**F.No. 1(25)SMRT-2024**

**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 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 and the project titled **Sector Mapping & Regulatory Transformation (SMART)** would be funded from PSDP. The details of the positions are as under:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. #** | **Designation & Pay Scale** | **No. of Posts** | **Domicile** | **Age** | **Required Qualification** | **Required Experience** |
| 1 | **Business Reforms & Automation Expert (PPS-09)**  (PKR.306,250/- per month Lump Sum Pay Package) | 01 | Merit | Up to 40 years | 16 years education in the field of Public/ Business Administration/ Business Management from a University/ Institute recognized by HEC. | 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 | **Legal Specialist**  **(PPS-08)**  (PKR.218,750/-per month Lump Sum Pay Package) | 01 | Merit | Up to 32 years | LLB or Degree in Law from a reputable Foreign University / Institute recognized by HEC.  Higher qualification in the field of Law will be preferred. | Candidate must possess valid license to practice and unblemished record as lawyer along with at least 05 years of post-qualification experience in any of the fields such as:-  • Handling wide variety of corporate/ commercial matters as legal counsel.  • Interaction with public sector organizations for regulatory matters and approvals  • 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 |
| 3 | **Business Analyst**  **(PPS-07)**  (PKR.157, 500/-per month Lump Sum Pay Package) | 01 | Merit | Up to 32 years | 16 years of education in BSCS/ BS IT/ BS in Software Engineering from a University/ Institute recognized by HEC.  Preference will be given to Professional Certification. | At least 01 year of experience as Business Analyst and/or Quality Assurance.  1. Proven experience in eliciting requirements and testing.  2. Working knowledge of backend and frontend web technologies (Java, SQL and React etc.) |
| 4 | **Public Sector Specialist (PPS-07)**  (PKR.157, 500/-per month Lump Sum Pay Package) | 01 | Merit | Up to 32 years | 16 years education in Business/ Public Administration/Economics/ Management Sciences from a University/ Institute recognized by HEC. | At least 01 years’ experience of dealing with public sector regulatory compliance or process re-engineering in private sector including:  • Adequate knowledge of public sector working specially with reference to businesses, industries and import-export matters.  • Excellent research skills, business communications, and analytical skills.  • Proficiency in Microsoft PowerPoint, Word, and Excel  • Experience of handling teams and independently take responsibility for delivering key results |
| 5 | **Regulatory Modernization Specialist (PPS-07)**  (PKR.157, 500/-per month Lump Sum Pay Package) | 01 | Merit | Up to 32 years | 16 years education in Business or Public Administration/ Economics/ Management Sciences from a University/ Institute recognized by HEC. | At least 01 years’ experience of dealing with public sector regulatory compliance or process re-engineering in private sector including:  • Adequate knowledge of public sector working specially with reference to businesses, industries and import-export matters.  • Excellent research skills, business communications, and analytical skills.  • Proficiency in Microsoft PowerPoint, Word, and Excel  • Experience of handling teams and independently take responsibility for delivering key results |
| 6 | **SME Specialist**  **(PPS-07)**  (PKR.157, 500/-per month Lump Sum Pay Package) | 01 | Merit | Up to 32 years | 16 years education in Business Administration/ Economics/ Management Sciences from a University/ Institute recognized by HEC. | At least 01 years’ experience of dealing with public sector regulatory compliance or process re-engineering in private sector including:  • Adequate knowledge of public sector working specially with reference to businesses, industries and import-export matters.  • Excellent research skills, business communications, and analytical skills.  • Proficiency in Microsoft PowerPoint, Word, and Excel  • Experience of handling teams and independently take responsibility for delivering key results |
| 7 | **Content Writer**  **(PPS-06)**  (PKR.105, 000/-per month Lump Sum Pay Package) | 01 | Merit | Up to 30 years | 16 years education in Communications/ Marketing/ English/ Journalism from a University/ Institute recognized by HEC. | At least 01 years’ experience in Content writing for marketing purposes in a professional position.  1. Impeccable grasp of the English language, including idioms, expressions and current trends in report writing.  2. Ability to work independently with little or no daily supervision.  3. Strong interpersonal skills and willingness to communicate with clients, colleagues, and management. |
| 8 | **Sector Associate / Specialist (PPS-06)**  (PKR.105, 000/-per month Lump Sum Pay Package) | 03 | Merit | Up to 30 years | 16 years education in Business/ Public Administration/Economics/ Management Sciences from a University/ Institute recognized by HEC. | • 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 |
| 9 | **Assistant (PPS-05)**  (PKR.70, 000/-per month Lump Sum Pay Package) | 01 | Merit | Up to 25 years | Graduate | Working experience in Public or Private Sector will be given preference. |
| 10 | **Chowkidar (PPS-01)**  (PKR.28, 000/-per month Lump Sum Pay Package) | 01 | Islamabad/ Rwp  Local basis | Up to 25  years | Literate | - |
| 11 | **Sweeper (PPS-01)**  (PKR.28, 000/-per month Lump Sum Pay Package) | 01 | Islamabad/ Rwp  Local basis | Up to 25 years | Literate | - |

**Terms And Conditions**

1. Submission of original documents shall be mandatory at the time of interview.
2. Applicant already in Government service should apply through proper channel. In case of selection the applicant will have to resign from Government service before appointment.
3. 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 cancel candidature at any stage (even after employment, if so discovered later).
4. In case a person, who does not fulfill any of the provisions contained in the Recruitment Rules of that post, the department may cancel his/her candidature and withdraw nomination of the candidate at any stage.
5. The department reserves the right to cancel the recruitment process or whole, increases/ decreases the number of posts as per requirement against any post at any stage without assigning any reasons.
6. Age relaxation will be allowed as per Government Rules admissible for the contract/project posts (if any).
7. Only short-listed applicants will be called for interview. No TA/DA will be admissible for purpose of test/ interview.

**How to Apply**

1. Interested candidates for the positions from Sr. No. 1 to 9 must visit NTS web site: [www.nts.org.pk](http://www.nts.org,pk) to apply online within 15 days of publication of advertisement. For further information/test related queries, please visit [www.nts.org.pk](http://www.nts.org.pk) or call at 051-8444441.
2. The candidates for the posts at S# 10 to 11 may appear for **walk in interviews** alongwith duly filled in prescribed application form (available at BoI’s official website [www.invest.gov.pk](http://www.invest.gov.pk)). Original documents, alongwith one set of photocopies of all testimonials/ documents with two recent passport size photographs shall be required at the time of interview, as per following schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S#** | **Name of Post** | **Date** | **Time** | **Venue** |
| 1. | **Chowkidar**  (PPS-1) | 01.11.2024  (Friday) | 1400 hrs  To  1500 hrs | **Board of Investment,**  6th Floor, Kohsar Block,  Pak-Secretariat, Islamabad |
| 2. | **Sweeper**  (PPS-1) | 01.11.2024  (Friday) |

|  |
| --- |
| **Lal Dino**  **Director (Admn)**  Prime Minister’s Office, Board of Investment (BOI)  6th floor, Kohsar Block, Pak Secretariat, F-5, Islamabad |