



**DEFENCE HOUSING AUTHORITY
PESHAWAR**

JOB OPPORTUNITIES

DHA Peshawar is looking for experienced and qualified individuals for the following posts on contract basis. Desirous individuals should send their CVs through email with the subject of each post at the address given at the end by **28 Feb 2026:-**

Ser	Position	BPS	Qualification	Experience & Job Descriptions
1.	Assistant Director (Building Control)	17	BS degree in Civil/ Structural Engineering/Building Control/ Building Surveying (Master's preferred for senior roles).	<p><u>Pre-Requisites</u></p> <ul style="list-style-type: none">• Minimum 6–10 years of relevant experience.• Professional Engineer (PE) or Chartered Engineer license/ certification (depending on region).• Proficiency in structural design software (e.g., STAAD Pro, ETABS, SAP2000, AutoCAD, Revit).• Strong knowledge of building codes, safety standards, and construction practices.• Ability to interpret complex technical and legal information.• Competent in digital tools for Building Control, GIS, and document management systems• Age Limit: Up to 40 Years. <p><u>Job Descriptions</u></p> <p><u>Strategic Leadership</u></p> <ul style="list-style-type: none">• Assist the Director in setting and implementing the strategic vision for Building Control services.• Develop policies and procedures to ensure compliance with national legislation, local planning frameworks, and best practice standards.• Contribute to long-term planning for growth, service improvement, and digital transformation initiatives. <p><u>Operational Management</u></p> <ul style="list-style-type: none">• Oversee the day-to-day operations of the Building Control team, including plan checking, site inspections, enforcement, and dangerous structures.• Ensure efficient allocation of resources to meet statutory timeframes and service performance targets.• Monitor and report on key performance indicators (KPIs), service budgets, and financial performance. <p><u>Technical and Regulatory Compliance</u></p> <ul style="list-style-type: none">• Provide expert advice on complex and high-risk building projects, ensuring compliance with Building Regulations, fire safety, accessibility, and structural integrity standards.• Keep abreast of legislative changes and technical updates affecting the Building Control function.• Oversee enforcement actions for non-compliance, including dangerous structures, unauthorized works, and safety risks. <p><u>People and Performance Management</u></p> <ul style="list-style-type: none">• Lead, mentor, and develop Building Control officers and technical staff to maintain high levels of competence and professionalism.• Foster a culture of continuous improvement, customer service excellence, and collaborative working.• Ensure appropriate professional training, registration, and CPD compliance under relevant regulatory bodies (e.g., Building Safety Regulator, CABE, RICS). <p><u>Stakeholder Engagement</u></p> <ul style="list-style-type: none">• Liaise with developers, architects, engineers, contractors, and other regulatory bodies to ensure clear communication and collaboration.• Represent the authority at regional and national forums on Building

				<p>Control and Building Safety matters.</p> <ul style="list-style-type: none"> • Work in partnership with Fire Authorities, Planning, Environmental Health, and other internal departments. <p><u>Building Safety and Risk Management</u></p> <ul style="list-style-type: none"> • Support the implementation of the Building Safety Act and related secondary legislation. • Oversee the authority's role in the management of higher-risk buildings (HRBs). • Develop risk-based inspection and enforcement frameworks to maintain public safety. <p><u>Preferred Qualifications</u></p> <ul style="list-style-type: none"> • Experience in housing society development sectors.
2.	Assistant Director (Coordination)	17	Bachelor's Degree in Business Administration, Management, Public Administration or related field (Master's degree preferred)	<p><u>Pre-Requisites</u></p> <ul style="list-style-type: none"> • Minimum 5-8 years of relevant administrative or coordination experience. • Strong organizational and time management skills. • Excellent written and verbal communication skills. • Proficiency in MS Office and Project Management tools. • Ability to manage multiple priorities and work under pressure. • Strong problem-solving and interpersonal skills. • Age Limit: Up to 40 Years. <p><u>Job Descriptions</u></p> <ul style="list-style-type: none"> • Coordinate activities between departments to ensure alignment with organizational goals. • Assist the Director in planning, organizing, and monitoring projects and programs. • Prepare reports, presentations, meeting agendas, and minutes. • Track progress of ongoing assignments and follow up on action items. • Serve as a liaison between internal teams, external stakeholders, and management. • Ensure compliance with policies, procedures, and deadlines. • Support budgeting, scheduling, and resource allocation processes. • Identify operational bottlenecks and recommend improvements. • Organize and coordinate meetings, events, and official communications. • Maintain documentation, records, and confidential files. <p><u>Preferred Qualifications</u></p> <p>Experience in Real Estate or Property Development sectors.</p>
<p><u>Benefits</u></p> <ul style="list-style-type: none"> • Competitive salary and performance-based incentives. • Comprehensive health and wellness benefits. • Opportunities for professional development and career advancement. • A supportive and collaborative work environment. 				
<p><u>Note:</u> Only short-listed candidates will be called for test / interview. No TA/DA will be admissible for test / interview. Application received without subject (clearly mentioning the position applied for) or after due date will not be entertained.</p>				
<p>Email : career@dhapeshawar.org Phone: 091-7259155-255-355</p>				