



**OPPORTUNITY TO BECOME A PART OF PCAA'S PROFESSIONAL TEAM
SITUATION VACANT NOTICE NO. 21/2023**

Pakistan Civil Aviation Authority requires services of qualified individuals to fill the following vacant posts on contract basis for three (03) years (extendable) where selection will be made purely on suitability and merit:-

Post	No. of Seats	Prescribed Qualification	Quota & Pay Scale	Age Limit
Additional Director (Training & Oversight) (PEL Inspector) (EG-07)	(01)	<ul style="list-style-type: none"> ➤ Qualification: <ul style="list-style-type: none"> ▪ Graduation from HEC recognized institute ▪ Have or held CPL with IR endorsement, preferably have or held an ATPL (A) OR ▪ Have or held AML / ATCL ➤ Experience: <ul style="list-style-type: none"> ▪ Minimum ten (10) years of relevant experience in aviation organization preferably in training / operational instructions. ➤ Desired Skills: <ul style="list-style-type: none"> ▪ Proficiency in computer ▪ Knowledge of ICAO Annexes / Documents & ANOs ▪ Knowledge of Auditing Techniques ▪ Knowledge of QMS & SMS 	<ul style="list-style-type: none"> ▪ Merit. ▪ Lump Sum Pay Package shall be offered equivalent to Gross Pay of Executive Group – 07 (EG-07) with 5% annual increment. (<i>Negotiable</i>) 	<p>Maximum 57 years.</p> <p><i>(including all age relaxations)</i></p>
Joint Director (Licensing) (PEL Inspector) (EG-05)	(02)	<ul style="list-style-type: none"> ➤ Qualification: <ul style="list-style-type: none"> ▪ Graduation from HEC recognized institute ▪ Have or held CPL with IR endorsement, preferably have or held an ATPL (A) OR ▪ Have or held AML / ATCL ➤ Experience: <ul style="list-style-type: none"> ▪ Minimum ten (10) years of relevant experience in aviation organization preferably in training / operational instructions. ➤ Desired Skills: <ul style="list-style-type: none"> ▪ Proficiency in computer ▪ Knowledge of ICAO Annexes / Documents & ANOs ▪ Knowledge of Auditing Techniques ▪ Knowledge of QMS & SMS 	<ul style="list-style-type: none"> ▪ Merit. ▪ Lump Sum Pay Package shall be offered equivalent to Gross Pay of Executive Group – 05 (EG-05) with 5% annual increment. (<i>Negotiable</i>) 	<p>Maximum 50 years.</p> <p><i>(including all age relaxations)</i></p>

Joint Director (Examination) (PEL Inspector) (EG-05)	(03)	<ul style="list-style-type: none"> ➤ Qualification: <ul style="list-style-type: none"> ▪ Graduation from HEC recognized institute ▪ Have or held FCL / ATCL ➤ Experience: <ul style="list-style-type: none"> ▪ Minimum ten (10) years of relevant experience in aviation related organization preferably as an Instructor ➤ Desired Skills: <ul style="list-style-type: none"> ▪ Proficiency in computer ▪ Knowledge of ICAO Annexes / Documents & ANOs ▪ Knowledge of Auditing Techniques 	<ul style="list-style-type: none"> ▪ Merit. ▪ Lump Sum Pay Package shall be offered equivalent to Gross Pay of Executive Group – 05 (EG-05) with 5% annual increment. <i>(Negotiable)</i> 	<p>Maximum 50 years.</p> <p><i>(including all age relaxations)</i></p>
Deputy Director Accounts (PEL) (EG-03)	(01)	<ul style="list-style-type: none"> ➤ Qualification: <ul style="list-style-type: none"> ▪ M.Com / MBA (Finance) / any Master's degree in Finance from a local / foreign Institute recognized by HEC. OR ▪ A Member of any recognized body of Professional Accountants (CA/ ACMA/ ACCA/ CIMA). ➤ Experience: <ul style="list-style-type: none"> ▪ Minimum ten (10) years of post-qualification relevant experience with atleast three (03) years of experience in managerial capacity. ➤ Desired Skills: <ul style="list-style-type: none"> ▪ Proficiency in computer ▪ The candidate should have an excellent knowledge of IFRS, Company Law, Internal Financial Controls, Code of Corporate Governance, Risk Management Practices, PPRA Rules and proficient in handling of Tax Matters including filing of Returns, Managing Tax Litigations and reconciliation of Sales & Income Tax Ledgers ▪ Preference will be given to the candidate who is well versed with common ERP solutions (Oracle / SAP) having exposure of Accounts preparation in a large scale Commercial / Public Sector Entity ▪ Excellent Presentation, Problem Solving Leadership, Decision Making and Analytical Skills ▪ Exceptional Attention to details 	<ul style="list-style-type: none"> ▪ Merit. ▪ Lump Sum Pay Package shall be offered equivalent to Gross Pay of Executive Group – 03 (EG-03) with 5% annual increment. <i>(Negotiable)</i> 	<p>Maximum 45 years.</p> <p><i>(including all age relaxations)</i></p>
Assistant Director IT (PEL) (EG-01)	(01)	<ul style="list-style-type: none"> ➤ Qualification: <ul style="list-style-type: none"> ▪ Bachelor/Master Degree in Information Technology / Computer Science / Software Engineering with at least 2nd Division (Min. 16 Year Education) ➤ Experience: <ul style="list-style-type: none"> ▪ Minimum 5 years of experience as Oracle Developer / Oracle APEX 	<ul style="list-style-type: none"> ▪ Merit ▪ Lump Sum Pay Package shall be offered equivalent to Gross Pay of Executive Group – 01 (EG-01) with 5% annual increment. <i>(Negotiable)</i> 	<p>Maximum 35 years.</p> <p><i>(including all age relaxation)</i></p>

		<p>Developer preferably in large Organizations</p> <ul style="list-style-type: none"> ▪ Should have experience of documentation like MD.070 ▪ Should have experience in Analyzing, Designing, Development & Implementation of Various Systems using Oracle Development Tools (Oracle Forms & Reports/Oracle APEX)Must have extensive experience of data modeling, data entity analysis, and database design using tools like Erwin, ER/Studio or Designer/2000 ▪ Should have experience of optimization and tuning ▪ Should be able to support existing implemented projects ▪ Capable to create and modify PL/SQL packages, Procedures, Functions, triggers, views, and Complex SQL queries ▪ Experience of Oracle WebLogic Server 12c or later will be preferred ▪ Experience of Oracle E-Business Suite and Microsoft Power-BI would be an added advantage 		
<p>Deputy Director (CAA Board Secretariat) (EG-03)</p>	<p>(01)</p>	<ul style="list-style-type: none"> ➤ Qualification: <ul style="list-style-type: none"> • Minimum MBA / Master’s Degree in Corporate Governance / Qualified Accountant and/or Degree in Law (with specialization relating to corporate governance) ➤ Experience: <ul style="list-style-type: none"> • At least 06 years of relevant experience in Board Affairs, Corporate Affairs, Corporate Law and/or corporate governance ➤ Required Skills: <ul style="list-style-type: none"> • Convene Board and Board Committee Meeting(s): Liaison with internal functions, compile Agenda and Working Papers, , prepare Meeting-packs, Dispatch Working Papers to Board Members, record first draft of Minutes of Meeting, Convey Board/Committee Decisions to internal functions and follow-up with internal functions for update on implementation of Board Decisions • Make all administrative and logistic arrangements for CAA Board / Committee Meetings • Develop corporate governance plan and implement it • Prepare Board Meeting calendar • Preserve CAA Board and Secretariat related record • Draft and conduct correspondence on behalf of Board Secretariat and Secretary CAA Board • Any other job/project/task assigned by Secretary CAA Board 	<ul style="list-style-type: none"> ▪ Merit ▪ Lump Sum Pay Package shall be offered equivalent to Gross Pay of Executive Group – 03 (EG-03) with 5% annual increment. <i>(Negotiable)</i> 	<p>Maximum 40 years <i>(including all age relaxations)</i></p>

Application Procedure:

- (a) Interested candidates are required to fill & submit Online Job Application Form available at www.caapakistan.com.pk within fifteen days from the date of this advertisement.
- (b) Candidates will be required to upload scanned copies of certificate / degree of the required qualification only of the concerned post as mentioned above and CNIC while applying for the job.
- (c) In case a candidate does not upload the above documents with the online application form, his/her application will be rejected.
- (d) All the interested candidates must read the Terms of Reference (TOR) mentioned in the detailed notice available at www.caapakistan.com.pk before applying for the post.

Terms of Reference

- i) Candidates not fulfilling the above requirements or submitting incomplete application shall not be considered.
- ii) Test / Interview will be conducted at Karachi, Lahore, Islamabad, Peshawar and Quetta for which separate notices will be issued (depending on the number of candidates).
- iii) The candidates to be called for the interview have to produce original documents for necessary verification while appearing for the interview.
- iv) No TA / DA is admissible for test / interview.
- v) Appointment will be subject to CAA's medical fitness standards.
- vi) Selected candidates will be required to serve anywhere in Pakistan as per requirement of CAA
- vii) Government servants / employees of autonomous bodies / corporations will be required to submit NOC from current employer before interview.
- viii) Application received after due date will not be considered / entertained.
- ix) Misinformation and any attempt to influence the selection process will be considered as a definite disqualification for current as well as future recruitment in CAA, even if the candidate is otherwise qualified.
- x) In case, any educational documents or any other document provided by the applicants is found incorrect / fake / bogus at any stage, the services of selected candidate will be terminated immediately and he / she will be blacklisted in future.
- xi) CAA encourages equal employment opportunity to women and people belonging to minorities.
- xii) CAA reserves the right to cancel the partial or whole recruitment process at any stage.

**ADDITIONAL DIRECTOR HR (TM)
HEADQUARTERS PAKISTAN CIVIL AVIATION AUTHORITY,
TERMINAL-I, JINNAH INTERNATIONAL AIRPORT, KARACHI
TEL: 021-99072067**