



Government of Pakistan
MINISTRY OF COMMERCE
(EDF Secretariat)
Islamabad

Vacancy Announcement

Export Development Fund (EDF) was established to "strengthen and develop infrastructure for promotion of exports" and to provide for connected and incidental matters of exports. The Fund is mainly utilized for development of export-related infrastructure and market & product development. The EDF Secretariat intends to hire its **Executive Director** on contract of 3 years at market-based Salary and perks.

Major Responsibilities

Under the overall guidance of the Board of Administrators of Export Development Fund and in line with the policies of the Government of Pakistan, the Executive Director will discharge the following responsibilities:

- As team leader of the Secretariat, oversee the administration and supervise the human resource of the Secretariat
- Prepare annual budget and ensure fiscal management of the Secretariat within approved budget
- Develop annual strategic plan for optimum utilization of the Fund and ensure its implementation
- Develop projects of export development in accordance with the EDF objectives and annual strategic plan
- Evaluate the applications for funding/grants from EDF
- Regularly monitor and evaluate projects funded from EDF and submit reports to the Board
- Disburse Funds to the beneficiaries in accordance with the rules and procedures approved by the Board
- Ensure timely release of funds from Finance Division and timely utilization of funds
- Make arrangements for Board meetings, prepare working papers for the Board meetings, prepare and circulate minutes of the Board meetings
- Keep the Board fully informed of all significant operational, financial, and other matters relevant to the Fund
- Coordinate with stakeholders, development organizations and government departments, for achievement of objectives of the Fund.

Essential Qualifications

- A minimum post graduate degree from a HEC-recognized university in one of the following disciplines: Economics, Policy, Business Administration, Project Management or related field
- At least 15 years' relevant progressive experience in renowned national and international organizations involved in project management, export promotion, trade facilitation, entrepreneurship development, planning and development,
- A good understanding of the export sector of Pakistan and its dynamics
- Strong communication and negotiation skills, leadership qualities, and proven track record of team building.
- An understanding of the financial and administrative decision-making channels in the government would be an advantage.
- The age on the last date of application is 50 years or less

Terms & Conditions

1. The applications along with Curriculum Vitae should reach Joint Secretary (ExIm), Ministry of Commerce; Room No. 622, Block A, Pak Secretariat, Islamabad within 15 days of the advertisement, a complete set of the application must also be emailed to secretaryedf@gmail.com.
2. Those in Government Service must apply through proper channel.
3. Candidates called for test/interview shall not be entitled for any TA/DA. Only short listed candidates will be called for test and interview.
4. Incomplete applications will not be considered.

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