

No.1(125) SMART-2022
Prime Minister's Office
Board of Investment
Sector Mapping & Regulatory Transformation (SMART)

SITUATIONS VACANT

The Board of Investment is looking for energetic professionals to work in an exciting project titled **Sector Mapping & Regulatory Transformation (SMART)** with tremendous opportunities for learning, professional growth, and interaction with International experts on business climate improvement and investment regimes. These positions will be on contract basis initially for a period of one year further extendable for two years on yearly satisfactory performance:-

| Sr. No. | Designation | No. of posts | Domicile | Age | Required Qualification | Required Experience |
|----------------|--|---------------------|-----------------|---------------|---|--|
| 1 | Business Reform and Automation Expert (PPS-9) | 01 | Merit | Upto 40 Years | A post-graduate degree in the field of Public or Business Administration, Management, Law or equivalent. | At least 07 years' experience of dealing with Public Policy, Government Administration, change management or reforms in the public sector or reputable private sector institution or relevant consulting experience with Multilateral/ International organizations. Proven track record of completing reforms/ process re-engineering/ automation of processes. |
| 2 | Communication and Private Sector Expert (PPS-9) | 01 | Merit | Upto 40 Years | A post-graduate degree in mass communication, journalism, business management, public policy, International relations, media studies or equivalent. | Having at least 07 years' experience in communication strategy development and implementation. Having excellent skills in writing and editing. Must have content writing experience for all media platforms and proven social media and networking expertise. Proven track record of engaging private sector associations and multilateral organizations in a project / programme involving public sector reforms. |
| 3 | Legal Specialist (PPS-8) | 01 | Merit | Upto 32 years | At least LLB from HEC recognized University or Degree in Law from a | Candidate must possess valid license to practice and unblemished record as lawyer along with at least 05 years of post- |

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| | | | | | reputable Foreign University. Candidates having relevant higher qualification will be preferred | qualification experience in any of the following fields: <ul style="list-style-type: none"> • Handling wide variety of corporate/commercial matters as legal counsel. • Interaction with public sector organizations for regulatory matters and approvals In addition, following skills are required: <ul style="list-style-type: none"> • Proficiency in Microsoft PowerPoint and Excel • Good research skills and analytical abilities • Ability to work in teams and independently take responsibility for delivering key results |
| 4 | Deputy Director (Admin) (PPS-8) | 01 | Merit | Upto 35 years | Graduate degree from a reputable HEC recognized university | At least 03 years' experience of public sector administration/ projects, involving management of Human Resource, Procurement and other official matters including followings: <ul style="list-style-type: none"> • Procurement under PPRA rules • Adequate knowledge of public sector working, rules and regulations • Proficiency in Microsoft Word and Excel • Ability to work in teams and independently take responsibility for delivering key results |
| 5 | Accounts Officer (PPS-7) | 01 | Merit | Upto 32 years | Graduate degree in Accounting, Finance, or Commerce, ACMA, ACCA, CA. Candidates having experience of public sector will be given preference. Similarly candidates with Higher / Additional | At least 03 years' experience to deal with Audit & Accounts matters in a reputable organization including <ul style="list-style-type: none"> • Proficiency in Microsoft Excel Adequate knowledge of public sector working |

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| | | | | | qualifications and experience will be given preference. | |
| 6 | Regulatory Modernization Specialist (PPS-7) | 02 | Merit | Upto 32 years | Masters degree in business or public administration, Economics, management sciences. | At least 01 year experience of dealing with public sector regulatory compliance, or process re-engineering in private sector including: <ul style="list-style-type: none"> • Adequate knowledge of public sector working specially with reference to businesses, industries and export/import matters • Excellent Research skills, Business Communication, and Analytical Skills • Proficiency in Microsoft PowerPoint, Word, and Excel • Experience of handling teams and taking responsibility for delivering key results |
| 7 | Public Sector Specialist (PPS-7) | 01 | Merit | Upto 32 years | Masters degree in business or public administration, Economics, management sciences. | At least 01 year experience of dealing with public sector regulatory compliance, or process re-engineering in private sector including: <ul style="list-style-type: none"> • Adequate knowledge of public sector working specially with reference to businesses, industries and export/import matters • Excellent Research skills, Business Communication, and Analytical Skills • Proficiency in Microsoft PowerPoint, Word, and Excel Experience of handling teams and taking responsibility for delivering key results |
| 8 | SME Specialist (PPS-7) | 02 | Merit | Upto 32 years | Masters degree in business or public administration, Economics, management sciences. | At least 01 year experience of dealing with public sector regulatory compliance, or process re-engineering in private sector including: <ul style="list-style-type: none"> • Adequate knowledge of public sector |

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| | | | | | | <p>working specially with reference to businesses, industries and export/import matters</p> <ul style="list-style-type: none"> • Excellent Research skills, Business Communication, and Analytical Skills • Proficiency in Microsoft PowerPoint, Word, and Excel • Experience of handling teams and taking responsibility for delivering key results |
| 9 | Content Writer (PPS-6) | 01 | Merit | Upto 30 years | Bachelor's degree in communications, marketing, English, journalism, management sciences or related field. | <ul style="list-style-type: none"> • 01 year experience in Content writing for marketing purposes in a professional position. • Good command of English language, including idioms, expressions and current trends in report writing. • Ability to work independently with little or no daily supervision. • Strong interpersonal skills and willingness to communicate with clients, colleagues, and management. |
| 10 | Sector Specialists/ Associates (PPS-6) | 10 | Merit | Upto 30 years | Graduate in business/ public administration, economics, Management sciences or relevant professional/ technical degree | <ul style="list-style-type: none"> • Have undertaken research as part of academic qualifications, internship or work experience • Excellent communication, analytical and report writing skills • Proficiency in research Microsoft PowerPoint, Word, and Excel • Ability to work in teams and independently take responsibility for delivering key results • Proven skills to quickly learn new concepts and apply them according to requirements |
| 11 | Business Analyst (PPS-7) | 01 | Merit | Upto 32 years | BSCS/ BS IT/ BS in Software Engineering. | <ul style="list-style-type: none"> • Min. 01 year experience as Business analyst and/ or Quality Assurance. |

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| | | | | | (Professional Certification would be a plus point) | <ul style="list-style-type: none"> • Proven experience in eliciting requirements and testing. • Working knowledge of backend and frontend web technologies (Java, SQL and React etc.) |
| 12 | IT Expert/ Graphic Designer (PPS-7) | 01 | Merit | Upto 32 years | BSCS/ BS IT/ BS in Software Engineering. (Professional Certification in graphic designing tools would be a plus point) | 01 year experience in Web-Development / Graphic Designing / Software Development Proficient in Drupal, Laravel, Adobe Creative Suite especially in Photoshop |
| 13 | Assistant (PPS-5) | 02 | Merit | Upto 25 years | Graduate | Working experience in public or private sector given preference. |
| 14 | Driver (PPS-2) | 02 | Merit | Upto 30 years | (i) Primary Pass. (ii) Valid driving license holder and well versed in the traffic rules. | - |
| 15 | Dispatch Rider (PPS-1) | 02 | Merit | Upto 25 years | (i) Primary Pass. (ii) Valid driving license holder and well versed in the traffic rules. | - |
| 16 | Naib Qasid (PPS-1) | 02 | Merit | Upto 25 years | Primary Pass | - |
| 17 | Chowkidar (PPS-1) | 01 | Merit | Upto 25 years | Literate | - |
| 18 | Sweeper (PPS-1) | 02 | Merit | Upto 25 years | Literate | - |

Important Instructions for submission of applications

1. The applicants shall have to bring original documents at the time of interview.
2. Applicants already in Government service should apply through proper channel. In case of selection, the candidate will have to resign from Government service before appointment.
3. Incomplete or improperly filled-in application forms will not be entertained.
4. Only shortlisted candidates will be called for written test in Islamabad.

5. Test / interview of shortlisted candidates will be held on short notice.
6. The Board of Investment reserves the right to increase or decrease any number of post(s) as well as cancel any or all application(s) without assigning any reason thereof.
7. The requirement of expertise against posts from Sr.1 to Sr. 10, may be relaxed for M. Phil and PhD or equivalent degree holders by two and three years respectively.
8. After selection / appointment, the information provided in the application forms are communicated to this office shall be verified. In case of any false or forged, information, BOI reserves the right of not only cancellation of the candidature but also take legal action at any stage (even after employment if so discovered later on).
9. Applications (for the posts from Sr.1 to 13) must be submitted through BOI's website i.e. www.invest.gov.pk/careers and applications (for the posts from Sr.14 to 18), on prescribed application form available at BOI's website i.e. www.invest.gov.pk/careers must be reached by courier to the undersigned within 14 days from the date of publication of this advertisement. No hardcopy of the online application is required from the applicants. Applications received thereafter, in any form, will not be entertained.
10. No TA/DA will be admissible for the purpose of test / interview.

Lal Dino

Director (Admn)

Prime Minister's Office, Board of Investment (BOI)
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