****Government of Pakistan**

**Planning Commission**

 **“INTEGRATED ENERGY PLANNING FOR SUSTAINABLE DEVELOPMENT”**

**JOB APPLICATION FORM**

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1. Post Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name (Capital letters): Last \_\_\_\_\_\_\_\_\_\_\_\_\_\_ First \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. C.N.I.C No. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Domicile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Religion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Postal address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Contact Phone (with city code)/ Mobile/ Fax (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Academic Qualifications (High School / metric onwards).

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| Sr. No. | Degree/ Diploma/ Certificate | Institution/ College | University/ Board | Year of Passing | Marks obtained | Total marks | % age/ grade | Major Subjects |
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1. Related Experience (Post qualification). (Please attach separate sheets if necessary)

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| Sr. No. | Institution/ Employer | Position Held | Nature of Job | Job Period | Description of major assignments / tasks |
| From | To |  |
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1. Trainings/Courses/Research/Publications etc. (Please attach separate sheets if necessary)

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| --- | --- | --- | --- | --- | --- |
| Sr. No | Trainings/Courses attended/ Research Publications etc.  | Institution | Year | Duration Period | Major Areas/ Subject |
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1. Additional expertise: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Please attach your CV/Resume’

Dated:

Signature of Applicant / Confirmation

Detailed TORs

for the Project

“Integrated Energy Planning for Sustainable Development”

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| **Position** | **IEP Director** |
| **Grade** | MP I |
| **No. of Posts** | 01 |
| **Qualifications** | Master’s degree in engineering, science or energy discipline from an accredited institution recognized by the Higher Education Commission (HEC) of Pakistan.  |
| **Experience** | * Minimum 15 years of relevant experience in energy planning and management, systems/energy modelling, energy economics or similar applications; experience in applied research or policy analysis in Pakistan’s energy sector will be given preference.
* Knowledge of technical, commercial, regulatory and policy aspects of Pakistan’s energy sector and global practices, with ability to work across various energy types.
* Strong management, interpersonal and communications skills.
* Fluency in English and proficiency in computer applications, especially MS Office.
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| **Max. Age** | 55 years, relaxable as per government recruitment rules.  |
| **Duration** | Initial appointment on contract for one year, extendable subject to satisfactory performance.  |
| **Salary** | Standard pay package equivalent to MP I scale. |
| **Duties and Responsibilities** | * Supervise, manage and coordinate all activities and functions of the EPRC, including initial activities and issues related to setting up, operationalization and effective functioning of the Integrated Energy Planning (IEP) structure.
* Provide leadership to EPRC staff in coordinating with, and providing inputs to, the IEP Technical Advisory Group (TAG), four Working Groups (WGs) in data management, forecasting, modeling and analysis related to investments and operational optimization of energy production, supply and logistics.
* Contribute to formulation of integrated energy plans and policy recommendations and follow-up implementation with concerned agencies.
* Lead interaction with the IEP Steering Committee (SC), TAG, ministries of the Government of Pakistan (GoP), academia and private sector regarding energy strategy, policy and planning directions and related analytical and informational needs.
* On behalf of the EPRC, obtain necessary policy and planning directions from the SC, TAG and other government ministries/agencies for IEP analysis by the WGs, and review and approve WG outputs, reports and recommendations for onward communication and approval by TAG, SC and other relevant authorities.
* On behalf of the EPRC, coordinate with government agencies, academic institutions and private sector entities to ensure stakeholder engagement and resolve/report issues and take remedial actions. Also coordinate with donor agencies, international organizations and consultants to ensure effectiveness of the IEP process.
* Monitor and coordinate IEP stakeholders’ capacity development, resource allocation and other supportive actions.
* Provide direction for research and development, surveys and data collection, training and systems deployment for sustained enhancement of IEP capabilities.
* Provide day-to-day administration and management of the EPRC and process, including regular progress monitoring and reporting to the Planning Commission and Ministry of Energy, and coordinating collaboration between the two entities and other stakeholder agencies.
* Coordinate IEP-related funding and disbursement activities with concerned government agencies and IEP Principal Accounts Officer.
* Oversee agendas and convening of meetings, preparation of working papers and documentation of official record of meetings, decisions and outputs related to IEP activities, recommendations and implementation
* Undertake other responsibilities assigned under relevant GoP’s rules of business or as directed by the SC and TAG.
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| **Position** | **Senior Policy Specialist** |
| **Grade** | MP II |
| **No. of Posts** | 01 |
| **Qualifications** | Master’s degree in public policy, energy policy, energy planning, business administration, economics or related discipline from an accredited institution recognized by the Higher Education Commission (HEC).  |
| **Experience** | * Minimum 12 years of relevant experience in energy policy and planning, quantitative analysis, economic impact assessments or similar applications; experience in energy models, energy audits and associated policy analysis in Pakistan will be given preference.
* Knowledge of regulatory and policy aspects of Pakistan’s energy sector and typical policy regimes globally, with ability to work across various aspects of policy design and assessment.
* Strong management, interpersonal and communications skills.
* Fluency in English and proficiency in computer applications, especially MS Office.
 |
| **Max. Age** | 50 years, relaxable as per government recruitment rules.  |
| **Duration** | Initial appointment on contract for one year, extendable subject to satisfactory performance.  |
| **Salary** | Standard pay package equivalent to MP II scale. |
| **Duties and Responsibilities** | * Support the IEP Director in management and coordination of all activities and functions of the EPRC, including day-to-day administration and management of the EPRC and process.
* Support and contribute to the Analysis and Policy Working Group (WG) in setting key assumptions, defining and compiling scenarios for modeling, analyzing model outputs and results, developing integrated energy plans and formulating policy, investment and planning recommendations.
* Review Analysis and Policy WG outputs, reports and recommendations for approval by the IEP Director and onward communication and approval by the Technical Advisory Group (TAG) and the IEP Steering Committee (SC) and other relevant authorities.
* Participate in EPRC’s interaction with the IEP SC, TAG, federal and provincial ministries and line agencies, academia and private sector regarding energy strategy, policy and planning directions.
* Coordinate with donor agencies, international organizations and consultants to ensure effectiveness of the IEP process.
* Coordinate convening of meetings, agendas and working papers and prepare official record of meetings, decisions and outputs related to policy analysis and formulation activities.
* Undertake other responsibilities assigned by the IEP Director.
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| **Position** | **Data Management Specialist** |
| **Grade** | PPS 10 |
| **No. of Posts** | 02 |
| **Qualifications** | Master’s degree in computer science, information technology, management Information systems (MIS), statistics or related discipline from an accredited institution recognized by the Higher Education Commission (HEC).  |
| **Experience** | * Minimum 10 years of relevant experience in database management systems and related applications; experience in energy database development and associated activities (data collection, quality assurance, input and processing, reporting) in Pakistan will be given preference.
* Knowledge of energy sector data sources and reporting formats from national and international sources/publications.
* Fluency in English with strong interpersonal and communications skills.
* Proficiency in MS Office and RDBMS software (e.g., Oracle, MS SQL, etc.).
 |
| **Max. Age** | 45 years, relaxable as per government recruitment rules.  |
| **Duration** | Initial appointment on contract for one year, extendable subject to satisfactory performance.  |
| **Salary** | Standard pay package equivalent to PPS10 scale. |
| **Duties and Responsibilities** | * Oversee and contribute to the development, enhancement, maintenance and operations of energy sector databases in coordination with the Data Management WG to facilitate integrated energy planning and modelling activities.
* Support the Data Management WG in establishing modeling data requirements and inputs; setting procedures and protocols for regular data acquisition, sharing with multiple sources, verification, annotation, archiving and access; developing standardized data formats and templates; designing and implementing energy data portals and related maintenance functions, resolving data quality and inconsistency issues, etc.
* Audit and analyze data on a regular basis for consistency, accuracy and completeness and for storage and retrieval in the required formats. Troubleshoot and resolve problems and ensure data integrity.
* Coordinate, manage and contribute to the establishment of a national energy information web portal and associated data input, validation, standards, archival, access and reporting functions, modalities and documentation.
* Coordinate with Analysis and Policy, Forecasting and Modeling WGs to address IEP data needs on ongoing basis. Facilitate additional data acquisition from local and international sources and publications, surveys and processing of raw data to meet the required formats.
* On behalf of the EPRC, coordinate regularly with government agencies, academic institutions and private sector entities to obtain and integrate energy sector data, resolve/report issues, gaps or actions necessary to ensure proper availability of data for effectiveness of the IEP process.
* Coordinate convening of meetings, agendas and working papers and prepare official record of meetings, decisions and outputs related to IEP and related data management activities.
* Undertake other responsibilities assigned by the IEP Director.
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| **Position** | **Forecasting Specialist** |
| **Grade** | PPS 10 |
| **No. of Posts** | 02 |
| **Qualifications** | Master’s degree in computer science, economics, econometrics, mathematics or statistics, engineering or energy-related discipline from an accredited institution recognized by the Higher Education Commission (HEC).  |
| **Experience** | * Minimum 10 years of relevant experience in energy demand forecasting, energy planning and energy supply chain management; experience in energy forecasting using econometric tools, sectoral demand analysis, input/output models, other quantitative forecasting methods and Pakistan specific experience will be given preference.
* Knowledge of energy sector supply sources, supply/demand balancing, fuel substitution options, constrained demand analysis, econometric techniques, regression analysis, etc.
* Familiarity with international information sources for global energy forecasts and related price, technology and market trends.
* Fluency in English with strong interpersonal and communications skills.
* Proficiency in MS Office, spreadsheet analysis and forecasting tools.
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| **Max. Age** | 45 years, relaxable as per government recruitment rules.  |
| **Duration** | Initial appointment on contract for one year, extendable subject to satisfactory performance.  |
| **Salary** | Standard pay package equivalent to PPS 10 scale. |
| **Duties and Responsibilities** | * Oversee and contribute to the development and updates of demand and market forecasts relevant to integrated energy planning and modelling activities.
* Support the Forecasting Working Group (WG) in defining and validating base assumptions, constraints, methodologies and requirements for developing projections for the demand and supply of electricity, hydrocarbons, renewables and other primary fuels, and in adopting suitable forecasting methodologies, implementing data formats and reporting outputs.
* Analyze forecast results and undertake sensitivity analysis, assess impacts, evaluate unserved/latent demand, develop demand elasticities, prepare inputs for energy optimization and simulation models, summarize supply assessments and price trends, and determine supply/demand gaps under various scenarios, etc.
* Coordinate with Analysis and Policy and Modeling WGs to identify forecasting needs on an ongoing basis and, accordingly, coordinate with Data Management WG to address necessary data requirements.
* On behalf of the EPRC, coordinate with government agencies, academic institutions and private sector entities to obtain and integrate energy sector forecasts, resolve/report issues, gaps or actions necessary to ensure consistency of forecasts developed and adopted by various agencies to enable coherent and transparent integrated energy planning with multi-stakeholder buy-in.
* Coordinate convening of meetings, agendas and working papers and prepare official record of meetings, decisions and outputs related to forecasting and related data acquisition activities.
* Undertake other responsibilities assigned by the IEP Director.
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| **Position** | **Modelling Specialist** |
| **Grade** | PPS 10 |
| **No. of Posts** | 02 |
| **Qualifications** | Master’s degree in computer science, management science, engineering or related discipline with concentration in quantitative methods and analytical techniques from an accredited institution recognized by the Higher Education Commission (HEC).  |
| **Experience** | * Minimum 10 years of relevant experience in energy systems modelling and applications, optimization techniques and use of optimization and simulation software; experience in energy planning and modelling in Pakistan will be given preference.
* Knowledge of energy sector system balances, costs, data requirements, and relevant information sources necessary as modelling inputs.
* Knowledge of current energy modelling applications and software.
* Fluency in English with strong interpersonal and communications skills.
* Proficiency in MS Office, spreadsheet analysis and appropriate optimization/simulation software tools (e.g., LEAP, TIMES/MARKAL, GCAM, etc.)
 |
| **Max. Age** | 45 years, relaxable as per government recruitment rules.  |
| **Duration** | Initial appointment on contract for one year, extendable subject to satisfactory performance.  |
| **Salary** | Standard pay package equivalent to PPS 10 scale. |
| **Duties and Responsibilities** | * Oversee and contribute to the development, enhancement, maintenance and operation of energy models by the Modelling Working Group (WG) to facilitate integrated energy planning and modelling activities.
* Support the Modelling WG in conceptualizing model scope, coverage, inputs and outputs, defining base assumptions and demand/supply forecasts, compiling data requirements, conducting modeling runs, iterations and calibration, undertaking scenario analysis, and interpreting and reporting model results.
* Support the Modelling WG in establishing, documenting and implementing procedures and protocols for regular data acquisition in standardized formats, and defining gaps/additional requirements for modelling purposes.
* Coordinate with Analysis and Policy, Forecasting and Data Management WGs to define model scope and tools, demand/supply forecasts, and data inputs, respectively, required for modelling purposes on ongoing basis.
* On behalf of the EPRC, coordinate with government agencies, academic institutions and private sector entities and Modelling WG to evaluate and select appropriate modelling tools for specific applications/scenario analyses required for integrated energy planning and ensure their integration with relevant specialized subsector planning activities and software.
* Coordinate convening of meetings, agendas and working papers and prepare official record of meetings, decisions and modelling results/scenario analyses related to modelling activities.
* Undertake other responsibilities assigned by the IEP Director.
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| **Position** | **Senior Research Associate (Policy)** |
| **Grade** | PPS 8 |
| **No. of Posts** | 01 |
| **Qualifications** | Master’s degree in public policy, energy policy, energy planning, business administration, economics or related discipline from an accredited institution recognized by the Higher Education Commission (HEC).  |
| **Experience** | * Minimum eight years of relevant experience in energy policy and planning, quantitative analysis, economic impact assessments or similar applications; experience in energy policy analysis and formulation in Pakistan will be given preference.
* Knowledge of regulatory and policy aspects of Pakistan’s energy sector with ability to work across various aspects of energy policy.
* Strong interpersonal and communications skills.
* Fluency in English and proficiency in computer applications, especially MS Office.
 |
| **Max. Age** | 45 years, relaxable as per government recruitment rules.  |
| **Duration** | Initial appointment on contract for one year, extendable subject to satisfactory performance.  |
| **Salary** | Standard pay package equivalent to PPS 08 scale. |
| **Duties and Responsibilities** | * Support the Senior Policy Specialist in coordinating activities related to his functions.
* Support (and contribute inputs to) the Analysis and Policy Working Group (WG) in defining base assumptions, scenarios/options and related sensitivities for modelling and analysis, assessing/comparing model outputs and results, developing integrated energy plans and formulating policy, investments and planning recommendations.
* Facilitate, monitor and review outputs, reports and recommendations of the Analysis and Policy WG.
* Participate, as required, in EPRC’s interaction with the IEP Steering Committee (SC), TAG, federal and provincial ministries and line agencies, academia and private sector regarding energy strategy, policy and planning directions.
* Coordinate convening of meetings, agendas and working papers and prepare official record of meetings, decisions and outputs related to policy analysis and formulation activities.
* Undertake other responsibilities assigned by the Senior Policy Specialist.
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| **Position** | **Research Associate** |
| **Grade** | PPS 7 |
| **No. of Posts** | 03 |
| **Qualifications** | Minimum Bachelor’s degree in engineering, business administration, energy management, computer science, economics or similar discipline from an accredited institution recognized by the Higher Education Commission (HEC).  |
| **Experience** | * Minimum five years of relevant experience in one or more of the following areas:
	+ Energy planning, forecasting and management
	+ Use of quantitative models/methods for energy planning and forecasting
	+ Energy information management and database software
	+ Energy policy analysis and formulation
	+ Energy-related studies.
* Familiarity with technical, commercial, regulatory and policy aspects of Pakistan’s energy sector and energy sector material balances, costs and data.
* Strong interpersonal and communications skills.
* Fluency in English and proficiency in computer applications, especially MS Office and other relevant software.
 |
| **Max. Age** | 35 years, relaxable as per government recruitment rules.  |
| **Duration** | Initial appointment on contract for one year, extendable subject to satisfactory performance.  |
| **Salary** | Standard pay package equivalent to PPS 7 scale. |
| **Duties and Responsibilities** | * Support the Senior Specialists in activities related to their respective functions to support the IEP process (energy policy analysis and formulation, energy data management, energy forecasting, energy modelling).
* Support (and contribute inputs to) the WGs in the execution of their functions in the IEP process, such as:
	+ Developing policy, investments and planning recommendations
	+ Establishing modeling data requirements and implementing data acquisition and processing, reporting and dissemination services, etc.
	+ Energy forecasting and related activities (compiling assumptions, preparing data inputs, developing forecasts, determining sensitivity ranges, and validating outcomes)
	+ Conceptualizing energy models (scope, coverage, inputs and outputs), defining model assumptions and data requirements, compiling data and input parameters, developing and calibrating model outputs, conducting scenario runs and analysis, documenting model results, etc.
	+ Coordinating with various agencies in the development and implementation of integrated energy plans and policy recommendations.
* Participate, as required, in EPRC’s interaction with stakeholders, federal and provincial ministries and line agencies, academia and private sector entities regarding energy strategy, policy and planning directions.
* Coordinate convening of meetings, agendas and working papers and prepare official record of meetings, decisions and outputs related to IEP activities.
* Undertake other tasks assigned by relevant staff of the EPRC.
 |
| **Position** | **IT Administrator** |
| **Grade** | PPS 8 |
| **No. of Posts** | 01 |
| **Qualifications** | Minimum Bachelor’s degree in computer science, information technology or similar discipline from an accredited institution recognized by the Higher Education Commission (HEC), plus qualifications as Microsoft Certified Systems Engineer (MCSE) and/or Cisco Certified Network Professional (CCNP).  |
| **Experience** | * Minimum five years of relevant experience in computer data center management and operations, implementation and administration of operating systems, servers and clients in a local area network (LAN) environment, internet/email services, software applications, and routine hardware and technical support.
* Knowledge of MS Office, databases, and modeling tools will be given preference.
* Fluency in English with strong interpersonal and communications skills.
 |
| **Max. Age** | 40 years, relaxable as per government recruitment rules.  |
| **Duration** | Initial appointment on contract for one year, extendable subject to satisfactory performance.  |
| **Salary** | Standard pay package equivalent to PPS 08 scale. |
| **Duties and Responsibilities** | * Install, configure and maintain hardware systems, including, but not limited to, computers, servers, storage devices, printers and scanners, local area networks (LAN) and WiFi networks, portable and mobile devices, communication and meeting equipment and ancillary facilities (UPS, power conditioning, backup systems, etc.) at the EPRC.
* Install, configure and maintain software systems including, but not limited to, operating systems, application software, energy modelling and databases, web portals, cloud-based services, accounting and MIS software, internet/email applications, virus protection, security, data backup, etc.
* Plan, organize, manage and maintain IT infrastructure and align system functionality with IEP process and user needs, including helpdesk services.
* Prepare IT hardware/software specifications, budgets and conduct procurement according to requirements of the EPRC and applicable regulations.
* Coordinate and document meetings, decisions, requirements and maintenance logs related to the EPRC’s IT infrastructure.
* Undertake other responsibilities assigned by the IEP Director.
 |
| **Position** | **Finance/Administrative Officer** |
| **Grade** | PPS 7 |
| **No. of Posts** | 01 |
| **Qualifications** | Minimum Bachelor’s degree in business administration, finance or related discipline from an accredited institution recognized by the Higher Education Commission (HEC).  |
| **Experience** | * Minimum five years of relevant experience in office administration and management, accounts maintenance, cash management and related functions.
* Proficiency in accounting methods, bookkeeping, financial and administrative reporting, documentation, and personnel management.
* Familiarity with Government of Pakistan (GoP) rules of business regarding human resources (HR), administrative procedures, financial reporting, communications and reporting, and office documentation.
* Fluency in English with strong interpersonal and communications skills.
* Proficiency in MS Office, accounting software and spreadsheets.
 |
| **Max. Age** | 35 years, relaxable as per government recruitment rules.  |
| **Duration** | Initial appointment on contract for one year, extendable subject to satisfactory performance.  |
| **Salary** | Standard pay package equivalent to PPS 07 scale. |
| **Duties and Responsibilities** | * Provide general administrative support to the EPRC and staff.
* Develop, implement and maintain administrative systems, policies and procedures of the EPRC.
* Manage EPRC accounts and cash, prepare and document all financial transactions, prepare statements, manage payments, document invoices and receipts, prepare inventory audits and reports, verify and reconcile transactions, such as accounts payable and receivable, purchase orders, cheques, invoices and bank statements, in full compliance with relevant Government of Pakistan rules, regulations and guidelines, including tax obligations.
* Prepare budgets and expense statements related to the EPRC; calculate accruals and projections of costs, overhead and other indirect expenses based, assist with salary and performance reviews, and prepare and submit all information required for external audit purposes, as required.
* Maintain EPRC records, documentation, correspondence, procedural guidelines and other information related to administrative, management and financial activities.
* Ensure the EPRC office and staff is adequately provisioned and resourced at all times.
* Maintain personnel files, manage payroll, assist in staff recruitment, monitor policy compliance and performance, and perform other HR functions, as required.
* Maintain EPRC calendar, schedule appointments/meetings and provide logistical support for official meetings and presentations.
* Oversee office security and safety, manage maintenance, external services and related payments.
* Facilitate coordination with ministries, line agencies, stakeholders, clients, visitors, etc.
* Undertake other responsibilities assigned by the IEP Director.
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| **Position** | **Office Assistant** |
| **Grade** | PPS 5 |
| **No. of Posts** | 03 |
| **Qualifications** | BA/BSc or equivalent qualification.  |
| **Experience** | * Minimum two years of relevant experience in general office duties, including secretarial support, filing, data compilation, report preparation, document formatting and graphics, etc.
* Proficiency in word processing/typing in English, business charts, spreadsheets, and document formatting.
* Understanding of basic administrative/accounting functions.
* Ability to communicate in English with adequate reading/writing skills.
* Computer proficiency in MS Word, PowerPoint and Excel. Graphics skills will be considered a bonus.
 |
| **Max. Age** | 35 years, relaxable as per government recruitment rules.  |
| **Duration** | Initial appointment on contract for one year, extendable subject to satisfactory performance.  |
| **Salary** | Standard pay package equivalent to PPS 05 |
| **Duties and Responsibilities** | * Provide general office support to the EPRC staff and associated groups and committees, as required.
* Prepare/format management and technical reports and presentations, print/copy/scan documents, maintain filing systems, manage supplies and equipment inventories, and perform other general secretarial duties, as directed.
* Handle telephone communications, letters, emails, and other EPRC communications and facilitate external visitors/collaborators.
* Collect, compile, process and store IEP-related data, information sources and records in electronic and hardcopy forms, as required.
* Help organize and assist with IEP meetings and other events, as necessary.
* Assist with IEP staff’s travel and logistical requirements, as required.
* Undertake other office responsibilities, as directed by senior IEP staff of the EPRC.
 |
| **Position** | **Office Boy** |
| **Grade** | PPS 2 |
| **No. of Posts** | 03 |
| **Qualifications** | Matriculate or equivalent qualification.  |
| **Experience** | * Minimum two years of similar work experience in an office environment.
* Familiarity with photocopying, scanning, and other office equipment.
* Experience in basic office services, maintenance and support functions.
 |
| **Max. Age** | 30 years, relaxable as per government recruitment rules.  |
| **Duration** | Initial appointment on contract for one year, extendable subject to satisfactory performance.  |
| **Salary** | Standard pay package equivalent to PPS 02 scale. |
| **Duties and Responsibilities** | * Photocopying, faxing, collating/binding documents and files and other office errands as assigned by EPRC staff.
* Stock and maintain consumables and other office supplies. Conduct routine procurement of office/janitorial supplies.
* Assist with facilitating staff/visitors, setting up meetings and events, serving refreshments, etc.
* Ensure cleanliness, functionality and upkeep of the EPRC office.
* Oversee janitorial and external maintenance services/workers.
* Collect and distribute incoming and outgoing office mail, packages and paperwork.
* Support Office Assistants and other administrative officers in performing their duties.
* Undertake other office responsibilities, as directed by EPRC staff.
 |