



GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT DEPARTMENT
INVESTMENT CLIMATE REFORM UNIT

Planning & Development Department Government of Punjab has established Investment Climate Reform Unit (ICRU) for improving investment climate in the Province of Punjab. The following Positions are required to be filled on urgent basis at **market based salary**.

Sr. No	Positions	Eligibility Criteria	No of Posts
1	Directors	<ul style="list-style-type: none">▪ Master's degree in Public Administration, Business Administration or Social Sciences from a reputed, HEC recognized national or international university.▪ At least 10 years of relevant experience in private and or public sector;▪ Should have adequate knowledge regarding the Investment policies, rules, regulations, reforms, corporate & investment sector and commercial activities.▪ Should be able to analyze and solve complex problems;▪ Should be able to work independently as well as part of a team;▪ Maximum 50 years of age.	04
2	Executives	<ul style="list-style-type: none">▪ Master's degree in Public Administration, Business Administration, or Economics from a reputed, HEC recognized national or international university.▪ At least 2 years of successful and relevant experience in private or public sector.▪ Excellent communication and networking skills;▪ Capacity to work independently as well as part of a team;▪ Maximum 45 years of age.	08
3	Personal Secretary to M.D	<ul style="list-style-type: none">▪ Master's degree / 16 years of education in Social sciences, Marketing, Business Administration, Mass Communication or relevant field from a reputed, HEC recognized well reputed local or international university;▪ At least 2-3 years of successful and verifiable experience in a relevant field;▪ Excellent communication and networking skills;▪ Capacity to work independently as well as part of a team;▪ Maximum 35 years of age	01
4	Receptionist	<ul style="list-style-type: none">▪ Bachelor's degree from HEC recognized national or international university▪ At least 02 years relevant experience in a reputable Public/Private sector organization▪ Proficiency in using telephone exchange & fax machine.▪ Proficiency with basic computer skills, e.g. MS Office, Email etc.▪ Maximum 30 years of age	01
5	Dispatch Rider	<ul style="list-style-type: none">▪ Matric from recognized board.▪ One year relevant experience in public or private sector with valid Motorcycle driving license and well versed in traffic rules.▪ Maximum 30 years of age.	01

6	Office Boy	<ul style="list-style-type: none">▪ Matric from recognized board.▪ Maximum 28 years of age	02
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1. Application along with latest photograph and photocopies of all educational degrees from HEC recognized universities, duly attested, should be submitted at the below mentioned address latest by 21/08/2017.
2. Government employees should apply through proper channel.
3. Incomplete applications or applications received after due date will not be considered.
4. Only short-listed candidates will be invited for interview.
5. Detailed Job Descriptions of all the positions are available at www.icru.punjab.gov.pk.
6. The competent authority reserves the right to increase or decrease the posts at any stage.

Managing Director
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