

SITUATION VACANT

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Ministry of Commerce is looking for suitable candidates for appointment against the following project posts for Creation of Domestic Commerce Wing in Ministry of Commerce.

S. No.	Name of Post	Lump sum monthly salary	Qualification	Maximum Age	Minimum Experience
1.	Domestic Commerce Adviser	Rs. 200,000/-	Ph.D or Masters Degree in any of the following subject: <ul style="list-style-type: none">• Business Administration• Commerce• Economics• Business Policy and Strategy• Investment Portfolio Management• Marketing Management Research• Corporate Sector Management etc.	65 years	8 years experience of dealing with trade related issues. The job is research oriented and requires expertise in industry/trade/ business related fields, and coordination with federal /provincial departments/ organizations.
2.	Domestic Commerce Specialist	Rs. 150,000/-	Ph.D or Masters Degree in any of the following subject: <ul style="list-style-type: none">• Business Administration• Commerce• Economics• Business Policy and Strategy• Investment Portfolio Management	62 years	5 years experience of dealing with trade related issues. The job is research oriented and requires expertise in industry/trade/ business related fields and coordination with federal /provincial departments/ organizations.

			<ul style="list-style-type: none"> • Marketing Management Research • Corporate Sector Management etc. 		
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The appointment will be purely temporary on contract basis for two years. All applications containing full educational background and experience with attested copies of documents should reach the undersigned by 18th September 2008. The candidates should bring original certificates at the time of interview. No TA/DA will be paid for appearing in interview. In service candidates should apply through proper channel.

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TERM OF REFERENCE (TOR) FOR DOMESTIC COMMERCE ADVISER

1. Supervision of the project titled "Creation of Domestic Commerce Wing in the Ministry of Commerce".
2. To analyze / evaluate and make Plan to execute the studies as per recommendations made therein.
3. Coordinate with the concerned Ministries / Divisions, Departments, Organizations, Provincial Governments for implementation of the following ten research studies on Domestic Commerce.
 - i. Study on Competitiveness
 - ii. Study on Protection
 - iii. Study on Subsidies and Incentive Regimes (SIR)
 - iv. Study on Retail Markets
 - v. Study on Wholesale Markets
 - vi. Study on Storage and Warehousing
 - vii. Study on Real Estate
 - viii. Study on Transport
 - ix. Domestic Commerce Survey

x. The State of Market Regulation in Pakistan

4. Supervise time born Action Plan for implementation of these recommendations in consultation with all stakeholders.
5. To hold Seminars, Workshops, Training Programmes as required.
6. To given presentation and provide consultation on the state of Domestic Commerce in Pakistan as required.
7. Supervise preparation of PC-Is and other documents related to Domestic Commerce.
8. Take up all necessary administrative and financial measures for effective and proper implementation of the Project.
9. Under the approval of Secretary Commerce submission of periodical progress reports regarding achievements made under the project to Planning & Development Division, Finance Division and others as required.
10. Supervise Budget, Audit and Accounts matters relating to the project.
11. To accomplish all the assignments given by the Secretary Commerce / Additional Secretary Commerce.

TERM OF REFERENCE (TOR) FOR DOMESTIC COMMERCE SPECIALIST

1. Assist Domestic Commerce Adviser in execution of the project titled "Creation of Domestic Commerce Wing in the Ministry of Commerce".
2. To assist Domestic Commerce Adviser to analyze evaluate and implement the studies and the recommendations made therein.
3. Assist Domestic Commerce Adviser in coordination with the concerned Ministries / Divisions, Departments, Organizations, Provincial Governments for implementation the following ten research studies on Domestic Commerce.
4. Preparation of time born Action Plan for implementation of these recommendations.
5. Preparation of PC-Is, and other documents on the Domestic Commerce for approval of the competent fora.
 - i. Study on Competitiveness
 - ii. Study on Protection
 - iii. Study on Subsidies and Incentive Regimes (SIR)

- iv. Study on Retail Markets
- v. Study on Wholesale Markets
- vi. Study on Storage and Warehousing
- vii. Study on Real Estate
- viii. Study on Transport
- ix. Domestic Commerce Survey
- x. The State of Market Regulation in Pakistan

- 6. To manage in holding Seminars, Workshops, Training programmes and presentation.
- 7. To deal with Budgeting, Audit and Accounts matters relating to the project.
- 8. To assist Domestic Commerce Adviser in taking up all necessary administrative and financial measures for effective / proper implementation of the Project under guidance of Domestic Commerce Adviser.
- 9. To coordinate all the work of Domestic Commerce Wing.
- 10. Preparation of periodical progress reports regarding achievements made under the project for submission to Planning & Development Division, Finance Division and others as required.
- 11. To deal with all the Assignments given by the Domestic Commerce Adviser.
