



GOVERNMENT OF PAKISTAN
CABINET DIVISION
ISLAMABAD

VACANCY ANNOUNCEMENT

Applications are invited from Pakistani nationals for the following position:

Position	Administrator, Sheikh Sultan Trust, Karachi.
Emolument	Equivalent to BS-21 with fringe benefits as admissible to BS-21 Civil Servants.
Responsibilities	a) Manage the affairs of the Trust. b) Implementation of the decisions taken by the Chairman/Board of Trustees. c) Exercise financial powers delegated by the Chairman/Board of Trustees from time to time. d) Take steps for executing the real objectives of the Trust. e) Draw plans for effective utilizations of Trust resources. f) Look after all other matters concerning the Trust. g) Dealing with the legal matters of the Trust in an efficient manner.
Age	45-55 years as on closing date of applications.
Basic qualification	FCMA/MBA/LLB/BSc Civil Engineering from an institution recognized by the Higher Education Commission.
Experience	At least 15 years work experience in public or private sector including project designing, project implementation, project management, financial management, administration of real estate, out of which minimum five years should be in managerial / supervisory capacity.
Tenure	The selected candidates shall be appointed for a term of two years on contract basis extendable for another similar term.

Interested applicants should submit applications alongwith C.V. and recent photograph to the undersigned within **15 days** of publication of this advertisement. Only short-listed candidates will be called for interview. Government Servants must apply through Proper channel. Advance copies will not be considered.

Section Officer (Org-IV)
Cabinet Division, Room No.3004, 3rd Floor,
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