

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

**Vacancy Announcement
Technical Advisor (MP-III)**

Applications are invited from suitable candidates for the post of Technical Advisor, MP-III scale, on contract basis in Ministry of Commerce. The position will be filled strictly on merit, in a transparent manner.

Qualification and Experience	(i) Postgraduate Masters degree in International Trade, Business Administration, Economics, Development Studies/ Management Studies or related field, Economics International Marketing, Business Economics from a university recognized by HEC or from foreign University of repute. (ii) 10 years post qualification experience in relevant field with at least 1 year at middle management/research position, advisory/consultant (BS-19 or above) involving strategic planning, development, monitoring and implementation of trade and industry –related policies/projects, public sector management, Trade development, Institutional reforms and capacity building. (iii) The applicant must have sound knowledge of Trade Analytics, products value chain, supply chain, industry development, and trade and policy issues. A proven track of self-motivation, critical thinking, report writing, team work, interpersonal, effective communication: presentation and ICT skills, is highly desirable.
Age	The minimum age limit is Thirty Five (35) and maximum age is sixty two (62) years as on closing date of the application of the post.
Pay Package	The Technical Advisor shall receive pay package of MP-III Scale in accordance with the Management Scale Policy.
Tenure of Appointment	As per policy, initial appointment against the post of Technical Advisor in MP Scale shall be made for a period of three (03) years further extendable for a maximum period of 2 years on annual (yearly) basis subject to satisfactory performance evaluation by performance evaluation committee.
Termination of Contract	The contract of Technical Advisor may be terminated by giving one month's notice on either side or payment of one month's basic pay in lieu thereof.

Applications form, detailed Terms of Reference (TORs)/Job Description/Pay Package etc for the position can be downloaded from the website <http://commerce.gov.pk/>. The application complete in all respects alongwith CV, education/experience certificates including CNIC and one recent passport size photograph should reach undersigned within fifteen (15) days of the publication of this advertisement at the below mentioned address:

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(MUHAMMAD IMTIAZ)
Deputy Director (HR-I),
Ministry of Commerce,
Room No: 521, 5th Floor,
A-Block, Pak Secretariat,
Islamabad.

Government of Pakistan
Ministry of Commerce

TORS FOR THE POST OF TECHNICAL ADVISOR IN MINISTRY OF COMMERCE

1. **Short title Commencement:** (1) These TORs may be called the TORs for appointment of Technical Advisor for Ministry of Commerce.
2. **Job specification:** (i) Postgraduate/ Masters degree in International Trade, Business Administration, Economics, Development Studies/ Management Studies or related field, Economics International Marketing, Business Economics from a University recognized by HEC or from foreign University of repute.

(ii) 10 years post qualification experience in relevant field with at least 1 year be at middle management/ research position, advisory/consultant (BS-19 or above) involving strategic planning, development, monitoring and implementation of trade and industry-related policies/projects, public sector management, Trade development, Institutional reforms and capacity building.

(iii) The applicants must have sound knowledge of Trade Analytics, products value-chain, supply chain, industry development, and trade and policy issues. A proven track of self-motivation, critical thinking, report writing, teamwork, inter-personal, effective communication; presentation and ICT skills, is highly desirable.
3. **Age:** The minimum age limit is thirty five (35) and maximum age is sixty two (62) years.
4. **Disqualification:** No person shall be eligible for appointment as Technical Adviser, who:
 - a. has been or is dismissed or removed from service as a consequence of disciplinary proceedings;
 - b. has been or is convicted, by a court of competent jurisdiction, for an offence involving moral turpitude;
 - c. either at the time of appointment as Technical Advisor or thereafter during such appointment was not or is not a citizen of Pakistan; or
 - d. benefits from the National Reconciliation Ordinance, 2007 (LX of 2007).
5. **Manner of appointment:**
 - i. the appointment shall be made as per prescribed procedure for appointment in MP Scale position;
 - ii. The vacancy of the Technical Advisor shall be uploaded by the Ministry of Commerce on its website and also advertised at least in two national leading newspaper of wide circulation; (one in English and other in Urdu) with the approval of Secretary, Commerce
 - iii. A Scrutiny Committee shall be constituted by the approval of Secretary Commerce within the Ministry of Commerce for scrutinizing applications based on the advertised criteria and prepare a list of all eligible candidates for interview by the Selection Committee;

- iv. Profiles of all qualifying candidates shall be submitted to the Selection Committee constituted for appointment of MP- Scale positions. The Selection Committee shall recommend three most suitable candidates out of the shortlisted candidates in order of merit and the administrative Ministry shall submit a summary for decision of the Prime Minister.

6. Job Description /Tasks and Objectives to be achieved:

Under the, overall supervision of the Secretary Commerce. Technical Advisor will carry out but not limited to, the following tasks:

- i. To provide expert technical advice, backed by critical data analysis and investigate textile and other reports, for the formulation, dissemination, coordination and effective, implementation of Trade Policy, STPF, Textile Policy, Tariff Policy, e-Commerce Policy and action plans for the development of the entire commodity value-chain and the growth of the exports of the country;
- ii. To prepare quarterly report regarding the political, economic, social, technological, legal and environmental factors affecting the growth of Pakistani Industry and its exporters vis-à-vis its competitors suggesting way forward keeping in view strengths, weakness, opportunities and threats of Pakistani Industry;
- iii. To prepare report quarterly based on benchmarking with identified exporting countries in terms of industrial, fiscal, economic and export policies, incentive schemes, tariff structures, availability of raw materials, supply chains, human resource development, productivity, quality, efficiency, R&D, time to market and doing business and to propose measures for keeping the Pakistani industry globally competitive;
- iv. To provide expert technical advice keeping in view international trade dynamics and identify opportunities to increase exports under different bilateral or multilateral trade agreements or arrangements;
- v. To put up proposals for technology up gradation, human resource development, setting up/ upgrading training testing, research and product development facilities for the support and development of the industry;
- vi. To propose measures to enhance value addition and innovation, product diversification and market diversification to increase both volume and the value of Pakistan export;
- vii. To identify risks to local industry and propose mitigation actions;
- viii. To provide ground intelligence and identify new opportunities and work areas for policy interventions across priority sectors;
- ix. To develop new concepts in consultation with public and private sector stakeholders to activate new opportunities;
- x. To demonstrate capacity to manage large, complex and multi-dimensional trade and industry development programmes.
- xi. To perform any other task assigned by the supervisor.

7. **Pay Package:** The Technical Advisor shall receive pay package of MP-III Scale in accordance with the management Scale Policy.

8. **Tenure:** As per policy, initial appointment against the post of Technical Advisor in MP Scale shall be made for a period of three (03) years further extendable for a maximum period of two (2) years on annual (yearly) basis subject to satisfactory performance evaluation by performance evaluation committee.

9. **Leave:** The Technical Advisor shall earn leave in accordance with the Management Scales Policy.

10. **Conflict of Interest:** The in-service candidate for appointment as Technical Advisor shall have to seek retirement and post or his appointment shall be subject to acceptance of resignation from designated authority and shall not, during his term of office, engage himself in any other service, business, vocation or employment which may have any direct or indirect effect on his performance as Technical Advisor.

11. **Technical Advisor to be public servant:** The Technical Advisor appointed under these rules when acting or purporting to act in pursuance of any of the provisions of these rules shall be deemed to be a public servant within the meaning of section 21 of the Pakistan Penal Code (Act XLV of 1860).

12. **Termination of contract:** The contract of Technical Advisor may be terminated by giving one months' notice on either side or payment of one months' basic pay in lieu thereof.

13. **Monitoring and evaluation:** The Technical Advisor shall directly report to the Secretary/ Additional Secretary In-charge of the Ministry of Commerce. Moreover, the performance evaluation shall be carried by the Performance Evaluation Committee, in accordance with Schedule II of Management Scales Policy 2020 .

14. **Applicability of rules:** In respect of matters not specified in these rules, by law, rules, policies, etc. applicable to the corresponding level of civil servants shall be applicable.

15. **Governing Policy:** Management Scales Policy 2020, as amended from time to time, shall be the governing policy for this post.



GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

APPLICATION FORM FOR THE POST OF TECHNICAL ADVISOR (MP-III)

1. Name (Capital letters): _____
2. Father/Husband Name:- _____
3. C.N.I.C No. _____ Date of Birth: _____
4. Nationality: _____ Religion:- _____
5. Permanent/Postal address:-

Photograph
(Paste Here)

6. Contact Residence/Mobile): _____ Email:- _____

7. Academic Qualifications (High School / Metric onwards).

S. #	Degree/ Diploma/	Institution/ College	University/ Board	Year of Passing	Marks obtained	Total marks	%age/grade	Major Subjects
1								
2								
3								
4								
5								

8. Previous/ Related Experience (Private /Government)

S. #	Institution/ Employer	Position Held	Nature of Job	Job Period		Description of major assignments/tasks
				From	To	
1						
2						
3						

9. Declaration: I certify that all information, provided by me, in this application form is true and correct to the best of my knowledge and belief.

Dated: _____

Signature of Applicant