

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING

SITUATION VACANT

Applications are invited from Pakistani nationals for the post of Director General (Institutional Reforms Expert) (MP-I Scale) in Management Services Wing, Establishment Division, Islamabad. Terms and Conditions of the post are given below:

S. No.	Description	MP-I
i.	Required Educational Qualification and Experience	<p>PH.D in relevant subject(s) with 14 years professional experience or Masters in relevant subject (s) with least 18 years post qualification experience in the relevant field. (The relevant subject(s) are Public Administration /Business Administration/Administrative Science / Economics/Statistics /Computer Science/CMA).</p> <p>The candidate has experience in the relevant field inclusive of 05 year's service at senior management level. The experience also includes Knowledge Management and Communication related work with the ownership and full accountability for managing multiple tasks.</p> <p>The candidate must demonstrate the ability to form strong relationship with the concerned stakeholders of various Government organizations, proactively identify areas of intervention and formulate solutions.</p> <p>To successfully deliver performance management consultancy services to the Federal Government organizations, expected to demonstrate in-depth understanding of the new concepts with strong analytical skills/ experience and exposure to hybrid management practices etc.</p> <p>Excellent communication, negotiation and relationship building skills are mandatory.</p> <p>Proficiency in project and resource planning is essential for fulfilling the job requirement.</p>
ii.	Age Limit	Maximum = 62 years (to be calculated as on the closing date of submission of applications)
iii.	Tenure of Contract	Initially for a period of three (03) years, further extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.
iv.	Termination of Contract	On completion of tenure or one month's notice from either side. In case of notice by the concerned Ministry/Division, it shall be after approval of the appointing authority. In case of proceedings under para-6 (vii & ix) of the policy ibid, the condition of one month's notice shall not be required.
v.	Leave	The incumbent shall earn leave on full pay @ 3 days per month on annual basis and the leaves earned shall be availed during the currency of the year. Title of Leave will neither be carried over to the next year in case of non-availing nor will it be en-cashed.
vi.	Discipline	As applicable in case of contract employees.
vii.	Appointing Authority	Prime Minister on the recommendations of the Selection Committee. Annual extension in contract will also be given by Prime Minister on recommendations of Performance Evaluation Committee.

2. Interested applicants should send their applications alongwith CV and testimonials (all attested copies) to the undersigned within 15 days after the publication of this advertisement. The applicants working in Government sector should submit their applications through proper channel.
3. The post will be filled in accordance with Federal Government's MP Scale Policy 2020. Detailed terms of reference (ToRs) for the post can be downloaded from Establishment Division's website.
4. Only eligible applicants will be invited for interview. No TA/DA shall be admissible to the candidate for appearing in the interview.

SECTION OFFICER (ADMIN)
MANAGEMENT SERVICES WING
ESTABLISHMENT DIVISION
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