DEFENCE HOUSING AUTHORITY
PESHAWAR

JOB OPPORTUNITIES

DHA Peshawar is looking for experienced and qualified Male / Female staff for the following post on contract basis. Desirous individuals should send their CVs through given email by 10 October 2026.

Ser	Position	BPS	No of posts	Qualification	Experience / Job Description
1.	Assistant Director Contracts	17	01	BE (Civil) / MS Construction Management or Project Management	**Experience** • Minimum 7–8 years in relevant field. **Certifications** • Procurement & Contract Management – PPRA • FIDIC Contract Management • Primavera P6 Professional etc. **Job Descriptions: -** • Prepare and review all contract documents, including agreements, Terms of Reference (ToRs), and scope of work, ensuring they align with organizational standards, legal requirements, and project objectives. • Lead the preparation of tender documents, manage the bidding process, and ensure compliance with DHAP procurement guidelines, FIDIC, and relevant regulatory standards. • Facilitate negotiations with vendors, consultants, and contractors to establish fair and favorable contract terms, ensuring alignment with the project's budget and timeline. • Oversee the execution of contracts, ensuring that both parties fulfill their obligations, while maintaining compliance with all terms and conditions. • Identify potential contractual risks and work with relevant stakeholders to develop strategies for mitigation, ensuring risk factors are documented and managed throughout the contract lifecycle. • Address and resolve contract dispute or claim by coordinating with legal teams, project management, and external parties to ensure timely and fair resolution. • Manage contract modifications, extensions, and variations, ensuring appropriate documentation and approval processes are followed for all changes. • Monitor the performance of contractors and consultants in accordance with contract terms, ensuring adherence to timelines, quality standards, and cost control. • Maintain accurate and up-to-date records of all contracts, amendments, correspondence, and related documentation. Provide regular progress reports to senior management. • Ensure all contracts are compliant with local laws, industry standards, and DHAP policies.

Note: Only short-listed candidates will be called for test / interview. No TA/DA will be admissible for test / interview.

Address:
Email: jobs@dhapeshawar.org
Phone: 091-7259155-255-355