



GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

Sr.#	Name of the Post and Scale	Job Description
1.	Director General (Textile)(MP-I)	<ul style="list-style-type: none">● The Director General (Textile) will oversee the matters related to entire value chain of the textiles, apparel and leather sectors and provide proactive leadership to the team in Textile Wing. The DG will provide policy advice along with monitoring of implementation of policy interventions and will be expected to possess a proven track record of leadership, interpersonal and managerial communication skills and strong expertise of word-processing and spreadsheet handling.● The incumbent will supervise work of Textile wing and keep close liaison with Ministry and its attached departments/organizations and public/private companies under the control of the Ministry.● Other specific functions/jobs will include:<ul style="list-style-type: none">○ Formulation of textiles, apparel and leather policies, encompassing promotion of Pakistan's industry globally, exploration of opportunities for access to new markets through joint ventures, FTAs/PTAs and other institutional arrangements.○ Study of market dynamics in major markets and evaluating prospects for increase in market share of Pakistani textiles, apparel and leather products specifically within the WTO framework as well as other institutional arrangements at bilateral, regional and international levels.○ Benchmarking with the competitors.○ Evaluation of product costs and financial analysis of different sub-sectors.○ Evaluation of the impact of fiscal and macroeconomic policies on the textiles, apparel and leather sectors.○ Managing technology transfer, product development, productivity analysis and skill development.○ Data compilation, analysis of trends and publication of periodic reports.○ Monitoring and appraisal of the implementation of various projects and activities○ Monitoring of progress on goals and targets, set by the Prime Minister for the Ministry and ensuring timely achievement thereof.○ Put up proposals with regards to textiles, apparel and leather machinery up- gradation, human skill development, setting-up testing laboratories through international organizations/PSDP/EDF.○ Study and analyze the incentives given by the competing companies in the region to textiles, apparel and leather industries and submitting proposals.

2.	Director (Textile) (MP-II)	<ul style="list-style-type: none"> • The Director (Textile) will provide policy advice and strategic guide to Ministry of Commerce and will be expected to possess a proven track record of leadership, management and interpersonal skills. • The specific functions will include: <ul style="list-style-type: none"> ○ Formulation of textiles, apparel and leather policies, encompassing promotion of Pakistan's industry globally and exploration of business opportunities through JVs, FTAs, PTAs, etc. ○ Policy analysis including researching on promising programs for textiles, apparel and leather trade, exploring new markets and submitting reports/briefs on policy matters. ○ To identify data sources, accomplish data collection and draw results as a part of commercial intelligence. ○ To identify potential business opportunities with a focus on product/ market diversification of Pakistani textiles, apparel and leather products. ○ Bench marking of textiles, apparel and leather policies with regional and intra-regional competitors. ○ To carry out detailed analysis of the incentives being given by competitors to their textiles, apparel and leather sectors and making appropriate recommendations. ○ Analysis of various SROs to rationalize them and make them industry friendly. ○ Identify major cost saving in textiles, apparel and leather products by visualizing cost of production of local and international production facilities. ○ Analysis on local and international competitors policies / regimes. ○ Evaluation of existing technology levels in different sub-sectors of textiles, apparel and leather industries and propose measures for technological up-gradation at par with the competitor. ○ To propose measures for improvement of productivity/ quality and product standards.
----	-------------------------------	--

3.	Director (Technology)(MP-II)	<ul style="list-style-type: none"> • Director (Technology) will provide policy advice and strategic guide to Ministry of Commerce and will be expected to possess a proven track record of leadership, management and interpersonal skills. • The specific functions will include: <ul style="list-style-type: none"> ○ To develop database of textile machinery including ginning machinery currently in use & identify gaps. ○ To develop proposals for technology licensing, license pricing and negotiations on the subject. ○ To evaluate existing technology levels in different sub-sectors of Textile Industry including ginning in the country and proposing measures for technological up-gradation at par with our competitors. ○ To suggest appropriate licensing arrangement or JVs for local companies after understanding future prospective growth in different sub-sectors of textiles industry. ○ To establish a data bank of national and international productivity levels in the textile sector and propose measures for improvement in productivity. ○ To evaluate the existing textile related educational and training institutions and propose measures for strengthening these institutions to meet the future requirements of textile industry. ○ To propose on job training Programmes in the areas where the industry is currently lagging.
4.	Manager(Textile)(MP-III)	<ul style="list-style-type: none"> • Manager (Textile) will provide policy advice and strategic guide to Ministry of Commerce and will be expected to possess a proven track record of leadership, management and interpersonal skills. • The specific functions will include: <ul style="list-style-type: none"> ○ Bench marking of textiles, apparel and leather policies with regional and intra- regional competitors. ○ Establish a data bank of national/international trade statistics. ○ Carry out detailed analysis of the incentives being given by competitors to their industry. ○ Analysis of export figures in textiles, apparel and leather trade. ○ Identify new markets and trends as well as in terms of special market niches. ○ Analysis of local and international competitor policies/regimes. ○ Liaison with textiles, apparel and leather associations/industry and resolution of sectoral issues. ○ Evaluate existing technology levels in different sub-sectors of textiles, apparel and leather industries and propose measures for technological up-gradation at par with the competitors. ○ Propose measures for improvement of productivity/ quality and product standards.

5.	Manager Financial Analysis(MP-III)	<ul style="list-style-type: none"> • Manager (Financial Analysis) will be responsible for the following specific functions that include: <ul style="list-style-type: none"> ○ Evaluation and benchmarking of cost factors in textiles, apparel and leather sectors, local as well as international. ○ Evaluation of costs and selling prices of textiles, apparel and leather products on local and international basis and their comparisons. ○ Coordinate with concerned organizations/ministries for policy implementation. ○ Implementation of government support schemes. ○ Comparative analysis of non-tariff barriers, non-tariff measures, tariff structure, energy and labor wages. ○ Identify data sources, collect data, collation and analysis to generate reports. Maintenance of a data bank of national/international textile related statistics including trade, costs, subsidies, investments, etc. ○ Collect and analyze data of competitor countries as a part of commercial intelligence. ○ Analysis of various SROs to rationalize them and to make them industry friendly. ○ Identify major cost savings in textiles, apparel and leather products by visualizing cost of production on the basis of local and international production facilities. ○ Court and Federal Ombudsman cases and hearings.
6.	Manager(Information Technology)(MP-III)	<ul style="list-style-type: none"> • Manager (Information Technology) will be responsible for the following specific functions that include: <ul style="list-style-type: none"> ○ Development, maintenance and monitoring of OPGS and Registration System(s) of various industrial sectors falling under the ambit of Textile Wing. ○ Training of stakeholders on usage of registration system and solving their inquiries ○ Connect various social media APIs to commercial section of registration system. ○ Liaison with commercial banks and state bank to improve processes, and PRAL to connect WeBOC and One-Custom data to textile wing database. ○ Generate reports on the basis of data obtained from PRAL and OPGS and feed to third party tools for various business purposes. ○ Develop and connect virtual trade shows platform(s). ○ Maintain database of textiles, apparel and leather companies. ○ Maintenance of a data bank of national and international textiles, apparel and leather trades.

		<ul style="list-style-type: none">○ Establish linkages with associations and developing mechanism of information dissemination among stakeholders.○ Develop marketing and linkages tools/platforms for commercial counselors.○ Liaising and creating online linkages with international/local bodies, State Bank of Pakistan and Commercial Banks for E- Product promotions, E-claim filing, E- Invoicing.○ Establish and promote E-Companies profiles for business promotions.
--	--	--

Section Officer (HR-I)
Ministry of Commerce, 5th Floor, Block-A,
Pak Secretariat, Islamabad
Tel: 051-9201011