



CAREER OPPORTUNITIES

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 professionals of known integrity for the following Professional Grade vacant positions based in Islamabad on open merit.

Sr.	Designation	No. of Posts	Max Age Limit	Required Qualification	Required Experience
01.	Joint Director (Planning, Policy, Innovation, Program & Research) (NPG-2)	04	45	Master's degree in Public Policy/ Economics/ Social Sciences / or any related discipline from HEC recognized university.	At least 8 years of post-qualification recognized and verifiable experience in the relevant field.
02.	Joint Director IT, Web & Social (NPG-2)	01	45	Master's degree in Computer Engineering or in any relevant discipline.	Minimum 08 years of post-qualification recognized and verifiable experience with BI and Web Application in the relevant field.
03.	Deputy Director (Technical) (NPG-3)	04	45	Master's Degree in Engineering (Electrical, Mechanical, Thermal, Power, Energy or related field) from HEC recognized University. OR Bachelor Degree in Engineering (Electrical, Mechanical, Thermal, Power, Energy) from HEC recognized university.	Minimum 05 years' post-qualification recognized and verifiable professional experience. Minimum 07 years of post-qualification recognized and verifiable professional experience.
04.	Deputy Director (Finance & Accounts) (NPG-3)	01	45	Master's or Higher Degree in Finance, Accounting, Auditing or business administration.	Minimum 07 years of post-qualification recognized and verifiable experience in the relevant field.
05.	Deputy Director Human Resources (NPG-3)	01	45	Master's Degree in Human Resources Management or Business/ Administrative sciences or a related field.	Minimum 07 years of post-qualification recognized and verifiable experience in the relevant field.

06.	Deputy Director (Planning, Policy, Innovation, Program & Research (NPG-3)	02	45	Master's degree in Public Policy/Economics/ Social Sciences / or any related discipline from HEC recognized university.	At least 7 years of post-qualification recognized and verifiable experience in the relevant field.
07.	Deputy Director IT, Web & Social (NPG-3)	01	45	Master's degree in Computer Engineering or in any relevant discipline.	Minimum 07 years of post-qualification recognized and verifiable experience in the relevant field.
08.	Deputy Director Legal & Enforcement (NPG-3)	01	45	Law degree preferably LLM from an HEC recognized university.	Minimum 07 years of post-qualification recognized and verifiable experience in the relevant field.
09.	Senior Assistant Director, IT, Web & Social (NPG-4)	01	40	Bachelor Degree in Computer Engineering or in any relevant discipline.	Minimum 05 years of post-qualification recognized and verifiable experience with BI and Web Application in the relevant field.
10.	Senior Assistant Director Finance & Accounts (NPG-4)	01	40	Bachelor Degree in Finance, Accounting, Auditing or business administration.	Minimum 05 years of post-qualification recognized and verifiable experience in the relevant field.
11.	Senior Assistant Director Technical (NPG-4)	02	40	Master's Degree in Engineering (Electrical, Mechanical, Thermal, Power, Energy or related field) from HEC recognized University. OR Bachelor Degree in Engineering (Electrical, Mechanical, Thermal, Power, Energy) from HEC recognized university.	Minimum 03 years' post-qualification recognized and verifiable professional experience. Minimum 05 years of post-qualification recognized and verifiable professional experience.
12.	Senior Assistant Director Administration (NPG-4)	01	40	Bachelor Degree in Human Resources Management or Business/ Administrative sciences or a related field.	Minimum 05 years of post-qualification recognized and verifiable experience in the relevant field.
13.	Assistant Director Finance & Accounts (NPG-5)	02	35	Bachelor Degree in Finance, Accounting, Auditing or business administration.	. Minimum 03 years of post-qualification recognized and verifiable experience in the relevant field.

14.	Assistant Director Technical (NPG-5)	05	35	<p>Master's Degree in Engineering (Electrical, Mechanical, Thermal, Power, Energy or related field) from HEC recognized University.</p> <p>OR</p> <p>Bachelor Degree in Engineering (Electrical, Mechanical, Thermal, Power, Energy) from HEC recognized university.</p>	<p>Minimum 02 years' post-qualification recognized and verifiable professional experience.</p> <p>Minimum 03 years of post-qualification recognized and verifiable professional experience.</p>
15.	Assistant Director HR&SS (NPG-5)	02	35	Bachelor Degree in Human Resources Management or Business/ Administrative sciences or a related field.	Minimum 03 years of post-qualification recognized and verifiable experience in the relevant field.
16.	Assistant Director PPIPR (NPG-5)	01	35	Bachelor's degree in /Economics/ Social Sciences / or any related discipline from HEC recognized university.	At least 3 years of post-qualification recognized and verifiable experience in the relevant field.

Terms & Conditions:

1. Candidates should apply only if they fulfill the eligibility criteria of the post.
2. The candidates already in Government service should apply through proper channel and shall provide NOC at the time of interview.
3. Age relaxation has been already included in upper age limit. No further age relaxation will be given.
4. NEECA offers market competitive salary alongwith other benefits in accordance with NEECA Service Regulations.
5. Only shortlisted candidates will be called for test/interview. No TA/DA will be allowed to candidates for test/interview.
6. NEECA reserves the right to reject any or all applications, cancel the recruitment process or whole, increase/ decrease the number of posts as per requirement against any post at any stage without assigning any reason.
7. Submission of original documents shall be mandatory at the time of interview.
8. 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.
9. Candidates are not required to pay any test fee.
10. Incomplete applications and the applications received after due date will not be entertained.

How To Apply:

1. Interested candidates can send their CV to hr@kamayi.pk with the subject line "NEECA – Position Name" or apply online by filling out the form at <https://bit.ly/KamayiHiring> within 15 days of the publication of the advertisement.

2. Online Application Form filled improperly, incomplete, without fee submission, and submitted by hand will not be entertained.
3. Only online filled Application Forms will be entertained. Hand written Application Forms will not be entertained.
4. For further information/test related queries, please visit www.kamayi.com.pk or email at hr@kamayi.pk

(NEECA is an Equal Opportunity Employer)

(Director HR & Operations)
National Energy Efficiency & Conservation Authority (NEECA)
NEECA Building, Sector G-5/2, Islamabad
Tel: 92-51-9209025