



# CAREER OPPORTUNITIES

## SEIZE THE OPPORTUNITY FOR CAREER EXCELLENCE AT CBD PUNJAB

The Punjab Central Business District Development Authority (PCBDDA), also known as CBD Punjab, is actively seeking exceptional minds, talented young professionals, and innovative entrepreneurs with experience in high-rise development projects. Our mission is to attract Pakistan's top talent – individuals who share our vision of making a positive impact on people's lives and contributing to the nation's development. This is your opportunity to join our expanding team, where you'll enjoy competitive compensation and benefits while contributing to the country's development ecosystem. Apply Now!

Job Ref. No.	Job Title	Job Role	Education	Min. Experience	Job Ref. No.	Job Title	Job Role	Education	Min. Experience
JRHR/115 PCBDDA/0224AD	Deputy Director Project Management Unit	The role of Deputy Director to the Management is pivotal in leadership, offering essential assistance to the management in implementing strategic initiatives, supervising day-to-day operations, and overseeing special projects. This position calls for a dynamic and experienced professional who can closely collaborate with the management to propel the success of the organization, foster smooth communication between the management and international stakeholders, and engage effectively with government organizations.	Bachelors/Masters in Relevant Field. Previous working experience in performance against computer Systems / Functions.	8 Years	JRHR/142 PCBDDA/0224AE	Executive Human Resource	The Executive of Human Resources is tasked with playing a crucial role in bolstering the HR department, providing support across a range of human resource functions. This role involves actively participating in the creation and execution of HR programs, policies, and procedures.	Bachelors/Masters in Relevant Field	4 Years
JRHR/116 PCBDDA/0224AD	Deputy Director Architecture	The Deputy Director of Architecture is responsible for planning, developing, and overseeing the implementation of building and landscape designs. The ideal candidate should have the capacity to envision space in three dimensions, a thorough understanding of construction technologies, and adept project management skills. Proficiency in advanced technical designs that emphasize functionality and sustainability, along with a demonstrated creative approach throughout the process, is essential for this role.	Bachelors in Architecture	8 Years	JRHR/143 PCBDDA/0224AE	Executive IT	The Executive of IT will play a crucial role in implementing strong IT infrastructures, ensuring smooth network operations, and overseeing system administration to improve the efficiency of the Authority.	Bachelors/Masters in Computer Sciences OR Information Systems	4 Years
JRHR/117 PCBDDA/0224AD	Deputy Director Structures	The Deputy Director of Structures will play a key role in examining structural designs and overseeing their execution in collaboration with consultants and/or contractors. As a technical expert, the individual will employ a focused approach to facilitate optimal structural development and guarantee the success of the project.	Bachelors/Masters in Civil Engineering or relevant qualification from HEC recognized institution.	8 Years	JRHR/144 PCBDDA/0224AE	Executive IT	The Executive of IT will play a crucial role in utilizing expertise as an ERP Specialist to streamline business processes, optimize workflows, and improve overall operational efficiency for the Authority.	Bachelors/Masters in Computer Sciences OR Information Systems	4 Years
JRHR/118 PCBDDA/0224AD	Deputy Director Mechanical Electrical & Plumbing	The Deputy Director of Mechanical Electrical & Plumbing is tasked with evaluating MEP designs and overseeing their execution in collaboration with consultants and/or contractors. Serving as a technical expert, the role involves a focused approach to drive optimal MEP development and guarantee the project's success.	Bachelors/Masters in Civil Engineering or relevant qualification from HEC recognized institution	8 Years	JRHR/145 PCBDDA/0224AE	Executive Accounts	The Executive of Accounts will play a key role in coordinating and performing daily accounting transactions and activities, which encompass tasks such as preparing and managing trial balances, processing bill payments, verifying and checking invoices, handling advances and adjustments, and more.	Bachelors/Masters in Finance/Accounts/Commerce, or equivalent professional or other qualification from HEC recognized institute in Relevant Field	4 Years
JRHR/119 PCBDDA/0224AD	Deputy Director Public Private Partnership & Joint Venture	The Deputy Director of Public-Private Partnership (PPP) & Joint Ventures will oversee a multidisciplinary and proactive coalition, facilitating collaboration between the public and private sectors for the efficient and effective delivery of projects serving public interests. As a vital team member, they will be responsible for supervising the planning, development, and execution of Public-Private Partnership (PPP) & Joint Venture projects.	Bachelors/Masters in Relevant Field	8 Years	JRHR/146 PCBDDA/0224AE	Executive Finance	The Executive of Finance will play a key role in coordinating and carrying out daily financial transactions and activities, such as managing payments, preparing cheques, reconciling accounts, and conducting budgeting and variance analysis.	Bachelors/Masters in Finance/Accounts/Commerce, or equivalent professional or other qualification from HEC recognized institute in Relevant Field	4 Years
JRHR/120 PCBDDA/0224AD	Deputy Director Marketing	The Deputy Director of Marketing is tasked with assisting the Director of Marketing in formulating and implementing marketing strategies to attain the authority's target goals. This position involves supervising marketing campaigns, collaborating with cross-functional teams, and contributing to the overall success of the Marketing Department.	Bachelors/Masters in Relevant Field	8 Years	JRHR/147 PCBDDA/0224AE	Executive Land & Estate	The Executive of Land & Estate position entails taking on the responsibilities of a Customer Care Executive at the CBD Centre of Excellence. The primary focus is to enhance customer care operations and deliver an outstanding service experience to all clients. This role includes formulating strategies to enhance customer care practices, supervising a responsive and knowledgeable team, and cultivating a culture of excellence and continuous improvement in customer service.	Bachelors/Masters in Relevant Field	4 Years
JRHR/121 PCBDDA/0224AD	Deputy Director Investor Relations/Business Development	The Deputy Director of Investor Relations/Business Development plays a crucial role in building and sustaining positive connections with investors, stakeholders, and prospective partners. This is essential for fostering business expansion and improving the authority's standing as well as financial performance.	Bachelors/Masters in Relevant Field	8 Years	JRHR/148 PCBDDA/0224AE	Executive Land & Estate	The Executive of Land & Estate is tasked with serving as a Customer Care Executive at the CBD Centre of Excellence. The primary responsibility is to enhance customer care operations, aiming to provide an outstanding service experience for all clients. This role entails developing strategies to improve customer care practices, supervising a team that is both responsive and knowledgeable, and cultivating a culture of excellence and continuous improvement in customer service.	Bachelors/Masters in Relevant Field	4 Years
JRHR/122 PCBDDA/0224AD	Deputy Director Investor Relations/Business Development	The Deputy Director of Investor Relations/Business Development plays a crucial role in building and sustaining positive connections with investors, stakeholders, and prospective partners. This is essential for driving business expansion and elevating the authority's standing and financial performance.	Bachelors/Masters in Relevant Field	8 Years	JRHR/149 PCBDDA/0224AE	Executive Land & Estate	The Executive of Land & Estate will be tasked with daily updates on records related to land acquisition, disposal, possession, and office matters. Proficiency in record and file management/maintenance is essential, along with the ability to prepare presentations based on management needs.	Bachelors/Masters in Relevant Field and well versed with Land Management, revenue matters	4 Years
JRHR/123 PCBDDA/0224AD	Deputy Director Retail Sales & Customer Service	The Deputy Director of Retail Sales & Customer Service plays a crucial role in supporting the Director to achieve sales objectives and strategies for the retail business. This position is essential for driving revenue growth, improving customer satisfaction, and optimizing operational efficiency within the retail environment. We are seeking a dynamic and experienced professional who can collaborate effectively with customers and across various functions.	Bachelors/Masters in Relevant Field	8 Years	JRHR/150 PCBDDA/0224AE	Executive Project Management	The Executive of Project Management will oversee the review of contractors' schedules, manage project documentation, and provide support in the development of progress tracking modules for the project.	Bachelors in Civil Engineering or relevant qualification from HEC recognized institution	4 Years
JRHR/124 PCBDDA/0224AD	Deputy Director Admin/Operations	The Deputy Director of Administration/Operations plays a crucial role in overseeing the seamless operation of administrative and operational processes within the authority. This role involves overseeing day-to-day administrative and operational functions, as well as developing and implementing policies, procedures, and guidelines to optimize operations and improve overall efficiency.	Bachelors/Masters in Relevant Field	8 Years	JRHR/151 PCBDDA/0224AE	Executive QS & Contract Management	The Executive of QS & Contract Management will play a key role in supporting the Departmental Team with all contractual and related affairs throughout the project lifecycle, encompassing tasks from contract administration to contract management.	Bachelors in Civil Engineering or relevant qualification from HEC recognized institution	4 Years
JRHR/125 PCBDDA/0224AD	Assistant Director Human Resource	The Assistant Director of Human Resources plays a key role in working closely with the Deputy Director and Director of Human Resources to ensure the efficient implementation of HR policies, procedures, and programs. This individual is tasked with taking a leadership role in overseeing designated HR functions, managing staff, and making positive contributions to the development and execution of HR initiatives.	Bachelors/Masters in Relevant Field	6 Years	JRHR/152 PCBDDA/0224AE	Executive Infrastructure	The Executive of Infrastructure will play a crucial role in reviewing Infrastructure Designs and overseeing their implementation in collaboration with consultants and/or contractors. The primary objectives will be on leveraging technical expertise to facilitate optimal infrastructure development.	Bachelors in Civil Engineering or relevant qualification from HEC recognized institution	4 Years
JRHR/126 PCBDDA/0224AD	Assistant Director GIS	The Assistant Director of GIS plays a crucial role in utilizing spatial data and technology to aid decision-making, planning, and analysis. This position involves leading the collection, authorization, and analysis of field data. Utilize expertise in Geographic Information Systems for advanced surveying and spatial analysis.	BSc/MSc in Space Sciences/ GIS/ Geography/ Env. Science or any related Field	8 Years	JRHR/153 PCBDDA/0224AE	Executive Legal	The Executive of Legal will be tasked with handling matters related to commercial and corporate laws, as well as engaging in activities such as legal research and opinion writing.	LLB from HEC Recognized college/University.	4 Years
JRHR/127 PCBDDA/0224AD	Assistant Director Architecture	The Assistant Director of Architecture will play a crucial role in efficiently aiding the planning, development, and implementation of building and landscape designs. The individual should possess professional qualifications, including the ability to visualize space in three dimensions and a sound understanding of construction technologies. As a diligent professional with strong interpersonal skills, they are expected to describe and apply sound technical design skills. Furthermore, they should demonstrate the capability to generate designs that are not only functional and creative but also sustainable.	Bachelors/Masters in Relevant Field	8 Years	JRHR/154 PCBDDA/0224AE	Executive Legal	The Executive of Legal will be tasked with handling matters related to commercial and corporate laws, as well as engaging in activities such as legal research and opinion writing.	LLB from HEC Recognized college/University.	4 Years
JRHR/128 PCBDDA/0224AD	Assistant Director Information & Communication Technology	The Assistant Director of ICT will play a crucial role in supporting the director with ICT initiatives, overseeing digital transformation efforts, and ensuring the effective implementation of our technology and digital strategies. They will be responsible for ensuring the timely collection of ICT projects through effective coordination with project stakeholders.	Bachelors/Masters in Electrical Engineering or relevant qualification from HEC recognized institution.	8 Years	JRHR/155 PCBDDA/0224AE	Officer Human Resources	The Officer Human Resources is tasked with playing a crucial role in supporting various HR functions, which encompasses, but are not limited to, recruitment, onboarding, employee relations, and HR administration.	Graduation/Bachelors in Relevant Field	2 Years
JRHR/129 PCBDDA/0224AD	Assistant Director QS & Contract Management	The position of Assistant Director of QS & Contract Management entails supporting the Director in all matters related to quality surveying and contracts management, ranging from contract administration to contract management. As a seasoned professional of deeply passionate about the role, you should be enthusiastic about utilizing your established contract management expertise to optimize processes and ensure adherence to compliance standards.	Bachelors in Civil Engineering or relevant qualification from HEC recognized institution.	6 Years	JRHR/156 PCBDDA/0224AE	Officer Human Resources	The Officer Human Resources is tasked with playing a crucial role in supporting various HR functions, which encompasses, but are not limited to, recruitment, onboarding, employee relations, and HR administration.	Graduation/Bachelors in Relevant Field	2 Years
JRHR/130 PCBDDA/0224AD	Assistant Director Structures	The Assistant Director of Structures will play a key role in reviewing structural designs and overseeing their implementation in collaboration with consultants and/or contractors. Emphasizing technical expertise, the focus is on driving optimal structural development to ensure the success of the project.	Bachelors/Masters in Civil Engineering or HEC recognized institution.	8 Years	JRHR/157 PCBDDA/0224AE	Officer IT	The Officer IT is responsible with ensuring the smooth execution of IT operations and the optimal utilization of technology infrastructure at both the authority and site.	Bachelors/Masters in Computer Sciences OR Information Systems	6 Months
JRHR/131 PCBDDA/0224AD	Assistant Director Business Development/Investor Relations	The Assistant Director of Business Development/Investor Relations will play a crucial role in elevating authority value by implementing innovative business strategies, demonstrating financial expertise, and fostering effective communication. This role includes responsibilities such as identifying opportunities, nurturing essential stakeholder relationships, and making significant contributions to the overall success of the corporation.	Bachelors/Masters in Relevant Field	6 Years	JRHR/158 PCBDDA/0224AE	Officer IT	The Officer IT will play a key role in efficiently overseeing and ensuring the seamless functioning of computer systems, peripherals, and networks.	Intermediate or Above with computer courses as plus point. Fresh, preferably one year experience in similar role	6 Months
JRHR/132 PCBDDA/0224AD	Assistant Director Business Development/Investor Relations	As the Assistant Director of Business Development/Investor Relations, your primary focus will be on elevating authority value through innovative business strategies, demonstrating financial expertise, and fostering effective communication. This role includes responsibilities such as identifying opportunities, nurturing essential stakeholder relationships, and making significant contributions to the overall success of the corporation.	Bachelors/Masters in Relevant Field	6 Years	JRHR/159 PCBDDA/0224AE	Officer Accounts	The Officer Accounts position will involve supporting Managers in fundamental responsibilities, including task like bookkeeping, voucher, payment settlements, project accounting, budgeting, and reporting.	Bachelors/Masters in Finance/Accounts/Commerce, or equivalent professional or other qualification from HEC recognized institute in Relevant Field	6 Months
JRHR/133 PCBDDA/0224AD	Assistant Director Retail Sales & Customer Service	The Assistant Director of Retail Sales & Customer Service will play a crucial role in assisting the Deputy Director to achieve retail business sales goals and enhance customer experiences.	Bachelors/Masters in Relevant Field	8 Years	JRHR/160 PCBDDA/0224T93	Officer Technical	The Officer Technical's responsibility includes overseeing the daily progress of construction activities, ensuring they align with plans and project specifications. Additionally, you will be tasked with maintaining on-site quality standards and compliance with Health, Safety, and Environment (HSE) protocols.	Bachelors in Civil Engineering or relevant qualification from HEC recognized institution.	6 Months
JRHR/134 PCBDDA/0224AD	Assistant Director Brands	The Assistant Director of Brand will play a key role in crafting and executing impactful brand-building strategies. In this position, the AD Brands will generate innovative ideas aligned with commercial and marketing goals, oversee plan implementation, and provide comprehensive reports on campaign outcomes.	Bachelors/Masters	8 Years	JRHR/161 PCBDDA/0224T93	Officer Procurement	The Officer Procurement role involves serving as a dedicated market appraiser with a sharp focus on industry trends. The individual is expected to bring expertise in market analysis, aiming to improve the efficiency and decision-making of the procurement department.	Bachelors/Graduate in Relevant Field	2 Years
JRHR/135 PCBDDA/0224AD	Assistant Director Digital	The Assistant Director of Digital will play a crucial role in spearheading our digital transformation initiatives and promoting the integration of digital technologies throughout the organization. Collaborating closely with senior leaders, you will be instrumental in formulating and executing digital strategies that align with our business goals, positioning us for sustained success in a dynamically changing digital environment.	Bachelors/Masters	8 Years	JRHR/162 PCBDDA/0224T93	Document Controller (Technical)	The Document Controller (Technical) position entails overseeing and enhancing Document Management Processes, ensuring departmental compliance. The role requires a commitment to maintaining precise records, implementing version control, and improving operational efficiency.	Bachelors/Graduate/Relevant qualification from HEC recognized institution	2 Years
JRHR/136 PCBDDA/0224AD	Assistant Director Legal	The Assistant Director of Legal will have the responsibility of handling matters related to commercial and corporate laws, as well as engaging in legal research, opinion writing, and other related tasks.	LLB from HEC Recognized college/University	8 Years	JRHR/163 PCBDDA/0224T93	CAD Operator	The CAD Operator's responsibility includes generating drawings and drafting necessary plans. Proficiency in 3D Max is essential for creating 3D models of building/master plans and overseeing multiple projects within specified deadlines.	Diploma Holder	5 Years
JRHR/137 PCBDDA/0224AD	Assistant Director Procurement	The Assistant Director of Procurement will play a crucial role in aiding the design and development of procurement initiatives, improving operational efficiency, supervising processes, and negotiating contracts, and ensuring optimal supplier relationships to contribute to the success of the Authority.	Bachelors of Business Administration with Majors in Supply Chain or Finance	8 Years	JRHR/164 PCBDDA/0224T93	CAD Operator	The CAD Operator position entails the creation of drawings and drafting necessary plans, with a mandatory requirement for proficiency in 3D Max to generate building/master plan models. This role also involves overseeing multiple projects and ensuring adherence to deadlines.	Diploma Holder	5 Years
JRHR/138 PCBDDA/0224AD	Assistant Director Fleet Management/Operations	The Assistant Director of Fleet Management/Operations will have the responsibility of overseeing Fleet Management/Operations and ensuring the efficient operation of all relevant assets.	Bachelors/Masters in Relevant Field	8 Years	JRHR/165 PCBDDA/0224T93	Patwari	As a seasoned Patwari with experience, it is essential to possess current knowledge of revenue and rates, regulations and records.	FA or Equivalent	5 Years
JRHR/139 PCBDDA/0224AD	Assistant Director Audit	The Assistant Director of Audit will have the responsibility to ensure that all activities related to official files adhere to official rules and regulations. This includes implementing internal audit controls and applying professional expertise in the auditing process.	CA/ACCA, Masters in Finance, Accounts, Commerce/ Bachelors in Commerce (Hons) or equivalent qualification from HEC recognized institute along with CA/CPA/PIPA	8 Years	JRHR/166 PCBDDA/0224T93	Driver	As a driver, it is essential to perform daily tasks with efficiency. The applicant should possess a valid LT/MTV driving license.	Middle/Matric	5 Years
JRHR/140 PCBDDA/0224AD	Assistant Director Project Management Unit	The Assistant Director of the Project Management Unit plays a crucial role in offering extensive administrative assistance to the Management. This position demands a proactive and detail-oriented professional capable of handling various tasks, including establishing connections with government and related officials, while maintaining strict confidentiality.	Bachelors/Masters in Relevant Field	8 Years	JRHR/167 PCBDDA/0224T93	Driver	As a driver, it is essential to perform daily tasks with efficiency. The applicant should possess a valid LT/MTV driving license.	Middle/Matric	5 Years
JRHR/141 PCBDDA/0224AE	Executive Project Management Unit	The Executive of the Project Management Unit holds a crucial role in offering vital support to the management. This position necessitates a professional with a keen eye for detail and strong organizational skills, capable of overseeing diverse tasks, improving office efficiency, and ensuring smooth communication channels between the management, international stakeholders, and government organizations.	Bachelors/Masters in Relevant Field	8 Years	JRHR/168 PCBDDA/0224T93	Security Guard	The Security Guard is tasked with ensuring the security and safety boundaries of the authority.	Matriculation	5 Years

To Apply, please visit career portal [www.cbdpunjab.gov.pk/careers](http://www.cbdpunjab.gov.pk/careers) and create profile/upload your CV and select an appropriate position to apply. Last date of application submission is 15 March 2024. Only online applications will be accepted, except for Driver and Security Guard (Hard Copies can be submitted.)

**Note:** ❶ We are Equal Opportunity Employer. ❷ All Education (either from HEC Recognized institutions in Pakistan) or equivalence of foreign degree duly issued and verified by the HEC, where applicable. ❸ All educational degrees must be verified by HEC/institute, where applicable. ❹ Only Shortlisted candidates will be called for interview. ❺ All Positions are on Full-time basis. ❻ Valid PEC License/Certificate/PCAPT Certificate, in case of Engineer / Architect shall be submitted. ❼ The Appointing Authority reserves the right to accept/reject candidature without assigning any reason thereof. ❽ Candidate already serving in Govt/Semi Govt Departments shall apply through proper channel and submit NOC from their respective departments along with the application. Their selection will be done as per defined rules and regulations of PCBDDA. ❾ Age relaxation of up to five (05) years, in upper age limit for Retired Government/Military personnel will be allowed as per Human Resource Regulations. ❿ Minimum and Maximum age limit will be as per the Labor Laws and applicable Government Regulations. ⓫ Candidates with experience in relevant field will be considered.