



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.

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.

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. Chief of Knowledge/ICT/Media Management (BPS-20)

No. of Positions:

One (01)

Age:

Maximum 50 years

Qualification:

Masters with specialization in ICT, Mass Communication, Knowledge Management, Management Sciences or another relevant qualification from reputed local or foreign university or relevant experience.

Experience:

At least 10 years' experience in designing and managing modern knowledge management systems. Experience in an international organization, think tank would be preferable.

Major ToRs:

- To conceive, design, develop and implement a Knowledge Management System at the Centre
- To devise policies, strategies for transformation of Centre's, researches, accomplishments of the Center as inputs into the KM system of the Centre for the internal use and interface it with the Communication system for an effective dissemination to stakeholders.

4. Senior Research Fellows (BPS-19)

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 50 years

Qualification:

Ph. D. or equivalent degree in relevant subject from a reputed local or foreign university.

Experience:

Ph.D. in relevant field from a reputed local or foreign university or a relevant higher degree with adequate experience. The candidates expecting to complete Ph. D. within 2016 with strong academic credentials and relevant experience and publications could also be considered for Thematic Area 1 & 2. For Thematic areas 3 to 5, relevant experience would be given more weightage.

Major ToRs:

Assist the respective Head of Policy Research Division to design and implement research & development work.

5. 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.

6. Research Associates (BPS-18)

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 40 years

Qualification:

MA/MS/M.Phil. from reputed local or foreign university in relevant field with two(02) years' experience, or an MA in relevant field with five (5) years' experience or a graduation from a reputed foreign university with (5) years' experience.

Experience:

High quality research abilities and an experience in undertaking policy development work. Research experience in relevant thematic area would be given preference.

Major ToRs:

Assist the respective Policy Research Division to conduct research & development activities.

7. Media and Public Opinion Analyst/Researcher (BPS-18)

No. of Positions:

Two (02)

Age:

Maximum 40 years

Qualification:

M. Phil in related field or MBA (Marketing)/Master's in Mass Communication

/Journalism/Communication Studies/IT/Telcom or related qualification from reputed local or foreign university or relevant experience.

Experience:

- Minimum 5 years of experience in managing strategic communications across all platforms i.e. electronic, print and digital
- Skilled at creative content management
- Experience in crafting and execution of 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 experience with leading media houses, international organizations, corporate sector in strategic communications for press coverage and social media presence.
- Candidates with additional experience in the implementation of strategies and corporate visions will be strongly preferred.

Major ToRs:

To Assist the Strategic Communication Specialist.

8. IT Network/Web/System Engineer (BPS-17)

No. of Positions:

One (01)

Age:

Maximum 35 years

Qualification:

BCS/BS Computer Engineering/Computer Systems/Information Systems/Telecommunications preferably with industry standard certification.

Experience:

Minimum 2 years' experience in all aspects of computer network set-up, web administration, installation, troubleshooting, service, upgrades, and maintenance.

Major ToRs:

- Follow maintenance protocols to ensure systems are secure and ready for users
- Lead design and deployment of servers, directories, wireless, backups, and personal devices

- Maintain and troubleshoot devices and systems, hardware, and software and systems networking(LAN & WAN)
- Document system performance, bugs, debugging, and program requirements
- Guaranteeing the smooth running of all ICT systems, including anti-virus software, print services and email provision
- Providing secure access to the network for remote users
- Securing data from internal and external attack
- Offering users appropriate support and advice. Any other responsibility assigned by the management

9. IT Support Officer (BS-16)

No. of Positions:

One (01)

Age:

Maximum 35 years

Qualification:

BCS/BS Computer Engineering/Computer Systems/Information Systems/Telecommunications.

Experience:

Minimum 2 years' experience in network, software, hardware support role in a reputed public or private organization.

Major ToRs:

- Maintain and troubleshoot devices and systems, hardware, and software.
- Offering users appropriate support and advice.
- Any other responsibility assigned by the management.

10. Assistant Private Secretary (BS-16)

No. of Positions:

One (01)

Age:

Maximum 35 years

Qualification:

Bachelor's degree (2nd Division) with typing/short hand speed of at least 45 W/Minute

Experience: At least five (05) years relevant experience

Major ToRs: As assigned by the Management

11. Receptionist (BS-15)

No. of Positions:

One (01)

Age:

Maximum 35 years

Qualification:

2nd class Bachelor's degree with computer proficiency

Experience:

At least 2 years of relevant experience in reputed public or private sector organization.

Major ToRs:

- Maintenance of Reception, guests, records/log etc
- Any other duty assigned by the Management.

12. Research Interns (Monthly stipend Rs. 25,000)

- 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)

Age:

Maximum 30 years

Qualification:

MA/MS/M.Phil degree from HEC recognized Universities/Institutes preferably in relevant thematic area mentioned above. Graduation from a well reputed foreign university in case of S. No. 4 & 5.. Position holders and/or applicants with outstanding academic record having research exposure will be strongly preferred.

13. Drivers/Dispatch Riders (BS-05)

No. of Positions:

Drivers (03), Dispatch Rider (01)

Age:

Maximum 40 years

Qualification:

FA pass and valid LTV Driving License holder.

Experience:

At least 04 years of relevant experience in reputed public and/or private sector organization.

Major ToRs:

- Maintenance of vehicle and its log book.
- Any other duty assigned by the management.

14. Naib Qasid/General Attendant (BS-04)

No. of Positions:

Four (04)

Age:

Maximum 35 years

Qualification:

Matric pass. Candidates with experience in public or private organization will be preferred.

15. Sweeper/Frash (BS-02)

No. of Positions:

Two (02)

Age:

Maximum 40 years

Qualification:

Literate; preferably primary pass.

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/- (for posts BS 17 and above) and Rs. 500/- (for posts BS 16 and below)** 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 [in case of S. Nos. 4, 5, 6, 7, 10, 11, 12, 13], 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