



# DEFENCE HOUSING AUTHORITY MALIR INDUSTRIAL PARK (MIP)

## CAREER OPPORTUNITY

DHA Malir Industrial Park invites applications for the following post: -

Name of Post	Edn/Qualification	Age	Experience	Job Description
<b>Office Assistant / UDC</b>	• Intermediate/Graduation	25 to 40 years	• Minimum 5 years progressive experience with vendor management, tendering and contract negotiation skills.	<ul style="list-style-type: none"> <li>• Assist Senior officers in day-to-day office work.</li> <li>• Obtaining rate through tenders/quotation and prep comparative statement.</li> <li>• Ensuring max economy, efficiency, quality and transparency in procurement of stores.</li> <li>• To register vendors of various types and cat.</li> <li>• To keep liaise with vendors for timely del/completion of sup order/PO.</li> <li>• To ensure timely process of sup bills.</li> <li>• To update/ensure items are taken on ledgers</li> </ul>
<b>Electric Supervisor</b>	• Intermediate/Graduation	30 to 40 years	• Minimum 5 – 10 years progressive experience skills.	<ul style="list-style-type: none"> <li>• Electrical Supervisor is responsible for supervising, coordinating and monitoring all electrical installation, maintenance and repair activities at site or facility. Ensure compliance with safety standard, company policies and quality requirements.</li> <li>• Supervise and guide a team of electricians and technicians in daily tasks.</li> <li>• Ensure installation and maintenance work complies with electrical codes and safety regulations.</li> </ul>

### Note:-

- Only shortlisted candidates meeting criteria will be called for interview. Desirous candidates may forward their CVs through email or by post till **24 August 2025** on fol address. Please also send hard copy with latest photographs (through courier only) and photocopies of all credentials (Degree/ Transcripts/Certificates/Experience letters etc). Applications received after due date will not be entertained: -

### Caution:-

- Candidates are cautioned not to entertain requests for personal information from sources other than following  
 Postal Address: **Additional Director HR DHA MIP, 3<sup>rd</sup> Floor Development Directorate, Plot No 179, Abdul Sattar Edhi Ave Sec-D, DHA Phase – 8, Karachi, Telephone 021-99096918**  
 Email Address: [hr@pezdmc.org](mailto:hr@pezdmc.org)  
 TA/DA is not admissible