**No.7 (139)-HR/2018**

**China-Pakistan Economic Corridor**

**Industrial Cooperation Development Project (CPEC-ICDP)**

**Prime Minister’s Office**

**Board of Investment**

**SITUATIONS VACANT**

Board of Investment (BOI) 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 initially for a period of one-year, further extendable on satisfactory performance and subject to continuity of the project on yearly basis till the completion of the project:-

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| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Name of Post/Scales/Salary** | **No. of Posts** | **Quota** | **Qualification** | **Max. Age** | **Experience** |
| 1. | **Business Research & Marketing Expert (PPS-09/10)** | 01 | Merit | MBA/MPA/ Master in Management Sciences, MS Project Management or equivalent | 45years | At least 15 years’ experience in the relevant field.Having adequate knowledge of public sector working, good communication, analytical and writing skills to prepare positions papers, summaries, presentations and analytical reports. |
| 2. | **China & IC Expert (PPS-09/10)** | 01 | Merit | MBA/ MPA/ MS Management Sciences/MS Project Management/ MS International Relations/ MS Economics or equivalent. Additionally, any relevant international professional certification in the above fields (PMP, PRINCE2, CGBP, CBE etc.) will be preferred.  | 45years | At least 10 years of professional experience including 5 years proven track record of public sector working, particularly dealing with China or CPEC related matters with in-depth understanding of Pakistan-China relations, CPEC, SEZs and Industrial Cooperation dynamics within the context of economic development. Having good communication, analytical and writing skills to prepare positions papers, summaries, presentations, and analytical reports.  |
| 3. | **System Analyst****(PPS-08)**  | 01 | Merit | BS (Software Engineering) or equivalent. Candidates having Professional Certification / Workshops will be given advantage. | 45 Years | 7 years’ experience in Web- Development /Software Development Working knowledge of backend and frontend web technologies |
| 4. | **Accounts Officer** **(PPS-07/08)** | 01 | Merit | Minimum Graduation | 45Years | At least ten years’ experience to deal with Audit & Accounts matters in Government department. |
| 6. | **Media & Publication Officer (PPS-07/08)** | 01 | Merit | MBA/MPA/ Master in Management Sciences, MS Project Management, MA Mass Communication, Journalism or equivalent | 45 years | Minimum 5 years of professional interpreting experience. Good written and oral command of English. |
| 7. | **Assistant Director (Admin) (PPS-07)** | 01 | Merit | Graduation. Masters degree will be preferred. | 45 years  | 5 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. |
| 8. | **Assistant Director Special Economic Zones (PPS-07)** | 01 | Merit | MBA/ Masters in Management Sciences, Economics, MS Project Management or BSc Engineering or equivalent Higher qualification will be given preference  | 35 years  | At least 03 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, presentations, analytical reports, and ability to evaluate feasibility studies and business proposals. |
| 8. | **Project Coordinator /Research Officer (PPS-07)** | 03 | 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. |
| 9. | **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 3 years of professional interpreting experience. Good written and oral command of English. |
| 10. | **Executive Assistant (PPS-06)** | 01 | Merit | Minimum graduation or equivalent with computer proficiency OR regular APS of public sector | 35 Years on initial appointment | 5 years of experience in relevant field. Expertise in MS Office. |
| 11. | **Naib Qasid****(PPS-02)** | 03 | Rwp/Isb | MatricIndividuals having additional skills will be preferred. | 30 years | Nil |
| 12. | **Sanitary Worker****(PPS-02)** | 01 | Rwp/Isb | PrimaryIndividuals having additional skills will be preferred. | 30 years | Nil |

**Important Instructions:**

1. Submission of original documents shall be mandatory at the time of interview.
2. 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.
3. No TA/DA will be admissible for the purpose of test/interview.
4. Only shortlisted applicants will be called for test/interview in Islamabad.
5. BOI reserves the right to increase or decrease the number of posts as well as reject any or all applications against any post without assigning any reason thereof.
6. Information provided in the application forms shall be verified in case of offer of appointment/selection. In case of any false or forged information, BOI reserves the right of cancellation of the candidature at any stage (even after appointment, if so, discovered later).
7. Candidates will have to submit separate online applications, if so wish to apply for more than one post.
8. General Relaxation in Age limit has already been added in the maximum age limit.
9. For M Phil and PhD or equivalent degree holders the requirement of experience may be relaxed by 2 and 3 years respectively.

**How to Apply**

1. Interested candidates who meet the eligibility criteria may apply directly on NTS website: [**www.nts.org.pk**](http://www.nts.org,pk). Fee can only be paid via 1Link 1Bill participating Banks/ATM/Internet, Banking/Mobile Banking/EasyPaisa/JazzCash/TCS Express Counters by downloading fee challan/deposit slip. Applicants are advised to regularly check the NTS website for important information.
2. For the post of Sanitary Worker & Naib Qasid, the candidates have to apply through NTS website, however, there is no test for the said post. They will be called for the interview.
3. Send the hard copy of filled online Application form to NTS Headquarters (CPEC-ICDP-2024), Plot #96, Street # 04, Sector H-8/1, Islamabad within 15 days from the date of publication of this advertisement.
4. Application Forms filled improperly, incomplete, and submitted by hand will not be entertained.
5. For further information, please visit [www.nts.org.pk](http://www.nts.org.pk) or call at 051-8444441.

**Lt Col Shakeel Ahmad Shah, (Retd)**

**Industrial & SEZ Manager, Prime Minister’s Office**

**Board of Investment, PMU CPEC-ICDP**

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