



## POSITIONS VACANT

S.No.	Post	Qualification & Experience
1.	<b>Secretary General</b>	Masters in Public Administration with 10 years of experience of Administration
2.	<b>Additional Secretary General</b>	Masters in Public Administration with 7 years of experience of Administration
3.	<b>Executive Secretary</b>	Masters with 3 years of experience on similar post
4.	<b>HR-Manager</b>	Masters in HR with 5 years of experience of HR policy and HR-matters
5.	<b>Marketing Manager</b>	Masters in Marketing with 5 years of experience in marketing
6.	<b>Project Manager</b>	Masters in Project Management with 5 years of experience in project management
7.	<b>Social Media Manager</b>	Bachelors Media Sciences with 5 year social media handling
8.	<b>Program Officer</b>	Master in Business Administration or relevant field with 3 year experience of project management
9.	<b>IT Maintenance Supervisor</b>	Bachelors in IT with 3 years of experience in software and hardware maintenance
10.	<b>Draftsman/Correspondence specialists</b>	Bachelor in English with 5 years of experience of drafting letters, speeches and press releases
11.	<b>Graphic Designer</b>	Bachelor of Science in Graphic Design with 3 year experience
12.	<b>Front Desk/ Facilitation Officer</b>	Bachelors in Public Relations with 3 years of experience public dealing
13.	<b>Stock Controller</b>	Bachelors with 5 years of experience of inventory management
14.	<b>Records Supervisor</b>	Bachelors with 5 years of experience of record keeping
15.	<b>Building Supervisor</b>	Bachelors with 5 years of experience of building maintenance
16.	<b>Finance Auditing Officer</b>	MBA Finance, ICMA, ACCA, or CA with 5 years of Auditing experience

Kindly write the job title at the corner of envelop. Female applicants are encouraged to apply. The last date for submission of applications is November 6, 2023. Please send your CVs to:

### ISLAMABAD CHAMBER OF COMMERCE & INDUSTRY

Aiwan-e-Sanat-o-Tijarat Road, Sector G-8/1, Islamabad.

Tel: 051-2261175, 2261176, 2253145, Fax: 051-2252950

email: [jobs@icci.com.pk](mailto:jobs@icci.com.pk)

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