

OVERSEAS PAKISTANIS FOUNDATION
INTERNSHIP OPPORTUNITY FOR FRESH GRADUATES

OPF invites applications from energetic fresh graduates for internship at Administration Wing, Overseas Pakistanis Foundation (OPF), Head Office, Islamabad.

Minimum Requirements / Details of Internship

- **Qualification:** 16 years' qualification from HEC recognized university
- **Age:** 30 years (Maximum)
- **Duration:** 6 months (extendable based on performance).
- **Gender:** Male/ Female
- **No. of posts:** 01
- **Location:** Admin Wing, OPF Head Office Islamabad

Required Skills

- **Effective communication skills, both written and verbal**
- **Extensive knowledge of Computer**
- **Proficiency in computer operation**

Benefits Offered

- **A handsome monthly stipend**
- **Conducive learning environment**
- **Internship completion certificate**

If interested, send your latest resume at career@opf.org.pk by 16.04.2023

Note:

- i. Those who have already completed internship at OPF are not eligible to apply again.
- ii. Only residents of Rawalpindi and Islamabad will be called for interview.
- iii. Mention "Admin Internship" in the email subject line.