

JOB OPPORTUNITIES

Oil & Gas Development Company Limited (OGDCL) is looking to induct high calibre professionals who can take the company to new heights and dimensions in under listed categories:

SR. #	POSITION	QUALIFICATION / EXPERIENCE	AGE LIMIT
1.	MANAGER (TAX & INSURANCE) (EG-VII)	QUALIFIED CHARTERED ACCOUNTANT / ICMA/ACCA 14 YEARS' EXPERIENCE INCLUDING APPROVED ARTICLE SHIP FOR CA. MINIMUM 10 YEARS OF EXPERIENCE AT SENIOR POSITIONS IN THE FIELD OF FINANCE DEPARTMENT WITH 08 YEARS OF EXPERIENCE, SPECIFIC TO TAX RELATED WORK. THE CANDIDATE SHOULD HAVE GOOD UNDERSTANDING OF TAX LAWS AND TAX SET-UPS UNDER FBR AND PROVINCIAL TAX DEPARTMENTS. PREFERENCE WILL BE GIVEN TO THE CANDIDATE HAVING INSURANCE RELATED EXPERIENCE AND UNDERSTANDING OF ERP SYSTEMS.	50 YEARS
2.	CHIEF ACCOUNTANT (TAX) (EG-VI)	QUALIFIED CHARTERED ACCOUNTANT / ICMA/ACCA 12 YEARS' EXPERIENCE INCLUDING APPROVED ARTICLE SHIP FOR CA. MINIMUM 06 YEARS OF EXPERIENCE SPECIFIC TO TAX RELATED WORK. THE CANDIDATE SHOULD HAVE GOOD UNDERSTANDING OF TAX LAWS AND TAX SET-UPS UNDER FBR AND PROVINCIAL TAX DEPARTMENTS. PREFERENCE WILL BE GIVEN TO THE CANDIDATE HAVING UNDERSTANDING OF ERP SYSTEMS.	45 YEARS
3.	MATERIAL OFFICER (EG-III)	MASTER'S DEGREE IN MANAGEMENT SCIENCES WITH 04 YEARS RELEVANT POST QUALIFICATION EXPERIENCE OF MATERIAL MANAGEMENT OPERATIONS IN E & P COMPANIES, OIL & GAS SECTOR, LARGE SCALE PUBLIC SECTOR ENTERPRISE, FOREIGN COMPANIES, AND PRIVATE SECTOR LISTED COMPANIES.	35 YEARS
4.	ASSISTANT MATERIAL OFFICER (EG-II)	MASTER'S DEGREE IN MANAGEMENT SCIENCES WITH 01 YEAR RELEVANT POST QUALIFICATION EXPERIENCE OF MATERIAL MANAGEMENT OPERATIONS IN E & P COMPANIES, OIL & GAS SECTOR, LARGE SCALE PUBLIC SECTOR ENTERPRISE, FOREIGN COMPANIES, AND PRIVATE SECTOR LISTED COMPANIES.	33 YEARS
5.	ASSTT. ACCOUNTANT (EG-II)	ICMA/ACCA/MBA (FINANCE) / M.COM WITH 01 YEAR RELEVANT POST QUALIFICATION EXPERIENCE.	33 YEARS

NOTE:

- Candidates working in Government / Semi Government and Autonomous bodies should apply through proper channel.
- Employment will be made on contract basis for an initial period of two years extendable through mutual consent.
- In case of foreign degree, equivalency certificate from HEC must be provided.
- Applications will be processed in confidence. Only short listed candidates will be contacted for interview.
- Test and interview will be conducted for the position at Sr. # 4 & 5.
- Incomplete applications and received after due date will not be entertained.
- Quota will be observed as per Government rules (where applicable).
- The Company reserves the right to fill or not to fill any of the advertised position.
- No TA/DA will be admissible for interview.
- Post applied for should be clearly mentioned on envelop. Applications completed (application form available on website i.e. www.ogdcl.com) in all respect giving name, father name, date of birth, domicile, detail of academic qualification, training and professional experience (period with dates, designations and name of the organization where worked) supported by relevant documents along with a copy of CNIC and a passport size photograph be sent latest by 12.04.2019 to the address given below:

MCL-15B

A/MANAGER (RECRUITMENT / ADMIN)

OIL & GAS DEVELOPMENT COMPANY LIMITED

Head Office, Jinnah Avenue, Blue Area, Islamabad, Phone No: 051-920023544

