



## **ANNOUNCEMENT OF VACANCY**

SAARC Arbitration Council, Islamabad-Pakistan is looking for applications from dynamic and suitable candidates for the following vacant post **on temporary basis**.

<b>S. No</b>	<b>Name of Post</b>	<b>No. of Posts</b>	<b>Scale &amp; Total Pay</b>	<b>Qualification(s)</b>	<b>Skills &amp; Experience</b>
1	Receptionist	1	Scale: GSS-III Pay: Basic 161 USD + Allowances	Bachelor Degree from HEC recognized University.	A minimum of 02 years' post qualification experience of: <ul style="list-style-type: none"><li>• drafting, note taking, secretarial &amp; administrative work</li><li>• Excellent English written &amp; oral communications skills</li><li>• Proficiency in MS Office and English typing.</li><li>• Team player and able to work under strict timelines.</li></ul>

### **IMOPRTANT NOTES:**

- SARCO is an Equal Opportunity Employer.
- Maximum age limit is 35 years.
- Only short-listed candidates will be called for interview and no TA/DA will be admissible for interview.
- Applications should be accompanied with attested copies of Educational Certificates, Work Experience Certificates, National Identity Card and latest passport size photograph.
- Last date for sending applications to SARCO Secretariat is 14 September 2018 or submit through email [tahirbukhari@sarco.org.pk](mailto:tahirbukhari@sarco.org.pk)

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