



**GOVERNMENT OF GILGIT BALTISTAN  
PLANNING AND DEVELOPMENT DEPARTMENT  
ECONOMIC TRANSFORMATION INITIATIVE**



No. ETIGB/PCU/HR/01/13

**Job Opportunities**

Economic Transformation Initiative (ETI) Gilgit Baltistan (GB) invites applications for the following contractual positions;

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|---|---|
| <b>1. Assistant to Regional Programme Coordinator</b> | <b>2. Monitoring &amp; Evaluation Assistant</b> |
| <b>3. Field Finance Controller</b>                    | <b>4. Finance &amp; Admin Assistant</b>         |

Interested candidates may download the Application Form along with prescribed test fee deposit slip from CTSP website [www.ctsp.com.pk](http://www.ctsp.com.pk). Please send duly complete application form and original fee deposit slip (along with 3 photos and a copy of CNIC) to CTSP Headquarter, Office No. 802, Sector D-12/2 Main Double Road, Islamabad, within 15 days of publication of this advertisement. Female applicants are encouraged to apply.

For detail information, please visit [www.ctsp.com.pk](http://www.ctsp.com.pk) or information may also be acquired from [www.etigb.com.pk](http://www.etigb.com.pk)

<b>Career Testing Services Pakistan</b> CTSP Headquarter Office # 802, Sector D-12/2 Main Double Road, Islamabad Contact# 051-2223898, 03312223898 & 0336-2223898	<b>Manager Administration &amp; HR</b> Programme Coordination Unit-Gilgit House No. 4, River View Road, Domiyal Gilgit Ph # 05811-922553
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PLANNING AND DEVELOPMENT DEPARTMENT  
ECONOMIC TRANSFORMATION INITIATIVE**



**آسامیاں خالی ہیں**

Economic Transformation Initiative GB (ETI-GB) is a Government Funded Programme co-funded by IFAD with the total cost of Rs. 12 billion that will be implemented over a period of 7 years. This aim to improve income, reduce Poverty and malnutrition in rural areas of Gilgit-Baltistan. The development objective is to improve production and productivity through development of additional 50,000 acres of irrigated crop area benefitting around 100,000 small households, improved connectivity to markets through upgrading of 400 kms of farm to market road (shingle compacted) and promotion of demand driven value chain of regional products. ETI-GB invites application from suitable and competent candidates to fill the following contractual positions.

S.No	Name of Post	No. of Posts	Qualification	Experience (Years)	Location
1	Assistant to Regional Programme Coordinator.	01	Master degree in Business/Public Administration / Management/Social/ Behavioral/Science, Arts or any other relevant degree with minimum three years' relevant post qualification experience of the field.	<ul style="list-style-type: none"> <li>Proficient in English and Urdu.</li> <li>Excellent organizational skills, detailed-oriented and high degree of accuracy required.</li> <li>Strong analytical skills and presentation skills</li> <li>Excellent interpersonal skills to effectively interact with all levels of staff and partners.</li> <li>Be self-motivated, proactive and have a positive attitude to work with minimum supervision.</li> <li>Excellent facilitation, oral and written communication skills.</li> <li>Proficiency in Microsoft Office.</li> </ul>	Diamer
2	Monitoring & Evaluation Assistant	01	Master's degree/4 years graduation in Social Sciences or related field.	<ul style="list-style-type: none"> <li>Good level in all common MS Office applications (Word, Excel, PowerPoint)</li> <li>Knowledge of data collection and field monitoring of schemes is a plus.</li> <li>Knowledge of database e.g., MS Office, Access is a plus.</li> <li>Minimum 3 years' work experience in M&amp;E field of development projects.</li> </ul>	Diamer
3	Field Finance Controller	01	Bachelor's Degree in Accounting, Finance or Business, ACCA or CA finalist.	<ul style="list-style-type: none"> <li>Minimum of 03 years' experience of any reputed organization in the similar field, preferably in cash for work.</li> <li>Upto date knowledge of current financial and accounting computer applications.</li> <li>Excellent verbal, analytical, organizational and written skills.</li> <li>Proficient in MS Office applications, significant experience in MS Excel.</li> <li>Proficiency in English report writing.</li> </ul>	Diamer
4	Finance & Admin Assistant	01	Bachelor's Degree in Accounting, Finance or Business, ACCA or CA finalist.	<ul style="list-style-type: none"> <li>Minimum of 03 year experience in any reputed Organization in the similar field.</li> <li>Upto date knowledge of current financial and accounting computer applications.</li> <li>Excellent verbal, analytical, organizational and written skills.</li> <li>Proficient in MS Office applications, significant experience in MS Excel.</li> <li>Proficiency in English report writing.</li> </ul>	Diamer
	<b>Total</b>	<b>04</b>			

**Terms and Conditions:-**

- The above positions are purely on contractual, initially for one year; extendable subject to satisfactory performance.
- In-service persons should apply through proper channel.
- Number of posts can be increased or decreased at any stage of process by competent authority.
- For test/interview separate date and venue will be communicated and advertised on Departmental and CTSP website.
- Only qualified / short-list candidates will be called upon for interview after written test.
- No TA/DA will be admissible for appearing in test or interview.
- Further details can be obtained from website [www.ctsp.com.pk](http://www.ctsp.com.pk)

**How to apply:**

- Please download the Application Form along with the prescribed test fee deposit slip from CTSP website. [www.ctsp.com.pk](http://www.ctsp.com.pk)
- Pay the fee in any of the countrywide online branch of HBL, UBL and KCBL, attach the paid copy of the deposit slip with the filled-up application form.
- Please send the complete Application form (along with 3 colored photos and a copy of your CNIC) to CTSP Headquarters, office No.802, Sector D-12/2 Main Duoble Road Islamabad, within 15 days of publication of this advertisement.
- Incomplete applications and received after due date will not be entertained. Do not send applications by hand.
- Do not attach copies of academic certificates at this stage. Department reserves the right to detach the candidate at any stage in case of provision of false information.

**Career Testing Services Pakistan**  
 CTSP Headquarter  
 Office No.802 Sector D-12/2 Main Double Road Islamabad.  
**Contacts:** 051-2223898, 0331-2223898 & 0336-2223898  
**Website:** [www.ctsp.com.pk](http://www.ctsp.com.pk)

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