



GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
PAKISTAN INSTITUTE OF TRADE AND DEVELOPMENT
82, H-8/4, ISLAMABAD



JOB OPPORTUNITIES

Applications are invited for filling vacant posts in the project "Restructuring of Pakistan Institute of Trade and Development" Ministry of Commerce Islamabad. The posts are to be filled on contract basis and carry fixed salary package. The period of contract would initially be till **30th June, 2018**, extendable on satisfactory performance till completion of the project. The candidates fulfilling the following qualifications and experience may apply:-

S.No.	Name of Post	No. of Posts	Pay	Age Limit	Qualification & Experience
1.	Assistant Project Director (Eqv.BPS-17)	01 (Merit)	90,000/- per month plus annual increment@ 5%	40 years (maximum)	Minimum Second Class BSc. Engg. (Civil) with at least 5 years experience in the field of Construction or MSc. Engg (Civil) with at least two years experience in the field of Construction will be preferred.
2.	Project Assistant (Admn)Eqv.BPS-16	01 (Merit)	60,000/- per month plus annual increment@ 5%	40 years (maximum)	Minimum Second Class BA/B.Com/BBA with at least 5 years experience in the field of Construction will be preferred or Master Degree (M.Com/MBA) with at least two years experience in the field of Construction will be preferred.

1. Detailed TORs can be download from www.pitad.org.pk
2. Applications along with CV, testimonials and a copy of computerized CNIC and latest photograph should reach the undersigned within 15 days of the publication of this advertisement.
3. Candidate in Government Service should apply through proper channel.
4. Incomplete applications will not be entertained.
5. Only short listed candidates will be called for test/interview.
6. No TA/DA will be admissible for appearing in test/interview.

Project Director

Pakistan Institute of Trade and Development (PITAD)
82-Sector, H-8/4, Islamabad. Ph:051-9269816

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Terms of References for Assistant Project Director

- 1- Assist in the Supervision of the implementation of civil work undertaken by the contractor and NESPAK.
- 2- Assist in making sure that civil work proceeds according to sound and accepted technical parameters and rules.
- 3- Assist in making sure that civil work is completed within the specified time-period.
- 4- Assist in making sure that procurement of physical assets is according to government's prescribed rules and regulations.
- 5- Assist in giving periodical briefing to higher authorities regarding implementation of the project.
- 6- Assist in processing/submitting documents as and when required by various authorities and organizations including planning commission about the implementation of the project.
- 7- Act as Project Director in case Project Director is on leave etc.
- 8- Do all such acts and things which are necessary for successful and timely implementation of the project.

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Terms of Reference for project Assistant:

- 1-Prepare cash/work plan as required by planning commission.
- 2-Co-ordinate between various organizations involved in the project under the directions of project Director.
- 3-Must be well versed in official correspondence.
- 4-Maintain good filing system, electronic or otherwise.
- 5-can work on Microsoft word, PowerPoint, and excel.
- 6- Help/assist in the implementation of project as required by project Director.