



Career Opportunity

ECO Science Foundation (ECOSF), the intergovernmental organization based in Islamabad, requires the services on contract basis of:

“Personal Assistant to the President ECOSF”

Qualification:

Graduation with good communication and computer skills, fluent in Urdu and English languages. Know-how of Russian language will be preferred.

Experience:

At least 3 years secretarial experience.

Emoluments:

Emoluments will be negotiable commensurate with skills and experience.

The organization offers challenging work environment with opportunities for advancement for the right candidate.

Candidates fulfilling the above criteria may send their CVs on following email address latest by **10 February 2015:**

“registry.ecosf@eco4science.org”

Note: The ECOSF reserves the right to stop or cancel the recruitment process without assigning any reason. No TA/DA will also be admissible for test/interview.