

## HUMAN RESOURCE DEVELOPMENT CENTER- INSTITUTE OF MANAGEMENT SCIENCES | PESHAWAR

### PROJECT BASED JOB OPPORTUNITIES

The Institute of Management Sciences (IMSciences) Peshawar is a leading public sector autonomous educational Institution of Khyber Pakhtunkhwa. Its reputation & academic excellence has extended nationally and internationally based on the quality of its graduates and a strong network of partners and collaborators.

The **Human Resource Development Centre (HRDC)** is one of the training, research & consultancy centres of IMSciences Peshawar. HRDC-IMSciences requires the services of qualified & experienced staff for one of its projects. Details of staff & required qualification is given below:

S#	Job Title	Positions	Duration	Qualification and Experience
1	Manager Social Media	01	Up to 16 months	Masters or at least 16 years education in a relevant field from an HEC-recognized institution; At least 02 years experience in digital marketing/social media marketing
2	Advocacy Champion	20 (14 Female; 06 Male)	Up to 15 months	Masters or at least 16 years education in a relevant field from an HEC-recognized institution; At least 02 years experience working with development sector and/or public sector organizations particularly field work, social mobilization and networking, organizing and conducting seminars/workshops
3	Project Associate	02	Up to 15 months	Masters or at least 16 years education in a relevant field from an HEC-recognized institution; At least 02 years experience working with development sector and/or public sector organization; Knowledge and experience of MS Office, managing data and reporting
4	Quality Assurance Expert	01	25 Man-days	Masters or at least 16 years education in a relevant field from an HEC-recognized institution; At least 05 years experience working with development sector and/or public sector organization; Knowledge of RTI/RTS systems and processes and quality assurance mechanisms
5	Designer	01	30 days	Masters or at least 16 years education in a relevant field from an HEC-recognized institution; At least 05 years experience designing print media and digital media products; Knowledge and experience in use of relevant design software and associated platforms

**NOTE:** All the interested candidates shall fulfil the minimum qualification criteria mentioned above. All the interested candidates shall send the following (Hard Copies only):

- A Hand Written (OR) Typed Job Application (Clearly mentioning the job position applied for)
- An Updated Resume/CV
- Attested Photocopies of Education Documents and Experience Certificates (if any)
- Attested Photocopies of CNIC and Domicile
- 03 Passport Size Photographs (white or blue background)

**LAST DATE FOR DOCUMENTS SUBMISSION: March 17, 2021.**

No queries /documents shall be entertained/accepted after the last date of submission. Only shortlisted candidates will be called for Test / Interview. No TA/DA will be admissible.

**ADDRESS: Human Resource Development Centre (HRDC) – IMSciences,**

1-A, Sector E/5, Phase 7, Hayatabad, Peshawar.

Phone: 091-9217332; 5861024-25 Ext: 218.