



Post Box 1091, Islamabad
www.pide.org.pk

SITUATIONS VACANT

Applications are invited from Pakistani Nationals for the following posts of PSDP Project titled "Center of Excellence for China-Pakistan Economic Corridor (CE-CPEC)" on contract basis for a period of two (02) years, extendable till completion of the project. Remuneration, as per Finance Division's Standard Pay Package for Development Projects, will be fixed in relevant pay scales as mentioned against each post. Usual research opportunities as enjoyed by PIDE researchers would be available to the Centre's staff. The performance allowances are also likely to be added to the total pay package.

Applicants who have already applied **DOES NOT NEED TO APPLY AFRESH**

1. Heads of Policy Research Divisions (BPS-20)

Thematic Areas:

- i. Socio-economic Impacts of CPEC
- ii. CPEC Trade and Industry Cooperation
- iii. Development Planning under CPEC
- iv. Financing and Financial Sector Integration under CPEC
- v. Urban Development in Pakistan under CPEC

No. of Positions:

Five (05) i.e. One (01) in each above mentioned Thematic Area.

Age:

Maximum 55 years

Qualification:

Ph.D. in relevant subject from a reputed local or foreign university or a relevant higher degree with experience.

Experience:

Minimum 5 year post Ph.D experience in designing, implementing and supervising research and academics for the positions at S. No. 1-2. Research Publications and experience in Research Management, in a policy think tank setting would be given preference. For the posts on S. No. 3-4-5 a blend of higher qualification from reputable institutions, solid practice experience and senior level involvement in big projects/institutions would be given preference.

Major ToRs:

Design, implement, supervise and disseminate research and development work in relevant thematic areas. Carry out R & D projects with external partners. Prepare and present Policy Notes and undertake other reach out activities to help in the effective implementation of CPEC. Participate in the Training activities of the Center.

2. Strategic Communication Specialist (BPS-20)

No. of Positions:

One (01)

Age:

Maximum 50 years

Qualification:

MBA (Marketing)/Master's in Mass Communication /Journalism/Communication Studies/IT/Telcom or related qualification from reputed local or foreign university or relevant experience. Ph. D. in relevant field would be given preference. Ability to communicate in Chinese language will be advantageous.

Experience:

- Minimum 10 years of experience in managing strategic communications across all platforms i.e. electronic, print and digital
- 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
- Proven experience of creating strategic communications plans and executing tactical campaigns to generate desired results

- 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.
- Candidates with additional experience in the implementation of strategies and corporate visions will be strongly preferred.

Major ToRs:

- To head the Strategic Communications Division at the Centre with major focus on media support activities, steer reach out activities including monthly Watch and other publications and the communication aspects of all the outputs of the Centre.
- To develop and implement an appropriate social media strategy for the project and aligning communication goals to overall project goals and objectives
- Innovate plans and tactics that generate media coverage and social media penetration aligned to project goals and objectives.
- 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.

3. Director Administration/ / Finance/ Project Management (BPS-20)

No. of Positions:

One (01)

Age:

Maximum 62 years

Qualification:

The applicants must hold a Bachelor's degree of Grade C issued by an HEC recognized university of Pakistan.

Experience:

- Experience in government service in progressively senior positions. Work in Think Tanks and Economic Ministries would be given priority.
- An experience with developing regulations and by laws for new autonomous or semi-autonomous organizations should be an added advantage which is very important
- Management of PSDP funded project should be an additional advantage
- Profound record of success and accomplishment
- Capability and Skills as Team Leader

Major ToRs:

- Supervise all activities related to 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.
- Financial and administrative management of the Project
- Manage implementation of the project under guidance of the Executive Director.
- Prepare, maintain and implement project plan.
- Liaison with PD&R Division, AGPR and other stakeholder for effective and hassle free implementation of the project.

5. Budget and Accounts Officer (BPS-18)

No. of Positions:

One (01)

Age:

Maximum 35 years

Qualification:

MBA Finance/ M.Com from HEC recognized University/Institution_

Experience:

- 2 years' experience in maintaining cash / accounts book and reconciliation of accounts with AGPR
- Computer literate with hands-on experience in MS Word and MS Excel

Major ToRs:

- Maintenance of Cash Books, Handling of Cash / receipts / payments and bills of the project.
- Reconciliation of accounts with AGPR.
- Any other responsibility assigned by the Project Director

6. Executive Secretary to the Executive Director (BPS-19)

No. of Positions:

One (01)

Age:

Maximum 45 years

Qualification:

Masters from HEC recognized University/Institute.

Experience:

At least 10 years of relevant experience. Candidates having experience of working with senior management i.e. Executive Directors, CEOs in Corporate Sector or development/international organizations will be preferred.

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
 - viii. **Pay Order/Bank Draft of Rs.1000** drawn in favor of PIDE, Islamabad **should reach the undersigned within 2 weeks of the advertisement.**
2. Applicants already working in Government/Semi-Government Organizations / Autonomous Bodies should apply through proper channel by due date and submit service certificate issued by their present and former employers, **otherwise, the applications will not be entertained.** However, the Institute may entertain advance copies.
3. 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.**
4. Only short listed candidates will be called for Test/Interview.
5. PIDE reserves the rights not to fill any post/withhold the appointment against any advertised post or to accept/reject any application without assigning reason, thereof.
6. Decision of the PIDE shall remain binding in all cases.
7. Any kind of direct or indirect canvassing would result in instant disqualification at any stage of selection.
8. Requisite application fee can also be deposited online A/C No.700011-3 **(Code No.0474), NBP, Foreign Office Branch, Islamabad.** In case of online submissions of application fee, Applicants are advised to attach original proof/receipt along with application form.

Dr. Muhammad Safiruddin
Registrar
Ph: 051-9248051