



**Deadline:** June 27, 2026  
**Apply at:** [careers@1link.net.pk](mailto:careers@1link.net.pk)

# WE ARE HIRING!

**Associate / Officer – External PMO**

## REQUIREMENTS

**Education:** Bachelor's degree from an HEC-recognized university.

**Experience:** 02-04 years

**Department:** Strategy & LA

**Location:** Karachi

Female candidates are encouraged to apply.

**APPLY NOW**



# Associate / Officer – External PMO

## JOB ROLE & REQUIREMENTS:

- Manage and coordinate PMO external projects throughout the project lifecycle, ensuring execution in line with approved PMO SOPs, governance frameworks, implementation standards, and organizational policies.
- Coordinate with internal departments, customers, vendors, and other stakeholders to ensure smooth execution, alignment, and timely completion of project activities.
- Monitor project progress, milestones, dependencies, risks, and deliverables to ensure adherence to defined timelines, scope, and quality standards.
- Manage project documentation, including trackers, minutes of meetings (MoMs), implementation records, approvals, and status reports in accordance with PMO templates and standards.
- Prepare and share regular project updates, escalation reports, and management summaries for internal and external stakeholders.
- Coordinate end-to-end change management activities, including change requests, approvals, implementation coordination, and associated documentation.
- Facilitate effective communication across all stakeholders to ensure alignment, issue resolution, and seamless project execution.
- Ensure proper project closure, including completion of documentation, obtaining sign-offs, and managing handover activities where applicable.
- Support PMO governance, compliance, audit activities, and management reporting requirements.

***At 1LINK we believe in equal opportunity & inclusivity for all. We encourage our employees to live a healthy life & work to the best of their potential.***

## FOR EMPLOYEES TO GIVE THEIR BEST, WE OFFER:

- Flexible working options, including flexible hours
- Continuous training and development
- Quarterly bonuses
- Subsidized lunch
- Club facility
- In-person and online doctor consultations
- Education assistance
- Performance bonuses
- Carpooling incentive
- On-site gym

