

Government of Pakistan
Ministry of Commerce
(Trade & Transport Facilitation Unit (TTFU))

SITUATION VACANT

Applications are invited for the following vacant positions in the Trade and Transport Facilitation Unit (TTFU) of the Trade and Transport Facilitation Project-2.

Deputy Project Director (One) Equivalent BS-19. Salary per month (inclusive of all allowances) Rs.75,000/- (5% annual increment) Qualification and experience Master Degree in Economics/Agricultural Economics/Transport Economics/Development Studies, and other relevant subjects. Ten years experience in dealing with development projects (preparation, appraisal, monitoring and evaluation). Minimum 3 years experience of dealing with trade related issues, such as trade facilitation, simplification of procedures and improvement in transport logistics. Should have experience of coordination with Federal/Provincial Governments and donor/international agencies. Maximum Age 50 years.

Administrative Assistant (One) Salary per month (inclusive of all allowances) Rs.25,000/- (5% annual increment) Qualification and experience Graduate, seven years experience of dealing with official matters and maintenance of office record/files. Should have good knowledge of computer work. Maximum Age 40 years.

Stenographer (One) Salary per month (inclusive of all allowances) Rs.25,000/- (5% annual increment) Qualification and experience Intermediate, with training in shorthand, typing and computer work. Seven years experience of dealing with official matters and maintenance of office record/files. Should have good knowledge of computer work. Maximum Age 40 years.

The appointments are purely temporary on contract basis for one year, extendable upto 31st December 2013. Applications containing education, and experience alongwith attested copies of documents should reach the undersigned within 15 days from the date of publication of this advertisement. Government Servants should apply through proper channel. Only short listed candidates will be called for interview/test.

(Muhammad Usman)
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