

Sr. No.	Designation (No. of Positions)	Job Description
1	Trade Expert (Cat-II)	<ol style="list-style-type: none"> <li>1. Conduct analysis and develop reports on international trade and recommend improving strategies.</li> <li>2. Carry out research studies, impact evaluations of trade policies, forecasting international trade and revenue collection.</li> <li>3. Supervise data collection, cleaning, consolidation, and analysis while providing guidance to junior resources on the team.</li> <li>4. Produce Domestic and External Market analysis papers on regular basis for key commodities traded by Pakistan.</li> <li>5. Prepare reports/scoping studies on potential FTAs, PTAs and other trade agreements.</li> <li>6. Conduct Impact evaluation studies of different trade policy, including tariffs, export facilitation schemes etc.</li> <li>7. Perform any other tasks and duties assigned by Commerce Division.</li> </ol>
2	Research Associate (Cat-III)	<ol style="list-style-type: none"> <li>1. Examine the trends in international trade with respect to key destinations, products and free trade agreements.</li> <li>2. Carry out tasks related to data collection, cleaning, consolidation, and analysis.</li> <li>3. Analyze disaggregated trade data with regards to international trade using MS Excel and other data analysis software programs.</li> <li>4. Help in designing and maintaining detailed documentation of data-related processes and protocols.</li> <li>5. Provide research support in development of periodic progress reports and presentations.</li> <li>6. Contribute in developing knowledge products, including research studies, policy briefs, reports, presentations.</li> <li>7. Perform any other tasks and duties assigned by Commerce Division.</li> </ol>
3	Legal Advisor (Cat-II)	<ol style="list-style-type: none"> <li>1. Provide legal advice and expertise on HR/Services matters including labor laws, employee rights, and dispute resolution to ensure compliance and minimize risk.</li> <li>2. Represent Ministry of Commerce in legal proceedings and court cases and render advice to Minister of Commerce and Secretary Commerce on matters of Law.</li> <li>3. Draft and review legal documents, including contracts and agreements, ensure all terms comply with relevant laws and safeguard organizational interests.</li> <li>4. Offer legal guidance on regulatory issues, advise on matters related to compliance with local and international laws, and ensure adherence to industry-specific policies.</li> <li>5. Undertake evaluation of administrative measures taken from time to time by Government of Pakistan to address issues pertaining to 27 UN Conventions.</li> </ol>

		<p><b>6.</b> Support Commerce Division in implementation of UN conventions mandatory for GSP+ Status and assist in drafting all documents related to 27 UN Conventions.</p> <p><b>7.</b> Identify and report instances of failures and lapses in implementation of conventions and suitable legal recommendations for necessary rectifying measures.</p> <p><b>8.</b> Collaborating with HRM team to develop compliance strategies, ensuring policies are effectively enforced and aligned with legal requirements to minimize liability.</p> <p><b>9.</b> Perform any other tasks and duties assigned by Commerce Division.</p> <p><b>10.</b> The Legal Advisor will render part time services and shall be required to provide legal assistance as and when needed and may be called on short notice.</p>
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