



Higher Education Regulatory Authority Government of Khyber Pakhtunkhwa



We are hiring HR/Admin Officer (fixed pay contract)

HERA-KP is currently seeking a motivated and dedicated **HR/Admin Officer** on a fixed-pay basis for an initial period of six (06) months, with the possibility of extension. Fresh graduates are encouraged to apply, as training will be provided. The ideal candidate will be an enthusiastic and driven professional, ready to embrace new challenges and contribute meaningfully to achieving our mandate and objectives.

Position	Experience	Education	Skills
HR/Admin Officer	Fresh Graduate	Bachelors of Business Administration (BBA) or 16 years Bachelor degree in Social Sciences	<ul style="list-style-type: none">• Excellent communication and organizational skills.• Creating job descriptions and evaluating resumes.• Must manage paperwork, documentation, and scheduling.• Basic MS office skill.

GENERAL TERMS AND CONDITIONS:

- Interested Candidates should submit their applications along CVs, attested copies of their academic degrees & certificates and other relevant documents including two photographs within 15 days of the publication of this advertisement (**15th May 2022**).
- **Applications in hard should be addressed to the Chairman, Higher Education Regulatory Authority, 46/A, Sector B-2, Phase 5, Hayatabad, Peshawar.**
- **Candidates may also submit their applications in soft through Email:**
hr@herakp.gov.pk
- Only Shortlisted candidates would be called for an interview.
- Shortlisted candidates should bring original documents on the days of the Test / Interview.
- The competent authority reserves the right to cancel/reject any or all applications or not to fill the advertised position.
- **By hand, applications would not be accepted.**
- **No TA/DA will be paid for the Test / Interview**