



# DHA Islamabad - Rawalpindi

## CAREER OPPORTUNITY

Applications are invited from candidates educated from well reputed universities who are motivated, energetic and target oriented.

Ser	Job Title	Gender	Qualification	Related Working Experience	Skills Required
1	Manager Protocol	Male	Masters Degree / Graduate	08-10 years experience of a Five Star Hotel Chain Age: 35-45 Years	<ul style="list-style-type: none"> <li>Should be well aware of Airport protocol &amp; VVIPs duties</li> <li>Must be computer Literate</li> <li>Be competent for Night Manager's responsibilities in Front Office</li> <li>Must be able to perform the full night audit if needed.</li> <li>Work closely with the Housekeeping Department to improve guest services and foster cross departmental communication.</li> </ul>
2	Network Administrator	Male	MSBS in Computer Science/IT	5-7 Years Experience	<ul style="list-style-type: none"> <li>Networking, TCP/IP, Routing, Switching, VLANs</li> <li>Hands-on Routers, Switches, Firewalls, VLANs and other Network Devices</li> <li>Wireless Configuration, IP exchange, Fiber and copper Network</li> </ul>
3	IT Supervisor	Male	BSCS/BS IT MCSE / MCSA, Microsoft Server Administrator	5-7 Years Experience	<ul style="list-style-type: none"> <li>Strong Knowledge of Data Centers &amp; IT Infrastructure</li> <li>Operating System, Networking Principles Storage (RAID, SAN, NAS), DR, Servers, Databases, Domain controller, Virtualization, Backups and Recovery), monitoring, management.</li> </ul>
4	House Keeping Supervisor	Male	Graduation Certification in Hospitality Management	5-7 Years Experience in Hospitality Industry Age: 25-30 Years	<ul style="list-style-type: none"> <li>Must be able to understand and apply complex information, data, etc. from various sources to meet appropriate objectives.</li> <li>Must be able to maintain the confidentiality of information.</li> <li>Must be able to show initiative, including anticipating guest or operational needs.</li> <li>Ensure that housekeeping employees are during the night shift attentive, friendly, helpful and courteous to all guests, managers and fellow employees.</li> <li>Best Knowledge of Guest Handling</li> </ul>
5	CCTV Supervisor	Male	DAE Electronics / Electrical / IT	5-10 Years Experience of relevant field	<ul style="list-style-type: none"> <li>Preferably Ex-Army JCO of Signal Corps</li> <li>Proficient in trouble shooting</li> <li>Must be computer literate/MS Office Expert</li> <li>Well aware of Staff Management &amp; maintaining of Duty Rosters/Attendance</li> </ul>
6	Business Development & PR Executive	Female	BBA (Marketing)	3-5 Years Experience in Hospitality Industry Age: 25-30 Years	<ul style="list-style-type: none"> <li>Excellent communication skills both with colleagues and guests (Verbal and Written)</li> <li>Able to Work as part of Team</li> <li>Confident and outgoing</li> <li>Used to work toward sales targets</li> <li>Well versed with current market behavior and prospects</li> </ul>
7	IT Support Executive	Male	BSCS / BS IT	3-5 Years Experience	<ul style="list-style-type: none"> <li>Well Verse with Operating System, Networking, WIFI, Switching, LAN &amp; Power Infrastructure, Servers, Data Centers, UPS, IP Phones, Network Equipments</li> </ul>
8	Cost Controller	Male	B.Com / BBA Fin	6-8 Years Experience in Hospitality Industry Age: 30-40 Years	<ul style="list-style-type: none"> <li>Good verbal &amp; written communication skills</li> <li>Able to work as part of Team</li> <li>Pleasant Personality</li> <li>Able to work in shifts</li> <li>Well versed with Computer/ERP usage</li> </ul>
9	Cashier	Male/ Female	B.Com / Associate Degree in Fin / Accounting	2-3 Years Experience at POS/Data Entry Age: 25-30 Years	<ul style="list-style-type: none"> <li>Good verbal &amp; written communication skills</li> <li>Able to work as part of Team</li> <li>Pleasant Personality</li> <li>Able to work in shifts</li> <li>Well versed with Computer/ERP usage</li> </ul>
10	Nursing Assistants	Male / Female	B.Sc Nursing (4 yrs) from PNC recognized institute registered with Pakistan Nursing Council or Matric / Intermediate with Diploma in Nursing	5-10 Years Experience of relevant field	<ul style="list-style-type: none"> <li>Ex-Armed Forces Nursing Staff Will be Preferred.</li> </ul>
11	Receptionist / Telephone Operator	Female	Intermediate	2-5 Years Experience in Hotel or Customer Support Service	<ul style="list-style-type: none"> <li>Communication Skills</li> <li>Soft Spoken</li> <li>Organizational Skills</li> <li>Patience and ability to remain calm</li> <li>Customer Services Skills</li> <li>Administration Skills</li> </ul>
12	Steward	Male	Middle/Matric	1-2 Years Experience in Hospitality Industry Age: 20-30 Years	<ul style="list-style-type: none"> <li>Must be aware of Running Dish Washer, Cleaning Ovens, Stacking/Organizing of Dishes &amp; Cookwares</li> <li>Know the general maintenance like Mopping, Sweeping Floors and Cleaning Washrooms etc.</li> <li>Good Communication Skills</li> </ul>
13	Captain	Female	Intermediate	5 Years Experience in Hospitality Industry Age: 20-25 Years	<ul style="list-style-type: none"> <li>Good Communication Skills</li> <li>Welcoming the Guest</li> <li>Taking and Serving the Order</li> <li>Taking Reservations</li> <li>Should know Service Standards</li> <li>Good Food Knowledge</li> </ul>
14	Waiter	Female	Matric	3 Years Experience in Hospitality Industry Age: 20-25 Years	<ul style="list-style-type: none"> <li>Good Communication Skills</li> <li>Welcoming the Guest</li> <li>Taking and Serving the Order</li> <li>Taking Reservations</li> <li>Should know Service Standards</li> <li>Good Food Knowledge</li> </ul>
15	House Keeping Staff	Male	Matric/Middle	3-5 Years Experience in Hospitality Industry Age: 25-30 Years	<ul style="list-style-type: none"> <li>Room makeup Experience</li> <li>Service bathrooms by washing and emptying bins; wash all glass surfaces and floors; clean shower, bath, basin, bidet, and toilet to the best quality standard</li> <li>Using the right cleaning chemicals, dust and polish all hard surfaces to achieve a quality Shine</li> <li>Vacuum bathrooms, bedrooms floors, corridors, stairs, and lifts to remove all debris; check the vacuum cleaner each week and if necessary change the dust bag</li> <li>Guest Handling</li> <li>Staff Management Experience</li> <li>Must be Computer Literate</li> </ul>
16	Masseur / Assistant	Female/ Male	Intermediate/ Certified Masseur	2-3 Years Related	<ul style="list-style-type: none"> <li>Preferably Philippine National</li> <li>Proficient knowledge of different kinds of massage</li> </ul>

	Assistant Masseur	Male	Intermediate Masseur	Intermediate Experience as a massage therapist	<ul style="list-style-type: none"> <li>• Proficient knowledge of different kinds of massages</li> <li>• Proficient computer skills</li> <li>• Excellent communication skills, both verbal and written</li> <li>• Excellent people skills</li> <li>• Well-groomed, professional appearance</li> <li>• Dexterous and able to stand for extended periods</li> <li>• Comfortable with performing massages on diverse clients</li> </ul>
17	Pool Life Guard / Trainer Swimming Pool	Female	Intermediate / Matric Certified Swimmer / Certified life guard First Aid & CPR Certification	2-3 Years Related Experience	<ul style="list-style-type: none"> <li>• Excellent communication skills, both verbal and written</li> <li>• Proficient in interacting with people of various ages from diverse backgrounds</li> <li>• Available to work in shifts</li> <li>• Physically fit, strong, agile and dexterous</li> <li>• Personal Training Programming</li> </ul>
18	Electrician	Male	Matric Diploma Holder will be Preferred	3-5 Years Experience in relevant field	<ul style="list-style-type: none"> <li>• Should be well aware of electric panels, DBs</li> <li>• Know about circuits and types</li> <li>• Know about tools and usage</li> <li>• workable for single &amp; 3 phase Wiring</li> </ul>
19	AC Technician	Male	Matric Diploma Holder will be Preferred	3-5 Years Experience in relevant field Age: 25-30 Years	<ul style="list-style-type: none"> <li>• Know about types of ACs</li> <li>• Know about gases and their pressures</li> <li>• Experience of all types of ACs maint</li> <li>• Well hand on copper welding</li> </ul>
20	Plumber	Male	Matric Diploma Holder will be Preferred	3-5 Years Experience in relevant field	<ul style="list-style-type: none"> <li>• Proficient in GI and PPR lines</li> <li>• knowledge of Valves and sanitary fittings</li> <li>• Knowledge about LPG and natural gases</li> <li>• Knowledge about kitchen equipment working</li> </ul>

- Send your Curriculum Vitae at [careers@dha-r.com.pk](mailto:careers@dha-r.com.pk) by mentioning Job title for in subject line
- Last date of submission is **10 Dec 2023**
- Only short listed applicants will be called for interviews. No TA/DA shall be admissible.
- Job Description can be viewed on Jacaranda Family Club website ([www.jacarandadha.com](http://www.jacarandadha.com))

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