



Ministry of Planning, Development & Reform
Government of Pakistan



CENTRE OF EXCELLENCE
China-Pakistan Economic Corridor



Pakistan Institute of Development Economics
Islamabad

Vacancy Announcement

The Centre of Excellence for China Pakistan Economic Corridor (CoC CPEC) is a joint initiative of Pakistan Institute of Development Economics and Ministry of Planning Development and Reform, Islamabad. It is a leading policy guiding Think-tank for effective implementation of CPEC portfolio. Applications are invited for the following posts on contractual basis initially for a period of 01 year (extendable on annual basis)

TORS FOR CHIEF (KNOWLEDGE AND ICT)

Number of posts	1
<u>Grade</u>	(PPS-10)
Qualification	Masters or equivalent in Computer Science/ Information Technology or related fields.
<u>Experience</u>	<ol style="list-style-type: none"> 1. 15 years of experience out of which at least 5 years must be at the top Information Technology Leadership level with a large public sector or multinational organization. 2. Candidate must have experience of developing long term IT strategic plans, formulation of IT policies, transformation planning, change management, design and provision of successful IT solutions, execution of complex IT action plans, and management of an effective blend of people, process and technology. 3. Must have extensive experience in conducting organization wide Business Process Reengineering (BPR) and automation of key business process through prioritization in collaboration with the key stake holders, experience in implementation of ERP, BPM and Case Management Tools, design and development of applications, design and operations of state-of-the-art data center and business continuity planning/DRC, and operation and support of key IT services for a large organization with multiple office locations.
<u>Age Limit</u>	Maximum 55 years
<u>Duration</u>	Initial appointment on Contract for 1 year <i>(extendable on annual basis)</i>

<u>Salary</u>	PKR 250,000/- lump sum per month
<u>Duties/ Responsibilities</u>	<ul style="list-style-type: none"> • Have to create a flexible and sustainable IT organization and process program. The CIO will implement an improved organizational structure through implementation & management of ERP System. • Lead on major research projects, including all aspects of IT project management with clients and more junior members of staff. • Implementation of Intranet and media watch. • Tendering of all IT equipment's. • Developing ICT Strategies. • Hiring new IT resources, ensure personnel are properly trained to take on these new challenges, and enable accountability through detailed work plans that allow progress and performance tracking.

TORS FOR DIRECTOR (ADMINISTRATION / FINANCE / HUMAN RESOURCE)

Number of posts	1
<u>Grade</u>	(PPS-10)
Qualification	Master's In Business Administration/ Public Administration, Project Management or relevant degree from HEC recognized University. A higher degree in relevant subjects and applicant having experience in BPS-19 will be preferred.
<u>Experience</u>	<ul style="list-style-type: none"> • 15 years' experience in Business Administration/ Public Administration, Project Management. • Well versed of GoP rules, regulations, procedures to run PSDP projects • Good record of success and accomplishment in handling administrative/ finance affairs in Government sector. • Capability and Skills as Team Leader • Acquaintance with PPRA & GFR Rules.
<u>Age Limit</u>	Maximum 55 years

<u>Duration</u>	Initial appointment on Contract for 1 year (<i>extendable on annual basis</i>)
<u>Salary</u>	PKR 250,000/- lump sum per month
<u>Duties/ Responsibilities</u>	<ul style="list-style-type: none"> • Develop and supervise all administrative, financial & Human Resource related activities regarding the project as per its scope and budget i.e. Manage targets / KPIs, progress/ deviation and impact assessment and recommendations, risk alerts, change management and stakeholder communication. • Prepare and provide reports, management dashboards (and supporting analysis) to the steering committee. • Liaison with PD&R Division, AGPR and other stakeholder for effective and hassle free administrative, financial & human resource related implementation of the project.

STRATEGIC COMMUNICATION SPECIALIST

Number of posts	1
<u>Grade</u>	(PPS-10)
Qualification	1. MBA(Marketing)/Master's in Mass Communication /Journalism / Masters in International Relations or equivalent degree from recognized HEC University or reputed international university.
<u>Experience</u>	<ul style="list-style-type: none"> • 15 years of experience in Marketing/ Mass Communication /Journalism / International Relations. • Skilled at storytelling and creative content drafting with a sample of work that is evidence to these skills • Experience in crafting and execution of measurable and creative plans • Evidence of being consistently organized and able to manage multiple tasks/projects simultaneously with a sense of urgency • Hands on experience of working regarding electronic, print and digital media communication • Proven experience of creating strategic PR plans and executing tactical campaigns to generate relevant coverage • An extensive record of driving the news agenda in-house or at an agency, and meeting demanding targets for positive press coverage and social media influence

	<ul style="list-style-type: none"> Experience in Development and implementation of communication strategy for a think-tank is desired.
<u>Age Limit</u>	Maximum 55 years
<u>Duration</u>	Initial appointment on Contract for 1 year (<i>extendable on annual basis</i>)
<u>Salary</u>	PKR 250,000/- lump sum per month
<u>Duties/ Responsibilities</u>	<ul style="list-style-type: none"> To be responsible for leading communications program including ministries, employees, government agencies and other relevant stakeholders. To help shape the social media strategy for project and aligning communication goals to overall project goals and objectives. To drive integrated communication programs, social media tactics and penetration of mainstream print and broadcast media. Innovate plans and tactics that generate media coverage and social media penetration aligned to project goals and objectives. Strategize, develop and execute strategic initiative-driven PR and communications. Develop communication materials including press releases, blog posts, executive talking points, pitches, briefing sheets, speaking abstracts, press kit materials, fact sheets, source and brief testimonials and case studies.

TORS FOR SENIOR RESEARCH FELLOW (FINANCING & FINANCIAL SECTOR INTEGRATION UNDER CPEC)

Number of posts	01
<u>Grade</u>	(PPS-09)
Qualification	1. MS/ M.Phil Finance/ Economics with ACCA/ ACMA, Research in Business Administration (RBA) or equivalent, related qualification from an HEC recognized university or international reputed university.
<u>Experience</u>	1. 8-10 years' experience is required in designing & implementing research and development activities

	<p>related to the issues of financial systems/macro-level issues related to the fiscal side of the economy.</p> <p>2. Knowledge of E-views, STATA and Matlab etc. and practical experience and involvement in large public sector projects/institutions would be an advantage.</p>
<u>Age Limit</u>	Maximum 50 years
<u>Duration</u>	Initial appointment on Contract for 1 year (<i>extendable on annual basis</i>)
<u>Salary</u>	PKR 175,000/- lump sum per month
<u>Duties/ Responsibilities</u>	<ul style="list-style-type: none"> • Help out head of policy division in Design, implement, and disseminate research and development work in relevant areas of fiscal management and policy under CPEC. • Carry out the related R&D projects with the external partners. • Produce high quality reports, academic papers and journal articles, of impact factor publishable standard. • Work independently and autonomously on a number of research and policy projects, simultaneously, as required. • Analyze quantitative and qualitative data using robust methods and interpret, describe and publish findings. • Prepare/present the policy notes and undertake other reach-out activities (financial systems/macro-level issues related to the fiscal side of the economy) to help in the effective implementation of CPEC under supervision of head of policy division. • Comprehensively review and analyze academic and literature based on methodical and replicable search strategies. • Design/arrange the training activities for the relevant areas under CPEC. • Strive to develop the CE-CPEC brand and its public image as Center of Excellence and Think-Tank for policy guidance at the national & internationals levels. • Provide guidance in managing the researchers/consultants/firms and advisors. • Maintain a learning and research environment at the CE-CPEC.

TORS FOR SENIOR RESEARCH FELLOW (SOCIO-ECONOMIC IMPACTS OF CPEC)

Number of posts	01
<u>Grade</u>	(PPS-09)
Qualification	1. MS/ M.Phil Social Sciences, Economics, preferably Ph.D. degree holder in Economics, Sociology, Geography, Development Planning, Social Science relevant field Public Policy or equivalent from an HEC recognized university or international reputed university.
<u>Experience</u>	<ol style="list-style-type: none"> 1. 8-10 years' experience in research/teaching in the area of socio economic subject's on education, health, labour market dynamics, income, consumption, poverty and inequality. 2. Knowledge of E-views, STATA and Matlab etc. and practical experience and involvement in large public sector projects/institutions would be an advantage.
<u>Age Limit</u>	Maximum 50 years
<u>Duration</u>	Initial appointment on Contract for 1 year (<i>extendable on annual basis</i>)
<u>Salary</u>	PKR 175,000/- lump sum per month
<u>Duties/ Responsibilities</u>	<ul style="list-style-type: none"> • Facilitate the division in design, implement, and disseminate evidence based research and development work in relevant areas of education, health, labor market dynamics, income, consumption, poverty and inequality / socio-economic impact under CPEC under supervision of head of policy division. • Carry out the related R&D projects with the external partners. • Prepare/present the evidence based policy notes and undertake other reach-out activities (socio-economic impact) to help in the effective implementation of CPEC with of head of policy division. • Design/arrange the training activities for the relevant areas under CPEC. • Provide guidance in managing the researchers/consultants/firms and advisors. • Produce high quality reports, academic papers and journal articles, of impact factor publishable standard.

	<ul style="list-style-type: none"> • Comprehensively review and analyze academic and literature based on methodical and replicable search strategies. • Work independently and autonomously on research and policy projects. • Analyze quantitative and qualitative data using robust methods and interpret, describe and publish findings.
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Any kind of direct or indirect canvassing would result in instant disqualification at any stage of selection

CONDITIONS FOR APPLICANTS

1. The applications on the prescribed Proforma/ Form along with; i. Attested documents ii. Degrees/certificates iii. Experience certificates iv. CNIC v. Domicile vi. 2 recent photographs vii. CV should reach the undersigned within 15 Days from the date of publication of advertisement

2. Applicant shall present his/her original documents along with set of attested copies of degrees/ certificates issued by HEC/ recognized board/ Universities/ Institute at the time of interview. In case of any information furnished by the applicant found fake or bogus, candidature of candidate shall stand cancelled and legal action shall be taken against the particular candidate.

3. The candidates are required to mention the post applied for on the right top corner of the envelope.

4. In case of applying for more than one post, separate Application Form must be used for each post.

5. Applications that are incomplete or received after due date will not be entertained. The applications must be accompanied by the certificates/degrees/testimonials etc. along with the List and Abstracts of publications, if any.

6. Only short listed candidates will be called for Test/Interview. No TA/DA will be admissible for written test/interview.

7. The competent authority reserves the right to cancel the recruitment process, increase or decrease the number of posts as per requirement against any post at any stage without assigning any reason.

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