

Job Description for Logistics Expert – NTTEC

1. Provide research and analysis on policy issues affecting trade and transport.
2. Design domestic rules for possible modifications in line with international commitments for commercial benefit of the country.
3. Continuously support Ministry by undertaking research from the perspective of a logistics on issues relating to trade facilitation, determination of optimal regional and domestic trade routes and their utilisation for enhanced market connectivity within current bilateral / multilateral arrangements, e.g. TIR, CMR, QTTA, CPEC routes etc.
4. Supporting Ministry in identification of bottlenecks for reduction in time to export & import and determining ways and means to reduce costs, improve dwell time and logistics performance indicators.
5. Determining Pakistan's trucking requirements and supporting Ministry in development of appropriate policies keeping in view the international best practices.
6. All academic, intellectual and research work shall be property of this Division and shall not be shared with any third party without approval of Ministry of Commerce.
7. Perform any other tasks and duties as assigned by Ministry of Commerce.

Additional Requirements:

- **Qualification:** The expert shall have command on / experience in fields of international trade, related laws (especially TFA, TIR, UNCLOS), logistics and transport with a minimum of 5 year working experience in implementation of the same and an overall experience of at least 07 years. Previous work at international level and knowledge of international best practices would be an advantage.
- **Education:** Master's degree in Economics, Business Administration, supply chain management, transportation, or development with specialization in international trade and logistics, or related areas.
- **Language:** Fluency in oral and written English and Urdu is a must.

Job Description for Legal Expert - NTTEC

1. Conduct legal research to support Ministry on legal issues affecting trade and transportation.
2. Design legally compliant domestic rules for possible modifications in line with international commitments for commercial benefit of the country.
3. Continuously support Ministry in its efforts to enhance market connectivity by undertaking research from the perspective of a legal expert on issues relating to trade facilitation, transit trade agreements, road transport agreements, maritime and transport laws and any other agreements.
4. Addressing legal aspects of the determined logistics/ trucking requirements and support Ministry in development of appropriate policies keeping in view the international best practices.
5. All academic, intellectual and research work shall be property of this Division and shall not be shared with any third party without approval of Ministry of Commerce.
6. Perform any other tasks and duties as assigned by Ministry of Commerce.

Additional Requirements:

- **Qualification:** The expert shall have command on / experience in fields of international trade, transport and related laws (especially TFA, TIR, UNCLOS) with a minimum of 5 year working experience in implementation of the same and an overall experience of at least 07 years. Previous work at international level and knowledge of international best practices would be an advantage.
- **Education:** University degree in Law with specialisation and expertise in international trade and transport agreements, legal landscape in Pakistan or related areas.
- **Language:** Fluency in oral and written English and Urdu is a must.

Job Description for TFA and WTO Notifications Expert – NTTEC

- 1. Map the timeline and rate of implementation commitments under TFA and WTO Agreements.**
- 2. Analyze and provide suggestions for implementation of TFA measures.**
- 3. Review measures affecting trade to determine what needs to be notified under Pakistan's international commitments.**
- 4. Conduct analysis of the notifications and related data.**
- 5. Prepare and timely submit notifications on WTO covered agreements to the WTO Secretariat (types of notifications one-time, biennial, annual, semi-annual and ad hoc).**
- 6. Develop SOPs for submitting notifications to the WTO.**
- 7. Update Trade Facilitation Agreement (TFA) and Agreement on Agriculture (AoA) and other WTO Agreements Database regularly.**
- 8. Create awareness on WTO notifications amongst Federal and Provincial stakeholders.**
- 9. Organize related training for stakeholders from public and private sectors.**
- 10. All academic, intellectual and research work shall be property of this Division and shall not be shared with any third party without approval of Ministry of Commerce.**
- 11. Perform any other tasks and duties as assigned by Ministry of Commerce.**

Additional Requirements:

Qualification and Experience:

Eligible candidate should have following qualification and experience

- Education: Master's degree in commerce, Business Administration, Economics, Management, International Trade Policy, International Customs Law and Administration or related field with equivalent experience in areas of Trade Policy or Customs/Trade, international business, international trade or related areas.**
- The expert shall have command on / experience in fields of International Trade, World Trade Organization (WTO) and related laws (such as TFA, Custom Valuation, AoA etc.) with a minimum of 07 year working experience in implementation of the same. Previous work at international level and knowledge of international best practices would be an advantage.**
- Language: Fluency in oral and written English and Urdu is a must**

Job Description for Research Associates – TFA

- 1. To plan, and conduct research about various industries, sectors, individual companies, markets; both domestic and international, which can benefit from implementation of trade facilitation measures OR from changes in implementation of current trade facilitation regime.**
- 2. Identify gaps in domestic legislation from a trade facilitation point of view.**
- 3. Extract data from international and local reputed sources and develop customized reports.**
- 4. Provide data required for routine work and analysis of NTTFC meetings or working groups thereof.**
- 5. Develop data driven analysis of WTO rules on various sectors of Pakistan economy in domestic and/ or international trade.**
- 6. Study and develop reports on economic dividends attributable to implementation of WTO rules and agreements like TFA etc.**
- 7. Support the NTTFC secretariat in collecting data for compiling and submitting notifications under various WTO agreements.**
- 8. Conduct analysis of the notifications and related data.**
- 9. Compiling minutes of meetings and keep custody of other official record.**
- 10. All academic, intellectual and research work shall be property of this Division and shall not be shared with any third party without approval of Ministry of Commerce.**
- 11. Perform any other tasks and duties as assigned by Ministry of Commerce.**

Additional Requirements:

- Qualification and Experience:

Education: Master's degree in Economics, Business Administration, or Finance, and the ability to distil large amounts of data and communicate and present it effectively. The associate shall have command in data extraction, providing cross-sectoral analysis thereof and presentation of same from policy making point-of-view to a senior audience.

- Language: Fluency in oral and written English and Urdu is a must

Job Description for Research Associates- NTTEC

1. Review state of trade and transport, opportunities and challenges.
2. Collect trade and transport related data of Pakistan and competitor countries for reports and presentations.
3. Compile and analyze statistical data using different methods for collection and analysis.
4. Perform SWOT analysis for areas identified by NTTEC lead.
5. Interpret data, formulate reports and make recommendations.
6. Use online market research and catalogue findings for maintaining NTTEC database.
7. Support in undertaking logistics sector cost benefit analysis.
8. Compile minutes of meetings and keep custody of other official record.
9. All academic, intellectual and research work shall be property of this Division and shall not be shared with any third party without approval of Ministry of Commerce.
10. Perform any other tasks and duties as assigned by Ministry of Commerce.

Additional Requirements:

- Qualification and Experience:

Education: Master's degree in Economics, Business Administration, or Finance, and the ability to distil large amounts of data and communicate and present it effectively. The associate shall have command in data extraction, providing cross-sectoral analysis thereof and presentation of same from policy making point-of-view to a senior audience.

- Language: Fluency in oral and written English and Urdu is a must.

Job Description for Admin and Finance Associate – NTTFC

1. Responsible for providing administrative, coordination and financial management support.
2. Support the NTTFC Secretariat in ensuring the adherence of applicable financial rules and regulations.
3. Monitor budgets and expenditures and contribute to budget planning and revision.
4. Ensure the financial transactions are authorized, recorded, filed with adequate supporting documentation, and maintained.
5. Prepare and submit timely and reliable financial updates, reports and statements.
6. Support the conduct of financial audits of the NTTFC Secretariat.
7. Support the NTTFC Secretariat in administering recruitment and procurement of goods and services in accordance with rules and procedures.
8. Create, update, maintain and organize files and record related to such, ensuring confidentiality of record.
9. Assist in coordinating the travel of NTTFC Secretariat management, staff, consultants and senior partners which relates to the implementation of NTTFC's Business Plan.
10. Assist in organizing and participate in work planning and progress reporting meetings.
11. Perform other relevant operational and administrative duties as relate to the implementation of Business plan.
12. All academic, intellectual and research work shall be property of this Division and shall not be shared with any third party without approval of Ministry of Commerce.
13. Perform any other tasks and duties as assigned by Ministry of Commerce.

Additional Requirements:

- **Qualification and Experience:**
Education: Master's degree in Accounting, Finance, Business, ACCA, CA – Inter or another relevant field from a recognized educational institution;
- **Minimum 3 years of experience**
- **Language: Fluency in oral and written English and Urdu is a must**

Job Description for Content Writer and Web Developer – NTTFC

- 1. Research, prepare, write, and edit online content and run front-end web development for: -**
 - a. Show-casing Pakistan's progress in trade facilitation as a success story, highlighting Pakistan's trade potential and improving ease of business to an international audience;**
 - b. Raising awareness of Pakistani traders and transporters and their peripheral industries vis-à-vis domestic and international trade and transport related measures, requirements, rules, and opportunities.**
- 2. Writing blog posts, static copy, and video content as well as the technical aspects, such as SEO and HTML formatting.**
- 3. Creating digital and physical content including blog posts, articles, videos, podcasts, social media posts, whitepapers, e-books, infographics and other assets to inform, persuade or entertain NTTFC's target audience.**
- 4. Plan and develop software solutions and web applications, supporting and maintaining NTTFC website and digital products. Keep-up with constantly evolving internet innovations.**
- 5. Developing and maintaining webpage for NTTFC where: -**
 - a. Databank is maintained on which simple queries can be run;**
 - b. NTTFC activities and future schedules are displayed;**
 - c. News items related to NTTFC are flashed and updated;**
 - d. Embedding questionnaires and / or response documents (Google forms).**
- 6. All academic, intellectual and research work shall be property of this Division and shall not be shared with any third party without approval of Ministry of Commerce.**
- 7. Perform any other tasks and duties as assigned by Ministry of Commerce.**

Additional Requirements:

- Bachelor's degree in Computer Science or equivalent professional qualification in IT, with marketing and communication skills, or a related field. Experience in copywriting, graphic design, programming, or a related field may be advantageous.**