

GOVERNMENT OF PAKISTAN
NATIONAL COMPLIANCE CENTRE (NCC)
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	Market Based Competitive Salary	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.	Manager (Training & Outreach/Events)	01	Market Based Competitive Salary	Bachelor's or Master's degree in Commerce, Business Administration, Management, Administration or related field, from National or International HEC recognized university, with equivalent experience in areas of training & development, outreach activities in different cities. Minimum 07 years of experience.
III.	Assistant Manager – Information Technology	01	Market Based Competitive Salary	Master or 4 Years BS degree in Computer Science, Information Technology, or a related field from National or International HEC recognized university. Hands-on experience with IT infrastructure, cloud computing (AWS, local or hybrid cloud), and software applications. Minimum 03 years of experience
IV.	Content Writer/ Graphic Designer	01	Market Based Competitive Salary	Bachelor's degree in Communications, Graphic Design, or a related field. Proven experience as a Content Writer and Graphic Designer, from National or International HEC recognized university with a strong portfolio showcasing your work. Minimum 03 years of experience
V.	Media & Communication Officer	01	Market Based Competitive Salary	Master or 4 years Bachelor's degree in Communications, Media Studies, Journalism, Marketing, or a related field, from HEC recognized National or International university. Strong photography, videography, and editing skills (Adobe Premiere, Photoshop, Canva, etc.). Minimum 03 years of experience
VI.	Dispatch Rider	01	Market Based Competitive Salary	Matriculation with experience in dispatch riding activities Minimum 01 year of experiences

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, with attested copies of relevant documents including a copy of CNIC, educational certificates, verifiable experience 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. National Compliance Centre (NCC), 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.
6. Only the short-listed candidates shall be informed and no application shall be received by hand.

Administrative Officer (Admin/HR)
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