

PAKISTAN SOFTWARE EXPORT BOARD (PSEB)
VACANCY ANNOUNCEMENT

Pakistan's IT and ITeS sector is experiencing phenomenal growth in export revenues. Pakistan Software Export Board (PSEB), the Apex body of the Ministry of IT and Telecommunication, is responsible for the development and capacity building of the IT and IT-enabled Services (ITeS) sector in Pakistan, for ensuring exports growth, and brand building of Pakistan and its IT and ITeS industry globally. PSEB requires the services of a professional resources on a contractual basis, with the following qualifications and experience.

Sr.	Position Title	Age Limit	Reports to	Qualification and Experience
1	Chief Industry Development Officer	55 Years	Chief Executive Officer	<ul style="list-style-type: none"> Minimum 16 years of education in engineering, computer sciences, or management disciplines from HEC-recognized local or international University, preferably with a higher degree in management, business administration, or finance. PMP certification would be an advantage. Minimum 15 years of post qualification experience in handling skills development programs, infrastructure development, managing regulatory affairs, dealing with taxation issues, undertaking initiatives for ease of doing business and reducing cost of doing business, building industry-academia linkages; including five years of demonstrable project management experience. A minimum of three years of experience in a relevant leadership role is required, preferably in a technology-driven organization.
2	Manager Digital Media & Content Creation	45 Years	Director Marketing & Branding	<ul style="list-style-type: none"> Minimum 16 years of education in marketing / Business Administration / strategic management / Journalism / Computer Science / Mass Comms / Research / Media/ International Relations or a related field from HEC recognized university. Minimum 08 years of post qualification experience in writing, content producing, digital marketing, media handling, or campaign management. Candidates with experience in IT/Tech sector will be preferred for this role.
3	Coordinator Training & Certifications	40 Years	Director Skills & Capacity Development	<ul style="list-style-type: none"> Minimum 16 years of education in computer sciences, social sciences, engineering, management, business administration or a related discipline from HEC-recognized university. Minimum 05 years of post qualification experience in coordinating training and certification programs, preferably in public sector or IT & ITeS domain. Familiarity with public sector skill development programs, IT & ITeS stakeholders, and the freelance ecosystem is highly desirable.
4	Assistant Manager Finance	40 Years	Manager Finance & Accounts	<ul style="list-style-type: none"> Minimum 16 years of education in Accounting, Finance, or equivalent in a related discipline with at least 05 years of post-qualification relevant experience OR CA (Intermediate)/CAF with a minimum 05 years' relevant post qualification experience, including articles.
5	Assistant Manager Statutory Affairs	40 Years	Company Secretary	<ul style="list-style-type: none"> Minimum 16 years of education in Finance, Accounts or Member of Institute of Corporate/Chartered Secretaries or L.L.B OR Equivalent from HEC recognized university with at least 5 years' post qualification experience in statutory and corporate affairs preferably of a Public Sector Organization or reputable multinational companies.
6	Assistant Manager Internal Audit	40 Years	Director Internal Audit	<ul style="list-style-type: none"> Minimum 16 years of education in Accounting, Finance, or equivalent in a related discipline with at least 5 years of relevant post-qualification experience in internal audit, external audit, risk management, or compliance OR CA (Inter)/CAF with a minimum five years of relevant post qualification experience including articles. Preference will be given to candidates with experience in public sector organizations, state-owned enterprises, or reputable multinational companies.
7	Assistant Manager Strategy & Partnership	40 Years	Manager Strategy & Partnerships	<ul style="list-style-type: none"> Minimum 16 years of education in Computer Sciences, Management, Business Administration, Marketing, International Relations, Mass Communication or a related field. Minimum 05 years of post qualification experience in partnerships, business development, or international relations, preferably in the IT & ITeS sector. Exposure to Government-to-Government (G2G) collaboration is a plus.
8	Assistant Manager Procurements	40 Years	Director Operations & HR	<ul style="list-style-type: none"> Minimum 16 years of education in Supply Chain Management, Business Administration, Public Administration, Finance, or equivalent in a related discipline from an HEC-recognized institution. Minimum 05 years of post-qualification experience in procurement, supply chain management, or related fields. Preference will be given to candidates with experience in public sector organizations, state-owned enterprises, or reputable multinational companies.
9	Accounts Assistant	30 Years	Manager Finance & Accounts	<ul style="list-style-type: none"> Minimum 14 years of education in accounting, finance or equivalent in a related discipline. Minimum 02 years of post qualification experience in basic accounting, bookkeeping and finance.

- For a detailed job description and to apply online, visit <https://njp.gov.pk/>.
- Last date for submissions of application is **20 February, 2025**.
- Only shortlisted candidates will be called for an interview (TA/DA is not admissible).
- No applications received via email or by post will be considered.

MANAGER HUMAN RESOURCE