



CAREER OPPORTUNITIES

Overseas Employment Corporation intends to hire the services of Pakistani Nationals against the following vacant posts on regular / contract basis who possesses the following eligibility criteria:

S.No.	Designation Corporation Grade / Equivalency with BS	No. of Post (s) / Domicile / Nature	Minimum Qualification and Experience /Skills /Job Description	Age Limit
1.	Assistant Director (IT) (CG-V/ BS-17)	Regular / Punjab (1) KPK (1) Sindh (U) (1)	<p><u>Qualification:</u> At-least 2nd Class or Grade 'C' 16-years degree in Information Technology/ Computer Science / Software Engineering / Computer Engineering or Equivalent Degree from any reputed university / institution recognized by the HEC.</p> <p><u>Experience:</u> 3 Years of proven experience of I.T planning, development and operations in a Government / Private Organization. Professional experience will start after the completion of minimum qualification / degree(s) required for this position.</p> <p><u>Skills:</u></p> <ul style="list-style-type: none">❖ Specializes in analyzing, designing and implementing ICT systems.❖ Specializes in planning, cost analysis, design considerations, staff impact amelioration, and implementation timelines.❖ Specializes in analysis and design techniques to solve business problems using information technology.❖ Familiar with a variety of programming languages, operating systems and computer hardware platforms.❖ Expert knowledge of PHP, MySQL, Apache/Nginx and Linux servers.❖ Expert knowledge of MVC frameworks, Laravel, CodeIgniter and, Angular is preferred.❖ Knowledge of design patterns, composition and object-oriented development.❖ Hands-on experience of SOAP / REST APIs.❖ Knowledge of HTML 5.0 /CSS 3.0 & Java Script is preferred.❖ Expert knowledge of relational database	21 to 35 Years



			<p>management systems</p> <ul style="list-style-type: none"> ❖ Good communication skills and experience working within a team. ❖ Excellent staff capacity building and training skills ❖ Strong problem-solving, analytical and decision-making skills; ❖ Flexibility, ability to work independently and meet deadlines <p><u>Job Description:</u></p> <ul style="list-style-type: none"> ❖ Identify, understand and plan for organizational and human impacts of planned systems, and ensure that new technical requirements are properly integrated with existing processes and skillsets. ❖ Plan a system flow from the ground up. ❖ Interact with internal users and customers to learn and document requirements that are then used to produce business required documents. ❖ Interact with software architect to understand software limitations. ❖ To help software development team during system development, e.g. provide wireframes, use cases, flowcharts, UML and BPMN diagrams. ❖ Responsible for designing components and providing that information to the developer. ❖ Write technical requirements from a critical phase. ❖ Document requirements or contribute to user manuals. ❖ To provide analytical support to team members throughout the development, implementation and operational activities of ICT systems. <p>All other tasks assigned by the authority.</p>	
2.	Assistant Director (Network & Systems) (CG-V/ BS-17)		<p><u>Qualification:</u> At-least 2nd Class or Grade 'C' 16-years degree in Information Technology/ Computer Science/ Computer Engineering/ Telecom Engineering or equivalent from any reputed university / institution recognized by the HEC.</p> <p><u>Experience:</u> 3 Years of proven experience for the</p>	21 to 35 Years



			<p>administration / management of networks and systems in a Government / Private Organization. Professional experience will start after the completion of minimum qualification / degree(s) required for this position.</p> <p><u>Skills:</u></p> <ul style="list-style-type: none">❖ Expertise in designing, implementing, configuring, monitoring and troubleshooting of all IT Systems i.e., Server, computers, scanners, printers, firewalls, switches, routers, wireless access points, etc. at all offices of the corporation.❖ Expertise in deploying and configuring SAN with all ancillary details.❖ Expertise in implementing, deploying and configuring virtualization infrastructure (relevant training preferred).❖ In depth knowledge of the network topologies, protocols, tools, and techniques.❖ Expertise in designing, implementing and configuring servers, MS AD, DHCP, DNS, VPN technologies.❖ Expertise in documenting the network layout with all related details.❖ Efficient in Office Productivity Suits/ Software❖ Good verbal / written communication skills and experience working within a team.❖ Excellent staff capacity building and training skills ❖ Strong problem-solving, analytical and decision-making skills.❖ Flexibility, ability to work independently and meet deadlines❖ Preference will be given to the professionals with industry standard certifications in the respective discipline. <p><u>Job Description:</u></p> <ul style="list-style-type: none">❖ To design, implement, configure, monitor and troubleshoot of all IT Systems i.e., Server, computers, scanners, printers, firewalls, switches, routers, wireless access points, etc. at all offices of the corporation.	
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		<ul style="list-style-type: none"> ❖ To prepare, design and implement ICT management & security Policies, SOPs and SLAs in corporation keeping integrity, security and confidentiality of I.T operations. ❖ Analyzing system logs and identifying potential issues with networks / computer systems ❖ To communicate and liaison with ICT service providers for reliable, smooth and stabilized operations. ❖ To provide the technical assistance during preparation proposals i.e., requirement specifications documents of ongoing / upcoming ICT Systems related to planning and development activities. ❖ To provide analytical support to team members throughout the development and implementation process. ❖ Responsible to maintaining the standards for server installations and applications, monitoring the performance of the network, checking for security breaches, and poor data management practices. ❖ Responsible for making sure that computer hardware and network infrastructure related to an organization's data network are effectively maintained ❖ To coordinate with relevant vendors for the implementation of support/ warranty SLAs ❖ Responsible to provide technical support to end users for System / Network operations. <p>To ensure that the uptime, performance, resources, and security of the I.T systems and networks</p>	
3.	Assistant Director (Marketing & Recovery) (CG-V/ BS-17)	<p>Qualification: MBA (Marketing) from a well reputed Public Sector University or private chartered university. Candidate / Applicant with Diploma / Courses in Digital marketing or Entrepreneur Marketing in addition will be preferred. Reporting skills & IT knowledge especially MS–Office (current version) is</p>	21 to 35 Years



			<p>mandatory.</p> <p><u>Experience:</u> A minimum five years post qualification experience of working as a professional marketing officer in an IATA accredited agency of well repute is essential. Experience with IATA agency having corporate and foreign clients shall be preferred.</p> <p><u>Skills:</u></p> <ul style="list-style-type: none">❖ Well conversant with all available communication medium for marketing plan and strategies.❖ Must have good command for Presentation, Interpersonal Communication with good looking personality❖ Certification in digital marketing❖ Devising a comprehensive sales / marketing drive.❖ Professional kinks to analyze, design and implementing of marketing plan.❖ Cost analysis, design considerations in terms of sales and clientage.❖ Observe time line-line for effective efficacy of plan.❖ Professional communication and presentation skills❖ Upto mark oral / written presentation skills.❖ Linguistic approachability shall be must❖ Highly level of integrity and factual outreach shall be adhesive.❖ Clientage perception and affability and additive.❖ A team player❖ Capacitate for training and with analytical approach❖ Strong decision making based on arguments / logic.❖ Ability to work independently and meet fixed targets.❖ Flexible in disposition and attitude. <p><u>Job Description:</u></p>	
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			<ul style="list-style-type: none">❖ To ensure Sales Promotion by preparing marketing strategies.❖ To procure / secure maximum business for Travels❖ To ensure recovery of outstanding amounts on A/C of credit Sales of OEC Travels.❖ Coordinate with the clients for payment and submit a report on a performa / format to Dy. Director (T).❖ Coordinate with the clients for payment and submit a report on a Performa / format of Dy. Director (T) on fortnightly basis❖ Compile and consolidate the client portfolio i.e. invoices, ledger, letters, reminders if any in the folders.❖ Link with ticketing frequency and ledgering with authentications.❖ Manage/prepare list of debtors.❖ Perform his duties as Marketing officer as per SOPs and documents flow and in line with the credit policy of OEC Travels, if any.❖ Coordinate and liaison (official visit) with the expected clients like Ministries Executive Departments /Autonomous Bodies (ED/Abs), Authorities, Corporate Organization and UN Organization for business.❖ To ensure recoveries from OEC Travels clients both in public / private sector and submission of weekly/ fortnightly and monthly recovery reports to the Incharge OEC Travels.❖ Prepare and submit a marketing plan / strategy / Drive on quarterly basis to Director for prompt execution❖ Generate and submit the marketing drive report to Director/ DD for further evaluation and analysis on monthly basis.❖ The officer shall submit report based on marketing drive and marketing on fortnightly basis to DD/ Director Travels and prepare a list of visited expected clients in performa / format with contacts details as one of parameter.❖ Soft Filing of document-flow / record required with authentication and approval as per SoPs.❖ Identify marketing plan with sales	
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			<p>requirements.</p> <ul style="list-style-type: none"> ❖ Interact with clientage without any barriers. ❖ Write-ups for sales requirements with airlines ❖ Document requirements for marketing dimension of Travels agency working public sector. ❖ To provide analytical support / report to Director and Dy. Director. <p>All other tasks assigned by the authority in line with requirements raise there from.</p>	
4.	Assistant Desk Officer Sales / Ticketing (CG-VI/ BS-16)	One (1) / Punjab / Regular	<p>Qualification: Graduate (BA/ B.Sc /BBA or B.Com) from Public Sector University or private chartered university. Candidate / Applicant with higher qualification like MBA / MS in business / economic fields shall be preferred. Reporting skills & IT knowledge especially MS–Office (current version) is mandatory.</p> <p>Experience: A minimum of five years post qualification experience of working as professional sales officer in an IATA accredited agency of well repute is essential. Experience with IATA agency having corporate and foreign clients shall be preferred.</p> <p>Professional / technical training: The candidate/ applicant must have professional training in from an IATA Authorized Training centre (ATC) or from IATA Authorized Training School (ATS), foreign qualified professional shall be preferred. A professional certificate of IATA-UFTAA (Universal Federation of Travel Agents Association)for Tariff and ticketing is must; candidate/ applicant with other certification on E-ticketing shall be preferred. Well conversant with all the GDS, however professional command over Galileo shall be preferred.</p> <p>Skills:</p> <ul style="list-style-type: none"> ❖ Expertise in GDS specially the Galileo, Abacus etc. ❖ Well conversant with all available communication medium for marketing 	21 to 35 Years



			<p>plan and strategies.</p> <ul style="list-style-type: none">❖ Must have good command for Presentation, Interpersonal Communication with good looking personality❖ Certification in sales like IATA-UFTAA from an IATA (ATC) or PIAC❖ Training certificate from GDS at least five❖ Devising a comprehensive sale/ drive.❖ Professional kinks to analyze, design and implementing of sales plan.❖ Cost analysis, design considerations in terms of sales and clientage.❖ Fully equipped with IATA UFTAA course line❖ Interactive reshuffling from one GDS to another❖ Expertise in Reservation emulator of any GDS❖ Observe time line-line for effective efficacy of plan.❖ Professional communication and presentation skills❖ Upto mark oral / written presentation skills.❖ Linguistic approachability shall be must❖ Highly level of integrity and factual out-reach shall be adhesive.❖ Clientage perception and affability and additive.❖ A team player❖ Capacitate for training and with analytical approach ❖ Strong decision making based on arguments / logic. ❖ Ability to work independently and meet fixed targets. ❖ Flexible in disposition and attitude. <p><u>Job Description:</u></p> <ul style="list-style-type: none">❖ Perform his duties as Ticketing / Sales Officer (TO/ SO)as per SoPs within the provision of IATA rules / policy, instruments / frame-work and documents flow and in line with the Airlines tariff structures.❖ Generate / prepare the itineraries, effective use of GDS (Amadeus, Galileo	
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			<p>and Abacus), generate sales report and submit it timely to Accounts section with authentication on each requisition and tickets.</p> <ul style="list-style-type: none">❖ Issue the tickets in a given standard format, any deviation shall be treated as deviation from IATA policy or otherwise. Operate the GDS with all modalities regarding issuance of tickets, changes and refunding.❖ Check and verify regarding any discrepancies in sales report or any overlapping of itineraries/ ticketing for ledgering / invoicing purpose. Coordinate with AD (Accounts) actively and be responsive.❖ Manage/ prepare and compile and generate sales reports for director cash sales / counter sales in line with format prescribed in SoPs with all check authentications.❖ Communicate and coordinate with clients for payment at the time of requisition and also remarks on the requisition regarding number of tickets already issued.❖ Submit inputs to AD/DD for official use as and when required and advised.❖ Manage and the kept the record of sales document flow available and updated.❖ Co-share the IATA customer portal for issues confronted / faced during IATA interface emulators / ticketing provisions.❖ Keep abreast the changing dimension of IATA / Airlines policies, Tariff Structures and the GDS, for effective resource utilization for competitive working.❖ Compile and prepare folder regarding Sales for document flow.❖ Soft Filing of document-flow / record which carries / required with authentication and approval as per SoPs❖ Follow the Central Reservation System (CRS) tactfully for maximization of itinerary in terms of fare and routing etc.❖ Active liaison with GDS for technical issues and sales handicapped.❖ Effective coordination with Airlines for capping and stocking etc❖ Maximization for sales incentive and	
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			<p>ready hand with the sales incentive for organization.</p> <ul style="list-style-type: none"> ❖ Coordinate and liaison with the clients in line with marketing dimension. ❖ Prepare and submit a sales plan on quarterly basis to Dy. Director for prompt execution. ❖ Generate and submit the sales report daily and weekly with synchronization of document flow like requisition, refund if any and other document required for accountancy / ledgering etc. ❖ Interact with clientage without any barriers. ❖ Proposals for sales requirements with airlines. ❖ Document requirements for sales dimension of Travels agency working public sector. ❖ To provide analytical support / report to Director and Dy. Director. <p>All other tasks assigned by the authority in line with requirements raise there from.</p>	
5.	Japanese Language Instructor	Two (2) / Merit / Contract for a period of one (1) year to be extendable upon satisfactory performance	<ul style="list-style-type: none"> i. Matriculation or above. ii. Must possess diploma of Japanese Language from a recognized Institute / University of National / International level. iii. Must be able to teach Japanese language to registered Job-Seekers. iv. Must possess good character and repute. v. Must strictly observe all policies guidelines laid down by the Corporation from time to time. vi. Salary: Rs. 70,000/- per month. vii. In case of student over Twenty (25) in a class an incentive of Rs.200/- per student would also be given in addition to salary. 	21 to 45 Years

General Terms and Conditions:

- i. Age will be counted up to the closing date fixed for receipt of applications. Relaxation in the upper age limit will be given as per Corporation Rules / Federal Government Policy.
- ii. Selected candidate would be liable to serve anywhere in Pakistan as per requirement of the Corporation.
- iii. Applicants shall preset his / her original documents along with set of attested copies of the Degrees / Certificate by HEC / recognized Board / University / Institutes and other relevant documents at the time of interview. In case any information furnished by the application is



- found fake or bogus, candidature of the particular candidate shall be stand cancelled and legal action shall be taken against the particular candidate at any stage.
- iv. The Candidates are required to mention the post applied for on the right top corner of the envelop.
 - v. Incomplete applications and those received after the closing date will not be entertained.
 - vi. By hand applications will not be accepted / entertained.
 - vii. The competent authority reserves the right to cancel the recruitment process at any stage without assigning any reason.
 - viii. No TA/ DA will be admissible for written test / interview.
 - ix. The candidates who are already in Government service are required to apply through proper channel and required to submit a departmental NOC for said purpose at the time submission of application.
 - x. Applicants shall apply directly on **NCBMS College and Testing Services (Pvt) Limited** website: www.ncbms.edu.pk. After applying for the post, Applicants are advised to regularly check the NCBMS College and Testing Services (Pvt) Limited website mentioned above for important announcement (procedure for Roll No. Slip / Screening Test Schedule / Result etc related to recruitment against above posts.
 - xi. Information provided in the applicant form will be verified in case of offer of appointment. In case of any false or forged information, Organization reserves the right to cancel the candidature at any stage (even after employment if so discovered later) and to initiate legal action against the applicant.

How to Apply:

- Interested candidates fulfilling the above eligibility criteria may be visit and apply online through official website of **NCBMS College and Testing Services (Pvt) Limited website: www.ncbms.edu.pk** for application submission and pay the fee as prescribed in any of the country wide branches of Askari Bank Limited not later that fifteen (15) days after the publication of advertisement.
- Please send the application on prescribed application form with **DEPOSIT SLIP (in original)** to NCBMS College & Testing Services **P.O Box No. 1064 Islamabad**.
- Deposited amount is non-refundable / non-transferable.

(Kashif Bhatti)
Manger Testing Services
NCBMS College & Testing Services (Pvt) Limited,
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(M. Zubair Malik)
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