



## Vacancy Announcement

The Centre of Excellence for CPEC is a joint initiative of Pakistan Institute of Development Economics and Ministry of Planning Development and Reform, Islamabad. It is a leading policy guiding Think-tank for effective implementation of CPEC portfolio. Applications are invited for the following posts on contractual basis initially for a period of 2 years:

**Applicants who have already applied DO NOT NEED TO APPLY AFRESH**

### **Head of Policy Division - Finance & Financial Integration under CPEC (BPS 20)**

Number of Posts	1
Qualification	Ph.D. in Public Policy/Economics/Fiscal Economics or related qualification from a reputed local or foreign university.
Experience	<ul style="list-style-type: none"><li>• Minimum 5 years post Ph.D. experience in designing &amp; implementing research and development activities related to the financial systems/macro-level issues related to the fiscal side of the economy.</li><li>• Relevant research publications in well reputed journals with policy based recommendations will be given preference.</li><li>• Hands on skills related to the use of economic softwares are preferential.</li><li>• Experience in research management in policy think tank setting will be given preference.</li><li>• Qualification from a foreign reputable institution, practical experience and senior level involvement in big projects/institutions will also be given preference.</li></ul>
Age Limit	Maximum 55 years
Duration	Appointment on contract for 2 years, extendable on satisfactory performance, until completion of the project.

Salary	A lump sum fixed monthly standard pay package as per PC-1 (Rs. 155,000 – Rs. 200,000) inclusive of all perks and fringe benefits.
Duties / Responsibility	<ul style="list-style-type: none"> <li>• Design, implement, and disseminate research and development work in relevant areas of fiscal management and policy under CPEC.</li> <li>• Carry out the related R&amp;D projects with the external partners.</li> <li>• Prepare/present the policy notes and undertake other reach-out activities (financial systems/macro-level issues related to the fiscal side of the economy) to help in the effective implementation of CPEC.</li> <li>• Design/arrange the training activities for the relevant areas under CPEC.</li> <li>• Strive to develop the CE-CPEC brand and its public image as Center of Excellence and Think-Tank for policy guidance at the national &amp; international levels.</li> <li>• Provide guidance in managing the researchers/consultants/firms and advisors.</li> <li>• Maintain a learning and research environment at the CE-CPEC.</li> </ul>

**Head of Policy Division - Socio-economic Impact of CPEC (BPS 20)**

Number of Posts	1
Qualification	Ph.D. in Economics, Social Science or related qualification from a reputed local or foreign university.
Experience	<ul style="list-style-type: none"> <li>• Minimum 5 years post Ph.D. experience in designing &amp; implementing research and development activities related to the issues of education, health, labour market dynamics, income, consumption, poverty and inequality.</li> <li>• Relevant research publications in well reputed journals with policy based recommendations will be given preference.</li> <li>• Experience in research management in a policy think tank setting will be given preference.</li> <li>• Qualification from a foreign reputable institution, practical experience and senior level involvement in big projects/institutions will also be given preference.</li> </ul>
Age Limit	Maximum 55 years

Duration	Appointment on Contract for 2 years, extendable on satisfactory performance, until completion of the project.
Salary	A lump sum fixed monthly standard pay package as per PC-1 (Rs.155,000 – Rs.200,000) inclusive of all perks and fringe benefits.
Duties / Responsibility	<ul style="list-style-type: none"> <li>• Design, implement, and disseminate research and development work in relevant areas of education, health, labour market dynamics, income, consumption, poverty and inequality / socio-economic impact under CPEC.</li> <li>• Carry out the related R&amp;D projects with the external partners.</li> <li>• Prepare/present the policy notes and undertake other reach-out activities (socio-economic impact) to help in the effective implementation of CPEC.</li> <li>• Design/arrange the training activities for the relevant areas under CPEC.</li> <li>• Strive to develop the CE-CPEC brand and its public image as Center of Excellence and Think-Tank for policy guidance at the national &amp; international levels.</li> <li>• Provide guidance in managing the researchers/consultants/firms and advisors.</li> <li>• Maintain a learning and research environment at the CE-CPEC.</li> </ul>

**Head of Policy Division - Regional Connectivity under CPEC (BPS 20)**

Number of Posts	1
Qualification	Ph.D. in Supply Chain Management/Transport or related qualification from a reputed foreign or local university.
Experience	<ul style="list-style-type: none"> <li>• Minimum 5 years post Ph.D. experience in designing &amp; implementing research and development activities related to the global supply chains, global value chains, shipping and logistics, trade and transportation, energy, information and cash flows.</li> <li>• Relevant research publications in well reputed journals with policy based recommendations will be given preference.</li> <li>• Experience in research management in a policy think tank setting will be given preference.</li> </ul>

	<ul style="list-style-type: none"> <li>• Qualification from a foreign reputable institution, practical experience and senior level involvement in big projects/institutions will also be given preference</li> </ul>
Age Limit	Max 55 years
Duration	Appointment on Contract for 2 years, extendable on satisfactory performance, till completion of the project.
Salary	A lump sum fixed monthly standard pay package as per PC-1 (Rs.155,000 – Rs.200,000) inclusive of all perks and fringe benefits.
Duties / Responsibility	<ul style="list-style-type: none"> <li>• Design, implement, and disseminate research and development work in relevant areas of the regional connectivity global supply chains, global value chains, shipping and logistics, trade and transportation, energy, information and cash flows under CPEC.</li> <li>• Carry out the related R&amp;D projects with the external partners.</li> <li>• Prepare/present the policy notes and undertake other reach-out activities for the theme to help in the effective implementation of CPEC.</li> <li>• Design/arrange the training activities for the relevant areas under CPEC.</li> <li>• Strive to develop the CE-CPEC brand and its public image as Center of Excellence and Think-Tank for policy guidance at the national &amp; international levels.</li> <li>• Provide guidance in managing the researchers/consultants/firms and advisors.</li> <li>• Maintain a learning and research environment at the CE-CPEC.</li> </ul>

**Head of Policy Division - Trade and Industry Cooperation under CPEC (BPS 20)**

Number of Posts	1
Qualification	Ph.D. in Industrial Management/Commerce/Trade Diplomacy/Engineering or related qualification from a reputed foreign or local university.
Experience	<ul style="list-style-type: none"> <li>• Minimum 5 years post Ph.D. experience in designing &amp; implementing research and development activities related to the trade, industry, shipping, imports and exports especially between China and</li> </ul>

	<p>Pakistan.</p> <ul style="list-style-type: none"> <li>• Relevant research publications in well reputed journals with policy based recommendations will be given preference.</li> <li>• Experience in research management in a policy think tank setting will be given preference.</li> <li>• Qualification from a foreign reputable institution, practical experience and senior level involvement in big projects/institutions will also be given preference.</li> </ul>
Age Limit	Maximum 55 years
Duration	Appointment on contract for 2 years, extendable on satisfactory performance, until completion of the project.
Salary	A lump sum fixed monthly standard pay package as per PC-1 (Rs. 155,000 – Rs. 200,000) inclusive of all perks and fringe benefits.
Duties / Responsibility	<ul style="list-style-type: none"> <li>• Design, implement, and disseminate research and development work in relevant areas of trade, industry, shipping, imports and exports especially between China and Pakistan under CPEC.</li> <li>• Carry out the related R&amp;D projects with the external partners.</li> <li>• Prepare/present the policy notes and undertake other reach-out activities for trade &amp; industry to help in the effective implementation of CPEC.</li> <li>• Design/arrange the training activities for the relevant areas under CPEC.</li> <li>• Strive to develop the CE-CPEC brand and its public image as Center of Excellence and Think-Tank for policy guidance at the national &amp; international levels.</li> <li>• Provide guidance in managing the researchers/consultants/firms and advisors.</li> <li>• Maintain a learning and research environment at the CE-CPEC.</li> </ul>

**Strategic Communication Specialist (BPS 20)**

Number of Posts	1
Qualification	MBA (Marketing)/Master's in Mass Communication/Journalism

Experience	<ul style="list-style-type: none"> <li>• Minimum 15 years of experience in managing marketing communications across all platforms i.e. electronic, print and digital.</li> <li>• Skilled at storytelling and creative content drafting with a sample of work that is evidence to these skills.</li> <li>• Experience in crafting and execution of measurable and creative plans.</li> <li>• Evidence of being consistently organized and able to manage multiple tasks/projects simultaneously with a sense of urgency.</li> <li>• Proven experience of creating strategic PR plans and executing tactical campaigns to generate relevant coverage.</li> <li>• An extensive record of driving the news agenda in-house or at an agency, and meeting demanding targets for positive press coverage and social media influence.</li> <li>• Candidates with additional experience in the implementation of strategies and corporate visions strongly preferred.</li> </ul>
Age Limit	Max 55 years
Duration	Initial appointment on contract for 2 years, extendable on satisfactory performance, until completion of the project.
Salary	A lump sum fixed monthly standard pay package as per PC-1 (Rs.155,000 – Rs.200,000) inclusive of all perks and fringe benefits.
Duties / Responsibility	<ul style="list-style-type: none"> <li>• To be responsible for leading communications program including ministries, employees, government agencies and other relevant stakeholders.</li> <li>• To help shape the social media strategy for project and aligning communication goals to overall project goals and objectives.</li> <li>• To drive integrated communication programs, social media tactics and penetration of mainstream print and broadcast media.</li> <li>• Innovate plans and tactics that generate media coverage and social media penetration aligned to project goals and objectives.</li> <li>• Strategize, develop and execute strategic initiative-driven PR and communications.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop communication materials including press releases, blog posts, executive talking points, pitches, briefing sheets, speaking abstracts, press kit materials, fact sheets, source and brief testimonials and case studies.</li> </ul>
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### **Senior Research Fellow – Land Use & Urban Infrastructure (BPS-19)**

Number of Posts	1
Qualification	BSc./MSc./M.Phil. in Development Studies/City & Regional Planning/Urban Transport/Environment/or related qualification from a reputed local or foreign university.
Experience	<ul style="list-style-type: none"> <li>• Ten (10) years experience in designing &amp; implementing research and development activities related to the land use, urban infrastructure, urban environment &amp; urban climate change.</li> <li>• Relevant research publications in well reputed journals with policy based recommendations will be given preference.</li> <li>• Qualification from a foreign reputable institution, practical experience and mid level involvement in big projects/institutions will also be given preference.</li> </ul>
Age Limit	Maximum 45 years
Duration	Appointment on contract for 2 years, extendable on satisfactory performance, until completion of the project.
Salary	A lump sum fixed monthly standard pay package @ Rs. 115,000 inclusive of all perks and fringe benefits.
Duties / Responsibility	<ul style="list-style-type: none"> <li>• Design, implement, supervise and disseminate research and development work in relevant areas of land use, urban infrastructure, urban transport, environment &amp; climate change/urban development under CPEC.</li> <li>• Carry out the related R&amp;D projects with the external partners.</li> <li>• Prepare the policy notes and undertake other reach-out activities of the theme to help in the effective implementation of CPEC.</li> <li>• Arrange the training activities for the relevant areas under CPEC.</li> <li>• Strive to develop the CE-CPEC brand and its public image as Center of Excellence and Think-Tank for policy guidance at the national &amp; international levels.</li> <li>• Provide guidance in managing the researchers/consultants/firms and advisors.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain a learning and research environment at the CE-CPEC.</li> <li>• Assist the respective Head of Policy to design and implement the research &amp; development work.</li> </ul>
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### **Senior Research Fellow (BPS 19) Industrial/Mechanical Engineering**

Number of Posts	1
Qualification	BSc/MSc/MPhil in Mechanical/Industrial & Manufacturing/Mechatronic Engineering or equivalent degree from a reputed foreign or local university.
Experience	<ul style="list-style-type: none"> <li>• 10 years of experience of industrial system design and management, health, safety &amp; environment (HSE), production &amp; quality management and industrial policies &amp; laws.</li> <li>• Research publications and experience in research management, in a policy think tank setting, would be given preference.</li> <li>• Qualification from a foreign reputable institution, practice experience and mid-level involvement in big projects/institutions will also be given preference.</li> </ul>
Age Limit	Maximum 45 years
Duration	Appointment on Contract for 2 years, extendable on satisfactory performance, until completion of the project.
Salary	A lump sum fixed monthly standard pay package @ Rs. 115,000 inclusive of all perks and fringe benefits.
Duties / Responsibility	<ul style="list-style-type: none"> <li>• Design, implement, supervise and disseminate research and development work of industrial system design and management, health safety &amp; environment (HSE), production &amp; quality management and industrial policies &amp; laws.</li> <li>• Carry out the related R&amp;D projects with the external partners.</li> <li>• Prepare policy notes and undertake other reach out activities to help in the effective implementation of CPEC.</li> <li>• Arrange the training activities under the relevant areas of development under CPEC.</li> <li>• Strive to develop the CE-CPEC brand and its public image as Center of Excellence and Think-Tank for policy guidance in related areas at the national &amp; international levels.</li> <li>• Manage consultants/firms and advisors in professional manner.</li> <li>• Maintaining a learning and research environment at the CE-CPEC.</li> <li>• Assist the respective head of policy to design and implement the research &amp; development work.</li> </ul>



## Manager ICT/KM (BPS 19)

Number of Posts	1
Qualification	BSc/MSc/M.Phil in Software Engineering/ Computer Science/ Computer Engineering or equivalent, preference will be given to candidates with higher education and those holding relevant certifications like PMP, Scrum Master etc.
Experience	<ul style="list-style-type: none"><li>• Ten (10) years experience in an ICT Installation of a reputed national or multinational organization.</li><li>• Experience in Database Administration, Network troubleshooting and management, Software Development, Project Management and service management and support is required.</li><li>• Experience in web development, software development, project management, ERP implementation, Knowledge Management and Portal etc. is required.</li></ul>
Age Limit	Maximum 45 years
Duration	Appointment on contract for 2 years, extendable on satisfactory performance, until completion of the project.
Salary	A lump sum fixed monthly standard pay package @ Rs. 115,000 inclusive of all perks and fringe benefits.
Duties / Responsibility	<ul style="list-style-type: none"><li>• Manage the installation and development of Servers, Storage, Networks and other ICT related products and services.</li><li>• Ensuring smooth requirement analysis and business process analysis and documentation for all processes of the Centre.</li><li>• Act as a project manager for end-to-end implementation of ERP solution for the Centre covering HR, Finance, Procurement and Inventory functions of the Centre in coordination with the stakeholders from all functions.</li><li>• Design and develop systems for end-to-end digitalization in support of a paperless environment at the Centre.</li><li>• Manage up to date updation on Centre's website and coordinate execution of various dissemination campaigns through the website and social media etc.</li><li>• Design and development of other effective ICT related tools like repositories, databases, multimedia presentations etc.</li><li>• Implementation of various ICT and Information Security Policies at the center and ensuring their adherence by users.</li><li>• Any other responsibilities assigned by the Chief Information Officer.</li></ul>

**Research Associate – Global Supply Chain Management (BPS-18)**

Number of Posts	1
Qualification	BSc/MSc in Mechanical/Industrial Engineering, Supply Chain Management or related qualification from a reputed local or foreign university. Preference will be given to candidates with higher education in the related discipline.
Experience	<ul style="list-style-type: none"> <li>• 5 years of experience in designing &amp; implementing research and development activities related to the supply chain design and management/risk profiling and mitigation/reverse supply chain of reusable materials and distribution/logistics will preferential.</li> <li>• Qualification from a foreign reputable institution, practice experience and involvement in big projects/institutions will also be given preference</li> </ul>
Age Limit	Max 40 years
Duration	Appointment on Contract for 2 years, extendable on satisfactory performance, till completion of the project.
Salary	A lump sum fixed monthly standard pay package @ Rs. 77,500 inclusive of all perks and fringe benefits.
Duties / Responsibility	<ul style="list-style-type: none"> <li>• Design, implement, and disseminate research and development work in relevant areas of the supply chain design and management/risk profiling and mitigation/reverse supply chain of reusable materials under CPEC.</li> <li>• Carry out the related R&amp;D projects with the external partners.</li> <li>• Prepare and present the policy notes and undertake other reach-out activities for supply chain design &amp; management to help in the effective implementation of CPEC.</li> <li>• Arrange the training activities for the relevant areas under CPEC.</li> <li>• Strive to develop the CE-CPEC brand and its public image as Center of Excellence and Think-Tank for policy guidance at the national &amp; international levels.</li> <li>• Assist researchers/consultants/firms and advisors in a professional manner.</li> <li>• Maintain a learning and research environment at the CE-CPEC.</li> </ul>

## Media and Public Opinion Analyst (BPS 18)

Number of Posts	2
Qualification	Bachelors/Masters in Management Sciences, Mass Communications, Media Sciences, Journalism or equivalent, preference will be given to candidates with higher education in the related disciplines.
Experience	<ul style="list-style-type: none"><li>• Five (05) years post degree experience in designing and executing marketing/ advocacy campaigns using Electronic, Print, Digital and Social Media.</li><li>• Experience in Storytelling, creative content creation, graphics, illustrations, multimedia, blogs, and photography with samples.</li><li>• Experience in design and management of corporate events like launches, seminars, conferences, trainings etc.</li><li>• Experience of converting the research papers, seminar outcomes, other findings into various kinds of publications and proceedings.</li></ul>
Age Limit	40
Duration	Initial appointment on Contract for 2 years, extendable on satisfactory performance, till completion of the project.
Salary	A lump sum fixed monthly standard pay package @ Rs. 77,500 inclusive of all perks and fringe benefits.
Duties / Responsibility	<ul style="list-style-type: none"><li>• Designing and executing marketing/ advocacy campaigns using Electronic, Print, Digital and Social Media.</li><li>• Story telling, creative content creation, graphics, illustrations, multimedia, blogs, and photography with samples.</li><li>• Design and management of corporate events like launches, seminars, conferences, trainings etc.</li><li>• Converting the research papers, seminar outcomes, other findings into various kind of publications and proceedings.</li></ul>

## Assistant Manager ICT/KM (BPS 17)

Number of Posts	1
Qualification	Bachelors 4 years – Software Engineering/ Computer Science/ Computer Engineering or equivalent, preference will be given to candidates with higher education and those holding relevant certifications.
Experience	<ul style="list-style-type: none"><li>• One (01) year post degree experience in an IT Installation of a reputed national or multinational organization will be preferential.</li><li>• Experience in Database Administration, Network troubleshooting and management, and service management and support is required.</li><li>• Experience in web development, computer graphics, data center operations is desired</li></ul>
Age Limit	Max 35 years
Duration	Initial appointment on contract for 2 years, extendable on satisfactory performance, until completion of the project.
Salary	As approved in PC-I
Duties / Responsibility	<ul style="list-style-type: none"><li>• Manage the installation and development of Servers, Storage, Networks and other ICT related products and services.</li><li>• Ensuring smooth ICT service at the Centre by locally managing the issues arising on a day-to-day basis and if required through external vendors and support partners. Supervise installation of ICT related devices in coordination with the vendors and service providers according to the defined procedures and ensuring its functioning as per the features acquired and issuance of acceptance certificates after approval from the CIO.</li><li>• Provide regular updates and reports on the functioning of ICT service at the Centre to the Chief Information Officer.</li><li>• Ensure the Centre's website is updated and coordinate execution of various dissemination campaigns through the website and social media etc.</li><li>• Development of other effective ICT related tools like repositories, databases, multimedia presentations etc.</li><li>• Implementation of various ICT and Information Security Policies at the Center and ensuring their adherence by users.</li><li>• Any other responsibilities assigned by the Chief Information Officer.</li></ul>

## **ICT Support Officer (BPS 16)**

Number of Posts	1
Qualification	Bachelors 4 years – Software Engineering/ Computer Science/ Computer Engineering or equivalent, preference will be given to candidates with higher education and those holding relevant certifications in MCSE, CCNA, OCP DBA, CISSP, CISM etc.
Experience	<ul style="list-style-type: none"><li>• Experience in Database Administration, Network troubleshooting and management, and service management and support is required.</li><li>• Experience in system deployment, server end infrastructure, video conferencing system, and data center operations is desired.</li></ul>
Age Limit	Maximum 30 years
Duration	Initial appointment on Contract for 2 years, extendable on satisfactory performance, till completion of the project.
Salary	As per PC-I
Duties / Responsibility	<ul style="list-style-type: none"><li>• Carry out the installation and development of Servers, Storage, Networks and other ICT related products and services</li><li>• Carrying out smooth ICT service installations and configurations at the Centre by locally managing the issues arising on day-to-day basis and if required through external vendors and support partners as per the SLAs</li><li>• Carry out installation of ICT related devices in coordination with the vendors and service providers according to the defined procedures and ensuring its functioning as per the features acquired and issuance of acceptance certificates after approval from the CIO</li><li>• Provide regular updates and reports on the functioning of ICT service at the Centre to the Chief Information Officer.</li><li>• Implementation of various ICT and Information Security Policies at the Center and ensuring their adherence by users</li><li>• Any other responsibilities assigned by the Chief Information Officer</li></ul>

### **Assistant Private Secretary (BPS 16)**

Number of Posts	01
Qualification	Graduation with 14 years English medium studies. Higher education will be preferred. Knowledge of Chinese language is a plus.
Experience	2 years experience as document production specialist / content writer / assistant in public or private organization. Must have good skills of MS Office suite.
Age Limit	Max 30 years
Duration	Initial appointment on Contract for 2 years, extendable on satisfactory performance, till completion of the project.
Salary	Negotiable based on qualification and experience (within limits of PC-1 approved salary bracket)
Duties / Responsibility	<ul style="list-style-type: none"><li>• Able to create, format and edit professional letters and documents.</li><li>• Proof read letters and documents.</li><li>• Maintain professional standards on required documents.</li><li>• Maintain file records.</li><li>• Provide computer support to officers.</li><li>• Prepare presentation, excel sheet etc.</li><li>• Transcribe managerial goals and expectations on documents.</li><li>• Any other responsibility assigned by the management.</li></ul>

### **Receptionist (BPS 15)**

Number of Posts	01
Qualification	<ul style="list-style-type: none"><li>• Graduation with 14 years English medium studies. Higher education will be preferred.</li><li>• Must have excellent English oral and written skills</li><li>• Knowledge of Chinese language is a plus</li></ul>
Experience	2 years experience as document production specialist / content writer / assistant in public or private organization. Must have excellent skills of MS Office suite.

Age Limit	Max 30 years
Duration	Appointment on Contract for 2 years, extendable on satisfactory performance, till completion of the project.
Salary	As per approved PC-1
Duties / Responsibility	<ul style="list-style-type: none"> <li>▪ Communicate effectively on telephone and face to face.</li> <li>▪ Support in administrative responsibilities.</li> <li>▪ To meet and greet visitors and guests.</li> <li>▪ Efficiently manage and respond to any enquiry.</li> <li>▪ Manage support staff in supervision of Director Administration.</li> <li>▪ Any other duty assigned by management.</li> </ul>

#### **Drivers (BPS 5)**

Number of Posts	03
Qualification	<ul style="list-style-type: none"> <li>• Middle pass</li> <li>• LTV Driving License</li> </ul>
Experience	4 years experience of driving LTV in Government / Semi Government or Private Organization
Age Limit	40 years
Duration	Initial appointment on Contract for 2 years, extendable on satisfactory performance, until completion of the project.
Salary	As per approved PC-1
Duties / Responsibility	As Assigned by the Management

**Any kind of direct or indirect canvassing would result in instant disqualification at any stage of selection**

## **CONDITIONS FOR APPLICANTS**

- 1. The applications on the prescribed Proforma/ Form along with; i. Attested documents ii. Degrees/certificates iii. Experience certificates iv. CNIC v. Domicile vi. 2 recent photographs vii. CV should reach the undersigned by 25<sup>th</sup> April 2017.**
- 2. Applicants already working in Government/Semi-Government Organizations / Autonomous Bodies should apply through proper channel by due date and submit service certificate issued by their present and former employers, otherwise, the applications will not be entertained. However, the Centre may entertain advance copies.**
- 3. Applications that are incomplete or received after due date will not be entertained. The applications must be accompanied by the certificates/degrees/testimonials etc. along with the List and Abstracts of publications, if any.**
- 4. Only short listed candidates will be called for Test/Interview.**

**Roubina Taufiq Shah (Director Admin/Finance)**  
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