

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
VACANCY ANNOUNCEMENT**

| Sr. No | Title of Post | No. of Posts | Salary | Minimum qualification and experience |
|--------|----------------------------------------------------|--------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i | Thematic Expert (Human Rights & Labour Rights) | 01 | Equivalent to PPS-8 | Master's degree in Human Rights, Administrative Sciences, Business Administration or related field e.g. Supply Chain Management, International Trade from National or International HEC recognized university with in-depth knowledge of international labour law principles. Minimum 07 years of experience. |
| ii | Thematic Expert (Environment) | 01 | Equivalent to PPS-8 | Master's degree in Environmental Sciences/Management, Engineering, Administrative Sciences, MBA, Economics or related field from National or International HEC recognized university with in-depth knowledge of climate change best practices. Minimum 07 years of experience. |
| iii | Thematic Expert (Productivity & Quality Assurance) | 01 | Equivalent to PPS-8 | Master's degree in Industrial Engineering/Management, Quality Management, MBA, Supply Chain Management, or Economics related field from National or International HEC recognized university with in-depth knowledge of manufacturing processes and quality standards. Minimum 07 years of experience. |
| iv | Administrative Officer (HR & Admin, and Accounts) | 01 | Equivalent to PPS-7 | Bachelor's or Master's degree in Commerce, HRM, Information Technology, Business Administration, Operations Management, or related field from National or International HEC recognized university. Experience in support services in HR, office administration, accounts, office documentation and reporting. Minimum 3-5 years of experience. |
| v | Research Associates | 03 | Equivalent to PPS-6 | Bachelor's or Master's degree in Economics, Business Administration, Statistics, Commerce, Finance, Environmental Science, Law, Chemical Engineering, Computer Science, Information Technology, Human Rights, Labour Relations, Supply Chain Management or related field from National or International HEC recognized university and the ability to distil large amounts of data and communicate and present it effectively. Minimum 03 years of experience. |

2. The candidates must possess excellent communication, interpersonal skills, ability to communicate effectively at national and international forums, commitment to professionalism, discipline, integrity, strong leadership skills and an ability to work effectively in a team environment. Details on job descriptions and professional skills required can be downloaded from the website <https://www.commerce.gov.pk/>
3. Interested candidates may send their applications along with detailed C.V.s, a copy of CNIC, educational certificates and a recent passport size photograph to the undersigned within fifteen (15) days of the publication of this advertisement. In case of government servants, NOC from the present employer is mandatory at the time of applying.
4. Ministry of Commerce reserves the right to cancel/ postpone this recruitment process or alter the number of vacancies or contractual period announced hereby.
5. Incomplete application and those received after the closing date will not be entertained. Shortlisted candidates will be called for test/ interview. No TA/DA shall be admissible for this purpose.

Head of Compliance
National Compliance Centre
3rd floor, FPCCI Capital House Building, G-8/1, Aiwan-e-Sanat-o-Tijarat, Mauve Area
Ministry of Commerce, Islamabad