

**No.F.3/16/2019-Admn-I
GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION
ISLAMABAD**

SITUATION VACANT: TECHNICAL ADVISOR (HRM)

Applications are invited from suitable candidates for the post of **Technical Advisor, Human Resource Management, MP-I Scale**, on contract basis in Establishment Division initially for the period of two years, extendable under MP Scale policy. The position will be filled strictly on merit, in a transparent manner and in accordance with the guidelines provided in Ministry of Finance OM No.F.3 (2) R-4/2011 dated 14th July, 2017.

Detailed Terms of Reference (TORs) and Job Descriptions etc. for the position can be downloaded from the website <http://www.establishment.gov.pk/userfiles1/file/jobad.pdf> Interested individuals may send their applications, CVs and all relevant education/experience certificates, including CNIC and one recent passport size photograph, within fifteen (15) days of publication of this advertisement at the below mentioned address clearly mentioning on the envelope the name of the position applied for.

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TORS FOR POST OF TECHNICAL ADVISOR (ESTABLISHMENT DIVISION)

Establishment Division is responsible for regulation of all matters relating to civil posts in connection with the affairs of Federation. With the advent of new technologies, the ways and means of doing business are changing entailing reciprocal changes in SOPs to achieve excellence in the HRM and improve the service delivery. In addition, the vision of the present Government to introduce reforms in various aspects of human resource management entails repositioning and introduction of new ideas and changes.

To cope with the dynamism of today's ever changing environment, Establishment Division intends to hire the services of Technical Advisor to align its procedures with the international best practices.

Criteria/Minimum Requirements

A. Education:

The expert should hold a Masters Degree in Human Resource Management; Public Administration; Organizational Management, Institutional Development or any other related field from HEC recognized national or reputed international universities.

Candidates with Doctorate or M.Phil. or foreign qualification from universities of repute in similar disciplines will be given preference.

B. Field of Expertise:

- i. A minimum of 10 years post-Doctorate or 15 years post Masters Degree practical experience with national/international/multilateral organizations in the field of human resource management.
- ii. Demonstrated technical knowledge and analytical skills and research in HR/People Management, Organizational Development and Change Management issues;
- iii. Strong management skills, including the ability to provide strategic guidance and technical oversight; and
- iv. Good communication, presentation and report writing skills.

Working experience in National/ International public sector organizations knowledge of existing rules/ laws governing the HRM in Federal Government will be an advantage.

C. Age:

The minimum age limit is Forty (40) years and maximum age is Fifty-five (55) years.

D. Duration:

Appointment of the Technical Advisor shall initially be made for two years which will be extendable as per MP Scale Policy on the recommendation of Performance Evaluation Committee in accordance with prescribed performance evaluation for MP Scale positions.

E. Disqualification: No person shall be eligible for appointment as Technical Advisor, who:

- i. has been or is dismissed from service as a consequence of disciplinary proceedings;

- ii. has been or is convicted, by a court of competent jurisdiction, for an offence involving moral turpitude;
- iii. either at the time of appointment as Technical Advisor or thereafter during such appointment was not or is not a citizen of Pakistan; or
- iv. is a beneficiary of National Reconciliation Ordinance, 2007(LX of 2007).

F. Manners of Appointment:

- i. The appointment shall be made as per prescribed procedure for appointment in MP-I scale position
- ii. The vacancy of the Technical Advisor shall be uploaded by the Establishment Division on its website and also advertised at least in two national leading newspapers of nation-wide circulation.
- iii. A short-listing Committee shall be constituted with the approval of Secretary, Establishment Division, for the short listing of applicants.
- iv. The Selection Committee for appointments in the MP-Scale shall recommend three most suitable candidates out of the shortlisted candidates and a summary shall be submitted for decision of the Prime Minister, accordingly.

G. JOB DESCRIPTION

The advisor will carry out, but will not be limited to, the following tasks for the Establishment division and its allied organizations (Attached Departments & Autonomous Organizations):

- i. Assess the existing institutional capacities of the Establishment Division and suggest measures to improve the same. This shall be done by formulating a short, medium and long term capacity development plan.
- ii. Study the regional HR Management practices by focusing on countries with similar socio-economic conditions and suggesting best practices that can be adopted in Pakistan.
- iii. Research and document the weaknesses in HR management system of the public sector and develop remedial strategies to deal with the same.
- iv. Review the existing performance management and career progression systems of the various streams of Civil Service and suggest measures to improve organizational efficiency and effectiveness.
- v. Review the existing HR policies laws/rules/regulations and identify redundancies and duplications and propose measures to make these more effective.
- vi. Identify issues related to the Welfare of in service / retired Civil Servants and suggest improvement in the legal framework, as well as operational aspects.
- vii. Develop proposal for improving training strategies for the Civil Servants keeping in view the regional best practices and suggesting improvement in the management and organization of the sub-ordinate institutions of Establishment Division in this regard.
- viii. Provide strategic inputs for the transformation of Establishment Division into HRM Division.
- ix. Guide the Establishment Division in design a framework for Human Resource Information System (HRIS) to integrate information across all the wings of

Establishment Division, so as to facilitate decision making for Career Development, Performance Management, Placement etc. and its subsequent implementation.

- x. Any other task assigned by the Secretary, Establishment Division.

H. Pay Package:

The Technical Advisor shall receive pay package of MP_I Scale in accordance with the Management Scale Policy.

I. Leave:

The Technical Advisor shall earn leave in accordance with the Management Scales Policy.

J. Conflict of interest:

The candidate for appointment as Technical Advisor shall have to seek retirement from his existing Department and post or his appointment shall be subject to acceptance of resignation from designated authority and shall not, during his term of office, engage himself in any other service, business, vocation or employment which may have any direct or indirect effect on his performance as Technical Advisor.

K. Technical Advisor to be public servant:

The Technical Advisor appointed under these rules when acting or purporting to act in pursuance of any of the provisions of these rules shall be deemed to be a public servant within the meaning of section 21 of the Pakistan Penal Code (Act XLV of 1980).

L. Termination of contract:

The contract of Technical Advisor may be terminated by giving one month's notice on either side or payment of one month's basic pay in lieu thereof.

M. Monitoring and evaluation:

The performance of Technical Advisor shall be monitored by Secretary and Minister In-charge. The Technical Advisor shall directly report to the Secretary, Establishment Division.

N. Applicability of other rules:

In respect of matters not specified here, the law, rules, policies, etc. applicable to the corresponding level of civil servants shall be applicable