

JOB OPPORTUNITIES

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

SR. #	POSITION	QUALIFICATION / EXPERIENCE	
1.	CHIEF PROCUREMENT OFFICER (EG-VI)	MBA (SCM OR FINANCE) OR B.SC ENGINEERING (FROM HEC RECOGNIZED INSTITUTION) OR CA. 12 YEARS RELEVANT POST-QUALIFICATION EXPERIENCE (ARTICLESHIP PERIOD INCLUDED FOR CA).	SPECIALIST IN CONTRACT PREPARATION. SOUND KNOWLEDGE OF CONTRACTS AND PROCUREMENT CYCLE, LETTER OF CREDITS CONTRACTS ADMINISTRATION AND CONTROL, NEGOTIATION OF PURCHASES AND SERVICES AGREEMENTS AND DEVELOPMENT OF CONTROLS, POLICIES, REPORTS AND ASSESSMENTS. SKILLS IN ERP SYSTEM, KNOWLEDGE OF PUBLIC PROCUREMENT PROCESS AND PPRA RULES
2.	DY. CHIEF PROCUREMENT OFFICER (EG-V)	MBA (SCM OR FINANCE) OR B.SC ENGINEERING (FROM HEC RECOGNIZED INSTITUTION) OR CA. 10 YEARS RELEVANT POST-QUALIFICATION EXPERIENCE (ARTICLESHIP PERIOD INCLUDED FOR CA).	

Upper Age Limit - 45 Years

NOTE:

- i. Candidates working in Government / Semi Government and Autonomous bodies must apply through proper channel.
- ii. Employment will be made on contract basis for an initial period of three years (extendable by mutual consent).
- iii. In case of foreign degree, equivalency certificate from Higher Education Commission (HEC) must be provided.
- iv. Only shortlisted candidates will be called for interview. No TA/DA will be paid for interview.
- v. Application received after due date or incomplete, will not be entertained.
- vi. Company reserves the right to fill or not to fill any of the advertised position.
- vii. Post applied for must be clearly mentioned on envelop.
- viii. Completed Applications (application form available on website i.e. www.ogdcl.com) clearly indicating relevant qualification(s) (with passing year/ month), experience (period with dates against each position and organization) and bio data supported by relevant documents along with a copy of CNIC and registration of Pakistan Engineering Council (PEC) (if applicable) and a recent passport size photograph be sent latest by **December 18, 2020** to the address given below:

MANAGER (RECRUITMENT)

OIL & GAS DEVELOPMENT COMPANY LTD.

Head Office, Jinnah Avenue, Blue Area, Islamabad

Ph. 051-920023544



No.185/2

