

No.7 (139)-HR/2018
Prime Minister's Office
Board of Investment
PMU, (CPEC-ICDP)
Office No. 405, 4th Floor, Evacuee Trust Complex, F-5/1, Islamabad

SITUATIONS VACANT

Board of Investment intends to recruit competent and experienced professionals in Project Pay Scales (PPS) on following positions under its PSDP project titled “**China Pakistan Economic Corridor Industrial Cooperation Development Project (CPEC ICDP)**” on contract basis for one year or till completion of the project whichever is earlier:

Sr. No	Name of Post/Scales /Salary	No. of Posts	Quota	Qualification	Max. Age	Experience
1	Deputy Director (Industrial Cooperation) (PPS-08)	01	Merit	MBA / MPA / Masters in Management Sciences	40 Years	At least 05 years' experience in the relevant field. Exposure to Special Economic Zones (SEZs), China-facing roles, and familiarity with CPEC and Industrial Cooperation frameworks shall be considered an added advantage. Having adequate knowledge of public sector working, good analytical and writing skills to prepare positions papers, summaries, presentations and analytical reports.
2	System Analyst (PPS-08)	01	Merit	Master's or equivalent degree (sixteen years of education) in Computer Science / Software Engineering from a recognized university. Candidates having professional certifications in Management Information Systems and ERP will be preferred.	45 Years	7 years' experience in Web-Development / Software Development, Working knowledge of backend and frontend web technologies.
3	Assistant Director SEZ (PPS-07)	01	Merit	MBA/ Masters in Economics, Management Sciences. MS Project Management or BSc Engineering or equivalent Higher Education will be given preference.	35 Years	At least 3 years' experience of working in Public Sector or a reputable private firm. Having adequate knowledge of Public Sector especially development/ infrastructure projects. Good analytical and writing skills to prepare positions, papers, summaries, presentation and analytical reports and ability to evaluate feasibility studies and business proposals.
4	IT Expert / Graphic Designer (PPS-7)	01	Merit	BS (Software Engineering) or equivalent. Candidates having Professional Certifications / Workshops will be given advantage.	35 Years	05 years' experience in Web-Development / Graphic Designing / Software Development Proficient in Drupal, Laravel, Adobe Creative Suite especially in Photoshop
5	Media & Publication Officer (PPS-08)	01	Merit	MBA/MPA/ Master in Management Sciences, MS Project Management, MA Mass	45 Years	Minimum 5 years of professional interpreting experience. Good written and oral command of English.

				Communication, Journalism or equivalent.		
6	Project Coordinator /Research Officer (PPS-07)	01	Merit	MBA/MPA/ Master in Management Sciences, MS Project Management or equivalent. Higher qualification will be given preference.	30 Years	At least 03 years' experience in the relevant field. Having adequate knowledge of public sector working, good analytical and writing skills to prepare positions papers, summaries, presentations and analytical reports.
7	Interpreter & Liaison Officer (PPS-07)	01	Merit	Graduate with Interpreter diploma/certificate and good expertise in Chinese & English language interpretation. Master's degree in Chinese language will be given preference.	45 Years	Minimum 03 years of professional Chinese – English interpreting experience, including exposure to investment facilitation, industry engagements, and high-level meetings. Excellent written and oral command of English and Chinese. A recognized Chinese language qualification or HSK Level-5 (or above) shall be an added advantage.
8	MIS Analyst (PPS-06)	01	Merit	BSCS/ BS IT/ Masters in Project Management. (Certification in Management Information System / GIS would be given preference)	30 Years	Min. 03 years of experience as Business and/or Quality Assurance Engineer. Proven experience in eliciting requirements and testing. Working knowledge of backend and frontend web technologies (Java, SQL and React etc.)
9	Executive Assistant (PPS-06)	01	Merit	Minimum graduation or equivalent with computer proficiency OR regular APS of public sector	35 Years	5 years of experience in relevant field. Expertise in MS Office.
10	Data Entry Operator (PPS-05)	01	Merit	Minimum Graduation in from a recognized university	35 Years	At least 05 years' experience in the relevant field. Having adequate knowledge of public sector working, good analytical and writing skills to prepare positions papers, summaries, presentations and analytical reports.
11	Driver (PPS-02)	01	Rwp / Isb	Matric. Must be having valid LTV / HTV driving license. Individuals having additional skills will be preferred. Must have Rawalpindi / Islamabad domicile.	30 Years	NIL. 1 - 2 years of relevant experience will be preferred.
12	Dispatch Rider (PPS-02)	01	Rwp / Isb	Matric. Valid motorcycle rider's license and a clean driving record. Must have Rawalpindi / Islamabad domicile.	30 Years	Proven experience of official mail / documents handling as a dispatch rider or in a similar delivery role will be preferred.

Important Instructions:

- i. Submission of original documents shall be mandatory at the time of interview.
- ii. Applicants already in Government service should apply through proper channel. In case of selection, the applicants will have to resign from Government service before appointment.
- iii. No TA/DA will be admissible for the purpose of test/interview.
- iv. Only shortlisted applicants will be called for test/interview in Islamabad.

- v. Candidates applying for the post of Driver and Dispatch Rider must apply through NTS. However, interview and test will be conducted by the Departmental Selection Committee.
- vi. BOI reserves the right to increase or decrease the number of posts as well as reject any or all applications without assigning any reason thereof.
- vii. Information provided in the application forms shall be verified in case of offer of appointment/selection. In case of any false or forged information, Board of Investment reserves the right of cancellation of the candidature at any stage (even after employment, if so discovered later).
- viii. Candidates will have to submit separate online applications, if so wish to apply for more than one post.
- ix. General Relaxation in age limit has already been added in the maximum age limit.

How to Apply

Interested candidates who meets the eligibility criteria may apply directly on NTS website: **www.nts.org.pk**. Fee can only be paid via 1Link 1Bill Participating Banks / ATM / Internet, Banking / Mobile Banking / EasyPaisa / Jazz Cash / TCS Express Counters by downloading fee challan/deposit slip. Applicants are advised to regularly check the NTS website for important information.

Only the shortlisted candidates will be called for the test and interview.

For the post of Driver and Dispatch Rider, interview and driving test will be conducted.

Send the hard copy of filled online Application form to NTS Headquarters, Plot #96, Street # 04, Sector H-8/1, Islamabad **within 17 days** from the date of publication of this advertisement.

Application Forms filled improperly, incomplete, and submitted by hand will not be entertained.

For further information, please visit **www.nts.org.pk** or call at **051-8444441**.

Lt Col Shakeel Ahmed Shah, (Retd)

Industrial & SEZ Manager, Prime Minister's Office, Board of Investment, PMU-CPEC-ICDP
4th Floor, Evacuee Trust Complex, F-5/1, Islamabad. Ph: 051-9218624