

Government of Pakistan
Ministry of Communications



HIRING OF ADVISOR FOR CAPACITY BUILDING OF MINISTRY OF COMMUNICATIONS


1. Ministry of Communications intends to engage an individual as "Advisor for Special initiatives under the project titled "Capacity Building of Ministry of Communications".
2. Individual experts of repute having the required education, qualifications, and experience are invited to apply for this position.
3. Interested experts are required to submit a written application along with detailed CVs and copies of CNIC.
4. Applications complete in all respects should reach Ministry of Communications on **04th May 2021** in sealed envelopes.
5. The envelopes should be clearly marked "Hiring of Advisor for Capacity Building of Ministry of Communications".
6. Ministry of Communications will notify the short listed candidates to appear for interviews.
7. The candidates providing unsubstantiated and / or incorrect information will be liable to legal action and or disqualification.
8. Detailed given in the "Vacancy Announcement" can be downloaded from the Ministry of Communications and PPRA's website.

Project Director/Director (R&RT)

Ministry of Communications, Pakistan Secretariat, Islamabad

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www.communication.gov.pk


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Vacancy Announcement

HIRING OF ADVISOR FOR CAPACITY BUILDING OF MINISTRY OF COMMUNICATIONS

Applications are invited from dynamic and hardworking individuals fulfilling the following requirements for appointment against a project position in the Ministry of Communications.

POSITION:-

Advisor for Special initiatives

QUALIFICATION:-

Masters Degree in Public Policy or Engineering or IT/Computer Science from an accredited local or foreign University.

SKILLS

The candidate should have a minimum of 20 years relevant experience including first level management as well as having served on a leadership position in public/private sector and demonstrable experience of conceiving, leading and managing complex initiatives. He/She should have strong analytical skills and be able to carry out reviews and produce reports. The incumbent must have an understanding of technology as well as IT solutions and should have deep insight of complexities of how effective services to the public are delivered.

JOB DESCRIPTION:-

The advisor will be responsible for new initiatives and services of Pakistan Post Office Department (PPOD), National Highway Authority (NHA) & National Highways and Motorway Police (NHMP), which will include and not be limited to the following:

- Oversee and monitor execution of initiatives, in accordance with the work plan.
- Convene and hold meetings to review progress, issue guidelines/directions thereby and obtain compliance regarding execution of initiatives.
- Visit field formations/offices to review progress on the ground.
- Hold regular meetings and maintain written and oral communications with stakeholders including partners in the public, private and development sectors and with donor

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agencies for technical and financial support/assistance given to MOCs attached departments.

- The Advisor will further require to work on the initiatives of the NHMP such a surveillance through drones, traffic safety systems etc.
- Obtain, assess and evaluate progress report on initiatives/projects from the attached departments.
- Any other assignment related to the subject.

Experience of working in donor-funded projects and Public Sector Company will be an added advantage.

SALARY:-

The selected candidate will be hired on standard pay package PPS-09 (Rs. 280,000/- max) vide Finance Division (Regulation Wing) O.M No. 4(9)R-14/2008 dated 19-07-2017 in the project titled "Capacity Building of the Ministry of Communications" as under:-

Period of contract:-

Six months (further extendable to six months subject to performance)


Candidates meeting the above criteria should submit their applications.

Only short listed candidates will be called for test/interview. Applications must be submitted within fifteen days of the publication of this advertisement.

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