

Sr. No.	Designation (No. of Positions)	Job Description
1	Trade Expert (1)	<ol style="list-style-type: none"> 1. Conduct analysis and develop reports on international trade and recommend improving strategies. 2. Carry out research studies, impact evaluations of trade policies, forecasting international trade and revenue collection. 3. Supervise data collection, cleaning, consolidation, and analysis while providing guidance to junior resources on the team. 4. Produce Domestic and External Market analysis papers on regular basis for key commodities traded by Pakistan. 5. Prepare reports/scoping studies on potential FTAs, PTAs and other trade agreements. 6. Conduct Impact evaluation studies of different trade policy, including tariffs, export facilitation schemes etc. 7. Perform any other tasks and duties assigned by Commerce Division.
2	Research Associate (4)	<ol style="list-style-type: none"> 1. Examine the trends in International trade with respect to key destinations, products and free trade agreements. 2. Carry out tasks related to data collection, cleaning, consolidation, and analysis. 3. Analyze disaggregated trade data with regards to international trade using MS Excel and other data analysis software programs. 4. Help in designing and maintaining detailed documentation of data-related processes and protocols. 5. Provide research support in development of periodic progress reports and presentations. 6. Contribute in developing knowledge products, including research studies, policy briefs, reports, presentations. 7. Perform any other tasks and duties assigned by Commerce Division.

Sr. No.	Designation	Job Description
3	IT Expert (1)	<ol style="list-style-type: none"> 1. Regularly evaluate IT systems to ensure they meet operational requirements of human resources. 2. Spearheading the configuration, integration, and optimization of software and hardware solutions, while managing network administration tasks to ensure optimal system performance 3. Support the management and maintenance of websites, portals, and database management systems, ensuring their performance, security, and functionality align with organizational goals. 4. Oversee the management of data sources and subscriptions, ensuring the secure and efficient acquisition, storage, and organization of datasets. 5. Manage and support the daily operations of the computer network, ensuring optimal performance, reliability, and security across all network infrastructure. 6. Perform any other tasks and duties assigned by Commerce Division.
4	IT Support Assistant (1)	<ol style="list-style-type: none"> 1. Assist team members in troubleshooting IT related issues. 2. Assist in handling and maintaining database management systems. 3. Assist in maintaining and updating website content and ensuring functionality. 4. Assist in the daily operations of the organization's computer network to maintain optimal performance, reliability, and security of the network infrastructure. 5. Provide support for routine updates, troubleshooting, and resolving technical issues related to digital platforms, systems, and IT infrastructure. 6. Perform any other tasks and duties assigned by Commerce Division.
5	Legal Expert (1)	<ol style="list-style-type: none"> 1. Provide legal advice and expertise on HR/Services matters including labor laws, employee rights, and dispute resolution to ensure compliance and minimize risk. 2. Represent Ministry of Commerce in legal proceedings and court cases and render advice to Minister of Commerce and Secretary Commerce on matters of Law. 3. Draft and review legal documents, including contracts and agreements, ensure all terms comply with relevant laws and safeguard organizational interests. 4. Offer legal guidance on regulatory issues, advise on matters related to compliance with local and international laws, and ensure adherence to industry-specific policies. 5. Undertake evaluation of administrative measures taken from time to time by Government of Pakistan to address issues pertaining to 27 UN Conventions. 6. Support Commerce Division in implementation of UN conventions mandatory for GSP+ Status and assist in drafting all documents related to 27 UN Conventions. 7. Identify and report instances of failures and lapses in implementation of conventions and suitable legal recommendations for necessary rectifying measures.

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