



“DONATE FOR DIAMER-BASHA AND MOHMAND DAMS”

GOVERNMENT OF PAKISTAN

Export Development Fund
Ministry of Commerce & Textile
(Commerce Division)

VACANCY ANNOUNCEMENT

Executive Director-EDF

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, Islamabad intends to hire its Executive Director on contract of 3 years at market-based Salary and perks.

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, Team 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 55 years or less

Terms & Conditions

1. The applications along with Curriculum Vitae should reach on the address given below within **15 days** of the advertisement.
2. Those in Government Services must apply through proper channel.
3. Candidates called for interview shall not be entitled for any TA/DA. Only short listed candidates will be called for interview.
4. Incomplete applications will not be considered.
5. For more details please visit the websites www.edf.gov.pk, www.commerce.gov.pk and www.ppra.org.pk

Secretary (Export Development Fund)

Room No.440, 4th Floor, Block A, Pak Secretariat, Islamabad

Ph: 051-9103831, 9107285

Job Description Executive Director EDF

Management of the EDF Secretariat

- Oversee the administration of EDF Secretariat
- Lead, coach, supervise and manage the human resource of the Secretariat
- Prepare annual budget of the Secretariat for approval of the Board
- Ensure fiscal management of the Secretariat within approved budget

Financial Planning and Management

- Develop annual strategic plan for optimum utilization of the Fund for approval of the Board
- Ensure implementation of annual strategic plan
- Submit periodic financial statements to the Board
- Disburse Funds to the beneficiaries in accordance with the rules and procedures approved by the Board
- Operate bank accounts as and when authorized by the Board
- Ensure timely release of funds from Finance Division
- Ensure timely utilization of funds with the approval of the Board

Project Development

- 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
- Coordinate with development agencies for co-funding of the export development projects

Assistance to EDF Board

- 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.
- Serve on the Committees as and when decided by the Board
- Perform any other function assigned by the Board