

CAREER OPPORTUNITIES

Applications are invited from suitable candidates for the following posts, purely on contract basis initially for a period of one year for the Chief Secretary's Service Delivery Unit (CSSDU) on Market Based Salary:-

S. No.	Nomenclature of position	Social & Services Wing	Economic Growth Wing	Salary Scale
1.	Team Lead		01	MBS-1
2.	Associate	01	01	MBS-II
3.	Analyst	01	01	MBS-III
4.	Analyst	01	01	MBS-IV
Total Positions		07		-

REQUIREMENTS

i.	Education Qualification	A minimum of 16 years of education is required. Preference will be given to individuals based on the quality of their degree (in order, top tier international universities, national centers of excellence, traditional public-sector centers of excellence and other universities).
ii.	Cover Letter	A one to two-page cover letter which states the candidate's interest in the role, and why he thinks he is suitable for the role. The cover letter will be used as a go / no-go criteria, with poor or unprofessional cover letters leading to an application being discarded.
iii.	Quality of Experience and Achievement	This will be important in particular for individuals applying from universities lacking accreditation and academic ranking or for individuals applying to the more senior position of Team Lead, a demonstrable track record of excellence and leadership is what is being sought.

ELIGIBILITY CRITERIA

i.	Team Lead (MBS-I)	i. A minimum of fifteen years of relevant professional experience in Pakistan or in the international market. ii. A track record of outstanding achievement that is demonstrable and can be verified, including the experience of leading teams of people successfully. iii. A minimum of sixteen years of education in the relevant field. iv. Applicants can have experience in the public, private or development sectors, or a mixture of all.
ii.	Associate (MBS-II)	i. A minimum of ten years of relevant professional experience in Pakistan or in the international market. ii. A track record of outstanding achievement that is demonstrable and can be verified. iii. A minimum of sixteen years of education in the relevant field. iv. Applicants may have experience in the public, private or development sectors or a mixture of all.
iii.	Analyst (MBS-III)	i. A minimum of five years professional experience in Pakistan or in the international market. ii. A track record of outstanding achievement that is demonstrable and can be verified. iii. A minimum of sixteen years of education in the relevant field. iv. Applicants may have experience in the public, private or development sectors or a mixture of all.
iv.	Analyst (MBS-IV)	i. Fresh Graduate with sixteen years of education in relevant field. ii. A track record of outstanding achievement that is demonstrable and can be verified.

RECRUITMENT PROCEDURE:

i.	Phase-I	All applications will be shortlisted based upon the academic credentials, quality of CV, Cover Letter, professional track records, background checks and verification of references.
ii.	Phase-II	All the shortlisted candidates will go through a Standardized Aptitude Test for assessment of their basic proficiency as per GRE for MBS-I to MBS-IV. This test shall also include assessment of technical competency including financial, technical and strategic skills. (Case Study / Problem Solving approach will be applied)
iii.	Phase-III	Detailed Interviews will be conducted in the final phase for evaluating abilities of the candidates for fulfillment of job requirements.

(Marks will not be carried forward from one phase to the next)

TERMS & CONDITIONS

i.	Candidate serving in government, semi government or autonomous organization shall apply through proper channel.
ii.	Only shortlisted candidates will be called for test / interview. No TA / DA will be admissible.
iii.	The competent authority reserves the rights to cancel or decrease the No. of posts.
iv.	A candidate shall not apply for more than one post. After completion and evaluation process he/she may be offered a lower position (as above).

NOTE

i.	All the applicants should submit applications along-with two-page CV (maximum length) including three references, accompanied by a two-page cover letter and attested copies of Educational Credentials and other relevant documents, clearly mentioning the post applied for, on the corner of the envelop on the address given below.
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LAST DATE FOR SUBMISSION OF APPLICATIONS IS 31.01.2026.

**SECTION OFFICER (ADMN), ADMINISTRATION DEPARTMENT, GOVERNMENT OF KHYBER PAKHTUNKHWA,
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