

Admin - 1/1/2026

RECRUITMENT NOTICE

Subject Hiring of Two (02) Data Entry Operators

The Consulate General of Pakistan, Dubai, invites applications from prospective local based candidates with relevant qualifications and experience for the posts of Data Entry Operators.

2. The personnel deployed by the successful bidder must possess the following minimum qualifications:

- Intermediate or equivalent.
- Excellent English/ Urdu Communications skills.
- Typing speed of at least **40 words per minute** in English. Knowledge of Urdu typing will be considered an added advantage.
- Well versed in computer operations
- Ability to maintain confidentiality of official records.
- Valid UAE residence/work permit in accordance with UAE labour laws.

3. Interested candidates may submit their applications/ CVs at the following email address on or before 17th July 2026

hoc@pakistanconsulatedubai.ae

4. The applications will be evaluated on the basis of:

- Compliance with mandatory eligibility requirements.
- Qualification and experience of proposed personnel.
- Relevant experience of the applicants.
- Financial competitiveness.

5. Terms and Conditions

- The successful applicant shall ensure uninterrupted provision of services throughout the contract period.
- The contract shall initially be awarded for **one (01) year**, extendable subject to satisfactory performance and mutual agreement.



**Head of Chancery
Consulate General of Pakistan
Dubai, United Arab Emirates**