

CAREER OPPORTUNITY

Head of Research (SPPS-III)

Our Client, **Ministry of Commerce**, based in Islamabad, seeks to appoint an experienced and seasoned professional as Head of Research on contractual basis.

Key Responsibilities:

- Oversee the preparation of Trade and Economic data concerning Pakistan and the world.
- Preparation of tailor-made analysis reports.
- Ability to analyze data both on a micro and macro levels.
- Preparation of periodic trade monitoring reports, newsletters etc.
- Responsible for and assigning research related tasks received by different Wings of the Ministry to researchers.
- Regular tracking of trade related data updates on major indicators for the Ministry of Commerce.
- Feeding information in dashboard used for data analysis / illustration.
- Background research for development of export strategies and policies etc.

Pre-requisites:

Education:

- Masters or equivalent qualification in International Economics, International Trade or related discipline from an HEC recognized local or International University.

Experience:

- Minimum relevant professional experience of Seven (07) years in research and analysis of international trade and economic data. The professional must also have experience in leading a team, preferably in a research institute.

Other Requirements:

- Competence in trade and economic data preparation, analysis, research and drafting.
- Fully conversant with latest economic developments at national and global level.
- Full working knowledge of trade related matters in Pakistan and ability to place them in a comparative framework.
- Excellent oral and written communication skills, making effective decisions, managing a team delivering at a fast pace, communicating and drafting in English.

Terms and Conditions:

1. Recruitment will be made as per updated Special Professional Pay Scale (SPPS) Policy issued by the Establishment Division, Government of Pakistan vide its O.M. No. 1/11/2018-E-6 dated 09-04-2024.
2. The appointment will be made on contract basis, initially for a period of two (02) years further extendable for another two (2) years subject to requirements and satisfactory performance.
3. Job Description, Detailed TORs, Eligibility Criteria & Terms & Conditions can be seen on the Ministry's website i.e. www.commerce.gov.pk
4. Interested candidates may send their applications along with a detailed CV, a copy of educational and experience certificates within fifteen (15) days of publication of the advertisement through the below given link. In case of Public Sector employees, NOC from the present employer is mandatory at the time of interview.
5. Incomplete application and those received after the closing date will not be entertained. Only, shortlisted candidates will be called for interview. No TA/DA will be admissible for appearing in the interview.
6. Ministry of Commerce reserves the right to cancel/postpone this recruitment process at any time.

If you have the required experience, educational qualification, leadership, and management skills to take up the challenging assignment, you are requested to apply by **Monday, 15/07/2024**. To apply, please visit <http://jobs.hrs-int.com>

Applications received after due date will not be entertained. Only shortlisted candidates will be contacted.