

TERMS OF REFERENCES

#	Position	No.	Qualification	Skills and Experience
1	Deputy Director (Coordination) equivalent PPS-8	02	<p>First Class Master/ Bachelor degree (16 years) in Management Sciences/ Business Administration / Computer Science from an HEC recognized university</p> <p>Max age: 40</p>	<p>Min. 5 Years post qualification Experience of project preparation, formulation, project design and documentation along with Minimum 3 Years in managerial position.</p> <p>Having track record of organizational, team management, and professional networking skills</p> <p>Experience of dealing development projects.</p> <p>Having experience in PPRA rules, guidelines, PM Body of Knowledge, and bylaws, Government of Pakistan procedures for public sector development.</p> <p>Experience in preparing manuals, SOPs, project reports, and other documents as needed to enable successful implementation of the project.</p> <p>Experience of coordinating with diversified team members to achieve project objectives.</p> <p>Experience of coordinating with local and foreign institutes/ universities.</p> <p>Excellent communication, presentation & writing skills, working knowledge of modern management principles, good administrative/ organizational skills and a team player.</p>

				<p>Experience of employing modern planning principles, administrative and organizational skills of project management.</p> <p>Candidates having knowledge of Business Incubation Centers and entrepreneur startups will be preferred.</p>
2	Deputy Director (ORIC) equivalent PPS-8	01	<p>First Class Master/ Bachelor degree (16 years) Management Sciences/ Business Administration / Computer Science Max age: 40</p>	<p>Min. 5 Year experience in research, university-academy linkages & collaboration</p> <p>Administrative experience with demonstrated ability to work constructively and productively with stakeholders in HEIs, industry and the community at large.</p> <p>Proven track record of establishing linkages with business/industry, entrepreneur, universities, and social communities</p> <p>Experience of supporting faculty with grant proposal submissions</p> <p>Fluent with proposal drafting including budget development; award documentation; administrative portions, cost share, space needs etc.)</p> <p>Experience in inter/ intra university collaborations among researchers and students.</p>
3	Assistant Director (Media) equivalent PPS-7	02	<p>First Class Master/ Bachelor degree (16 years) in Media Sciences/ Digital Media/ Mass Communication/ Public Administration</p> <p>Excellent writing and presentation skills</p> <p>Max age: 30</p>	<p>Minimum 3 years of relevant experience in the field of communications, branding, marketing and media relations</p> <p>Experience in communication strategy & market intelligence.</p> <p>Having experience of developing digital marketing materials</p> <p>Experience of making/ organizing/ disseminating strategic social media content and campaigns for portfolios, events, and brands.</p>

				<p>Experience of working with international donor agencies will be an added advantage</p> <p>Experience in Preparing press releases ensuring publication and develop content for social, electronic, and digital media.</p>
4	Assistant Director (Communication) equivalent PPS-7	01	<p>First Class Master/ Bachelor degree (16 years) in Management Sciences/ Mass Communication/ Media Sciences</p> <p>Max age: 30</p>	<p>Minimum 3 years of relevant experience in the field of communication methods and approaches, planning, design and implementation of Communications systems, data and information collection and analysis and report writing.</p> <p>Have experience of communications and branding aspects to help expand company`s national and international profile</p> <p>Experience of identifying communication channels for disseminating information related to specific objectives.</p> <p>Experience in designing advertising and communications plans based on specified requirements.</p> <p>Strong knowledge of effective communication practices and techniques</p>