JOB OPPORTUNITIES

The Local Government, Elections and Rural Development Department invites applications from capable and motivated individuals having domicile of Khyber Pakhtunkhwa/Merged Areas to fill the following project posts. purely on contract basis The candidates fulfilling the following qualifications and experience criteria may only apply.

S.No	Position title	No. of Post	Minimum Qualification & Experience.	Age Limit at the time of closing date
1.	Senior Finance Officer	01	Professional accounting qualification (CA/ACCA/CPA) or a Master's degree in Business Administration in finance or M. Com, or equivalent degree in finance or accounting from HEC recognized University or Institution. At least 07 years of financial management or Audit & Accounts management experience, including 02 years as Finance Specialist or in a similar position.	Up to 45 years
2.	Senior Capacity Development Officer	01	Master's Degree in Social Sciences/ Social Work from the HEC recognized university/ institution. At least 05 years' experience in donor funded developmental projects 03 years' experience in working with the communities of Merged Districts in social organization and in managing / imparting capacity building trainings for male/female communities and stakeholders.	Up to 60 years
3.	Environmental & Social Specialist	01	Master`s degree in Environmental Sciences, Bachelor of Engineering (Civil) or Master degree in (Social Sciences, Agricultural Sciences) from the HEC recognized University/Institution. Minimum 5 years relevant work experience;	Up to 60 years
4.	Capacity Development Officer	04	Master's Degree in Social Sciences/ Social Work/ from the HEC recognized university/ institution. At least 03 years' experience in planning & implementation of capacity development projects/ training projects.	Up to 45 years
5.	Lead IT Specialist	01	BS (4 Years) Information Technology, Software Engineering, Computer Science / Master in Computer Science from HEC recognized university / institution. At least 07 years working experience in the field of Information Technology and Management. Experience of working with aid agencies desired.	Up to 60 years
6.	Senior MIS Officer	01	BS (4 Years) Information Technology, Software Engineering, Computer Science / Master in Computer Science from HEC recognized university / institution. At least 5 years of experience in database management, application development, and MIS implementation. She/he must also has:	Up to 60 years
7.	Database Officer	01	BS (4 Years) Information Technology, Software Engineering, Computer Science / Master in Computer Science from HEC recognized university / institution. 3 years' experience in relevant field as Data base management.	Up to 45 years
8.	Database Developer	03	BS (4 Years) Information Technology, Software Engineering, Computer Science / Master in Computer Science from HEC recognized university / institution. At least 03 years of experience in database development, IT management, programming, and system optimization. Strong expertise in database management systems (SQL, PostgreSQL, or NoSQL).	Up to 45 years
9.	MIS Officer	01	BS (4 Years) Information Technology, Software Engineering, Computer Science / Master in Computer Science from HEC recognized university / institution.	Up to 45 years

TERMS & CONDITIONS:

1. Candidates will be provisionally allowed to appear in the ETEA screening test. However detailed scrutiny

will be carried out by the appointing authority and if any candidate is found ineligible in any respect at any stage of the recruitment process, he/she will be disqualified by the Appointing Authority.

2. All the candidates will be required to create profile on ETEA's website. After creating the profile and before applying/depositing fee for any post, such candidates will have to print E-Sahulat token from ETEA's website and get their CNIC No. verified from any NADRA E-Sahulat franchise (Kiosk). Without such verification, they will not be able to apply for any post.

3. Before applying the candidates must read the detail TORs, qualification and experience for each post and can be downloaded from the official website of Local Government, Elections& Rural Development Department, Khyber Pakhtunkhwa (www.lgkp.gov.pk) and ETEA website.

4. Appointment to the above posts will be made under the project policy of the Government of Khyber Pakhtunkhwa. The employees so appointed will be governed by the project policy, and their services will be liable to termination upon expiry of the project life or earlier if their performance is found unsatisfactory.

5. Interview calls letter will be issued to short listed candidates only.

6. Screening of the candidates will be based on a test to be prescribed and conducted by the ETEA. The passing marks in ETEA Test will be 40%.

7. Candidates should be eligible in all respects by the last date of receipt of the applications.

8. Application received after due dates will not be entertained. Incomplete applications and applications received after due dates will not be entertained.

9. The candidates working in Government/Semi-Government bodies should apply through proper channel.

10. Candidates intending to apply for more than one post shall apply separately for each post with separate fee.

11. Experience from Government/Semi Government/ Autonomous Bodies/ Government or Donor Funded Projects will only be acceptable for post from S.No.01 to 03. Whereas for IT Posts from S.No. 04 to 08, in addition to above experience from Private Firms/ Organizations only registered with the relevant IT Boards/Pakistan Software Export Board and SECP will be acceptable only.

12. Competent Authority reserves the right to increase/decrease the number of vacancies or cancel/reject any application without assigning any reason.

13. No TA/DA will be admissible for test/Interview.

14. In case of foreign degree, equivalent certificates from HEC must be provided.

15. Errors/Omissions in number of posts are subject to rectification.

HOW TO APPLY

1. Interested candidates may first visit www.etea.edu.pk and apply for the posts online.

2. After successful submission of online application, a prescribed online deposit slip (having token number, Project code &candidates' personal information) will be generated.

3. Take a printout of the generated deposit slip & deposit the prescribed test fee (nonrefundable) through Easypaisa app or Agent Jazz Cash app or at any branch of UBL Bank via UBL OMNI agent.

4. After successful fee submission, please keep the original deposit slip (candidate copy) having bank desired stamp with yourself and do not share it with anyone else.

5. After online apply, don't send documents/testimonials to ETEA office, copies of testimonials/documents will however, be provided by the candidates who qualify the screening test, as and when required by ETEA or the Appointing Authority for scrutiny purposes.

6. Availability of online Application Form on www.etea.edu.pk on 08th October, 2025

7. Last date for submission of online Application is 22nd October, 2025

8. Candidates will be informed through SMS by ETEA to download and Print their Roll No. Slips from www.etea.edu.pk. Candidates are directed to do not give ported/converted mobile number.

9. Test Date, Time & Venue will be mentioned on Roll No. Slip.

10. No separate Call Letter will be issued to candidates for screening test through postal/courier means.

Project Director,
Project Implementation Unit, KP-RIISP
Directorate General, LG&RDD
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