-2706668-9

Email Address: registrar@pcatp.org.pk