

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION  
MANAGEMENT SERVICES WING

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**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  
ROOM NO. 1017-D  
CABINET BLOCK, ISLAMABAD  
PH. NO. 051-9103640

**Terms of Reference**  
**Institutional Reforms Expert (MP-1)**

MS Wing of Establishment Division acts as advisory body to the Federal Government on subjects of Institutional reforms and human resource management. MS Wing intends to hire Institutional Reforms Expert in MP-1 scale to lead institutional and civil services reforms as part of the overall reform agenda of the Federal Government.

The expert is expected to possess strong skills in Governance, Research and Advisory in areas of institutional strengthening and human resource management. He/she must have work experience at senior executive positions in public and/or private organizations.

This expert will be expected to initiate and led key institutional and civil service reforms and suggest means to improve governance and service delivery through federal entities in major areas mentioned below based on international, regional and local best institutional and management practices.

1. Engage with multi and bilateral development sector agencies to undertake research studies on reforms in public sector institutions and civil services in various countries to draw learning and make comparisons on why some countries were more successful than us in reforming public sector institutions and civil bureaucracies.
2. Using successful international and regional reforms experience and by taking stock of institutional & civil service reforms approved by the Federal Government suggest effective reform programs with efficient implementation mechanism in federal entities.
3. Analyze delays and/or non-implementation of existing reforms programs and suggest better sustainable institutional arrangements to expedite implementation of approved reform program.
4. Analyze current recruitment processes of the Federal Government and suggest ways to increase efficiency:
  - a) Review and map existing institutional arrangements, timescales for recruitment, recruitment policies to identify weaknesses /grey areas;
  - b) Analyze centralized with dispersed recruitment arrangements and compare with current practices in federal government to suggest institutional arrangements that will increase effectiveness and efficiency in recruitment by the Federal Government;
  - c) Compare specific (technical) qualification-based recruitment to general qualifications based recruitment policies.
5. Analyze trainings and development opportunities provided by the Federal Government to its officers;
  - a) Review training policies and capacity of training institutions for mandatory and optional trainings to identify gaps;

- b) Compare to international best practice training and development facilities for public servants in various countries and suggest ways to improve both content and delivery mechanisms.
6. Engage with other DGs of MS Wing on organizing and archiving intellectual materials developed in the areas of institutional and civil service reforms by relevant forums of the Federal Government and disseminate information about major progress and results with the concerned stakeholders.
7. Assist Member MS Wing in any other Management and HR advisory needs put forth by institutions of the Federal Government.