



GOVERNMENT OF PAKISTAN
MINISTRY OF ENERGY (POWER DIVISION)
NATIONAL ENERGY EFFICIENCY & CONSERVATION AUTHORITY
NEECA BUILDING, G-5/2, ISLAMABAD, PAKISTAN
www.neeca.gov.pk



The National Energy Efficiency & Conservation Authority (NEECA) is an Authority established under the Ministry of Energy (Power Division) and serves as a federal focal agency mandated for initiating, catalyzing and coordinating all Energy Conservation activities in different sectors of economy. NEECA is looking forward applications from the suitable candidates for its program “**Prime Minister’s Nationwide Fan Replacement Program**” purely on Fixed Term Contract basis extendable subject to program requirements for the following positions based in Islamabad:-

Sr.	Designation	No. of Posts	Required Qualification	Required Experience
1.	Program Manager (Fixed Term Contract) Lumpsum PKR 500,000/- per month	01	Master’s degree in Project Management, Business Administration, Engineering, Finance, or a related field. PMP or PRINCE2 certification is a plus.	At least 8+ years of experience in managing large-scale, multi-stakeholder projects, preferably in private/public sector programs, financial technology (FinTech)
2.	Consultant Awareness Campaign and Community Outreach (Fixed Term Contract) Lumpsum PKR 250,000/- per month	01	Master’s degree in Mass Communication, Marketing, Public Relations, or a related field.	At least 5+ years of experience in designing and executing awareness campaigns, social marketing initiatives, or advocacy programs with a strong background in media planning, digital marketing, and public outreach campaigns.
3.	Consultant Awareness – Media Content Development and Promotion (Fixed Term Contract) Lumpsum PKR 250,000/- per month	01	Bachelor’s or Master’s degree in Media Studies, Digital Marketing, Communication Design, Mass Communication, or a related field.	At least 5+ years of experience in digital content creation, media strategy, and online promotion with managing large-scale public awareness campaigns (preferably in Government, donor-funded, or energy-sector projects).
4.	Consultant IT Expert – Data and Web Analyst (Fixed Term Contract) Lumpsum PKR 250,000/- per month	01	Bachelor’s or Master’s degree in IT, Software and Computer Science or a related field.	Atleast 5+ experience in programming languages and data visualization tools with advanced skills in Power BI, Tableau, or similar tools for interactive data visualization.
5.	Consultant IT Expert – Graphic & Multimedia Designer (Fixed Term Contract) Lumpsum PKR 250,000/- per month	01	Bachelor’s degree in IT, Graphic Design, Multimedia Arts, Visual Communication, or a related field.	Atleast 3+ years of experience in graphic design, multimedia content creation, and social media visuals with strong command of Photoshop, Illustrator, and Freepik resources for high-quality designs.

6.	Consultant Expert – Mediation and Coordination (Fixed Term Contract) Lumpsum PKR 250,000/- per month	01	Master’s degree in Business Administration, Public Policy, IT, Energy Management, or a related field.	At least 5+ years of experience in stakeholder engagement, program coordination & evaluation, or public-private partnerships with strong ability to resolve disputes and align stakeholders towards common objectives.
7.	Consultant IT Expert – Web Development and UI/UX Developer (Fixed Term Contract) Lumpsum PKR 250,000/- per month	01	Bachelor’s or Master’s degree in IT, Software and Computer Science or a related field.	At least 5+ experience in programming languages such as Python, .Net or preferably PHP with working in WordPress, Drupal, or similar content management systems, including UI/UX principles (and other front-end technologies like Bootstrap, JavaScript and CSS).
8.	Consultant IT Expert – Mobile App Developer (Fixed Term Contract) Lumpsum PKR 250,000/- per month	01	Bachelor’s or Master’s degree in Computer Science, Software Engineering, or a related field.	At least 5+ years of proven experience in mobile app development, with at least 3 years of hands-on experience in Flutter or similar tools with Expertise in Flutter & Dart, with a deep understanding of Flutter’s core architecture and best practices.
9.	Consultant IT Expert – System Analyst (Fixed Term Contract) Lumpsum PKR 250,000/- per month	01	Bachelor’s or Master’s degree in Computer Science, Information Systems, Business Analytics, Engineering, Public Policy, Social Science or a related field.	5+ years of experience in system analysis, business process mapping, and IT project coordination with strong understanding of government processes, regulatory compliance, and financial frameworks.
10.	Consultant Administrative Support (Fixed Term Contract) Lumpsum PKR 150,000/- per month	02	Bachelor’s degree in Business Administration, Office Management, or a related field.	At least 4+ years in an administrative support or office management role, ideally within large-scale projects or government programs with good verbal and written communication skills, with the ability to craft clear FAQs and concise reports.
11.	Consultant Admin Support (Finance and Settlement) (Fixed Term Contract) Lumpsum PKR 150,000/- per month	02	Master’s degree in Finance, Economics, Business Administration, or a related field.	At least 4+ years of experience in stakeholder engagement, program coordination, or regulatory compliance with strong ability to resolve disputes and align stakeholders i.e. Banks, DISCOs, Manufacturers, towards common objectives.

Terms & Conditions:

1. Candidates should apply only if they fulfill the eligibility criteria of the post.
2. Only shortlisted candidates will be called for test/interview. No TA/DA will be allowed to candidates for test/interview.

3. NEECA reserves the right to reject any or all applications, cancel the recruitment process, increase/ decrease the number of posts as per requirement against any post at any stage without assigning any reason.
4. Submission of original documents shall be mandatory at the time of interview.
5. In case of any false/forged information provided in the application, NEECA reserves the right to disqualify a candidate at any stage, and the costs incurred will be recovered from the applicant.

How To Apply:

1. Interested candidates may visit NEECA web site: www.neeca.gov.pk for detailed TORs and apply within **15 days** of publication of advertisement by attaching updated CV via email at hr@neeca.gov.pk Please mention the position in subject line.
2. Applications applied via said email will be entertained. Hand written Applications/hardcopies will not be entertained.
3. For further information or queries, please visit www.neeca.org.pk or call at 051-9209025

(NEECA is an Equal Opportunity Employer)

(Director HR & Operations)

National Energy Efficiency & Conservation Authority (NEECA)

NEECA Building, Sector G-5/2, Islamabad

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