

# **Terms of Reference (TORs)**

## Background and Rationale

- The Competitive and Livable City of Karachi is a World Bank funded project, which aims to streamline, consolidate, integrate and automate administrative processes and procedures for applying, renewing and paying for provincial and local government business registrations and licenses.
- The project requires a comprehensive inventory of provincial and local government business registrations as well as mapping of related approval processes and procedures.
- The project aims to simplify and streamline these processes and automate the procedures into an online single-window Sindh Business One Stop Shop (S-BOSS)
- The S-BOSS managed by the Sindh Investment Department will help remove the time consuming administrative constraints to private investment and business activities in Karachi.
- The Sindh Investment Department has established a Project Implementation Unit (PIU) to implement these activities which are part of the component 3 of the CLICK project.
- The PIU is seeking to hire an Assistant Manager (Hardware / IT systems) initially for a period of around 10 Months or till the project completion date.

The current vendor contract for S-BOSS development and support is set to expire in April 2026. To ensure sustainability, continuity, and in-house capacity building, new resources are required for ongoing maintenance, enhancements, and operations. This hiring will transition knowledge from the vendor, reduce dependency on external parties, and support long-term project goals. These positions are critical for maintaining system availability, security, and performance, aligning with World Bank guidelines on institutional strengthening and value for money. The roles will be filled through a competitive tender process, prioritizing qualified candidates with proven expertise in large-scale enterprise IT systems.

### Summary of New Inductions

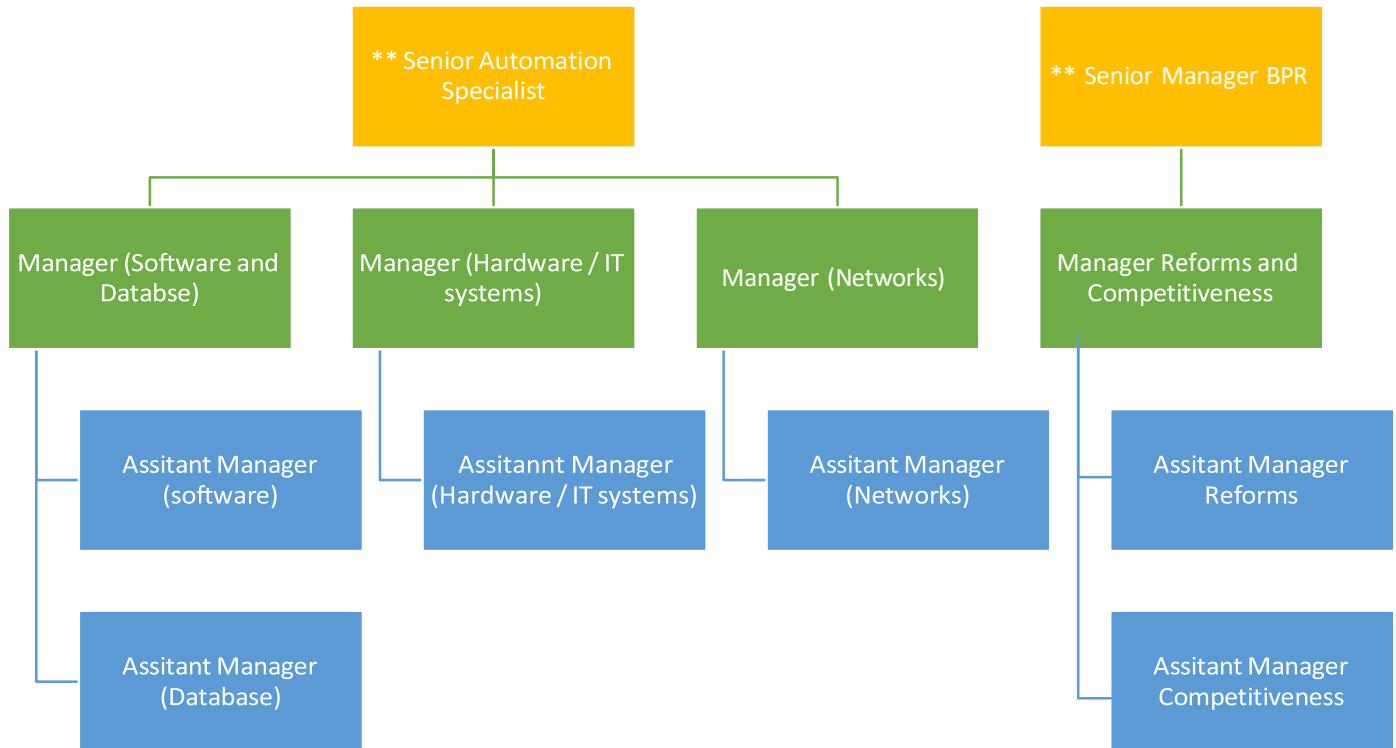
| Position                           | Position Title                              | Grade   | Count     |
|------------------------------------|---------------------------------------------|---------|-----------|
| <b>Manager</b>                     | Manager Software and Database               | PPS - 9 | 1         |
|                                    | Manager Networks                            | PPS – 9 | 1         |
|                                    | Manager Hardware and IT Systems             | PPS – 9 | 1         |
|                                    | Manager Reforms and Competitiveness         | PPS – 9 | 1         |
| <b>Assistant Manager</b>           | Assistant Manager (Software)                | PPS - 7 | 1         |
|                                    | Assistant Manager (Database)                | PPS – 7 | 1         |
|                                    | Assistant Manager (Networks)                | PPS – 7 | 1         |
|                                    | Assistant Manager (Hardware and IT Systems) | PPS – 7 | 1         |
|                                    | Assistant Manager (Reforms)                 | PPS – 7 | 1         |
|                                    | Assistant Manager (Competitiveness)         | PPS – 7 | 1         |
| <b>Total New Positions (count)</b> |                                             |         | <b>10</b> |

Total New Positions = 10

Manager (PPS 9) =4

Assistant Managers (PPS 7) = 6

## New Inductions - Hierarchy



\*\*Existing Resources

# MANAGER (SOFTWARE AND DATABASE) - PPS 9

## **Job Assignment:**

- Lead software development and database management for the business automation platform, assisting the Senior Automation Specialist in implementing IT schemes, overseeing the software lifecycle, and ensuring integration with allied systems
- Coordinate with internal teams, external vendors, and project units to deliver software updates, ensure system interoperability, and optimize user support processes.
- Coordinate with internal teams, external vendors, and project units to deliver updates, ensure system interoperability, optimize user support, and integrate diverse data sources for modular workflows, business rules configuration, and analytics dashboards.
- Supervise the performance and quality assurance of Software, ensuring high availability and optimal system response times
- Design and architect databases, including conceptual, logical, and physical models, to support fast query responses, storage requirements, and front-end user needs.
- Oversee data management, including backup/recovery plans, archiving, and maintenance of a centralized DMS, while ensuring data integrity, security, and compliance in a secure co-location facility
- Data Management & Integrity: Develop, manage, and test back-up and recovery plans, ensuring that storage, archiving, and back-up procedures are functioning correctly. This includes managing a Centralized Digital Repository (DMS) and ensuring data integrity and security for all S-BOSS documents.
- Perform additional duties as assigned by the Competent Authority.

## **Qualification:**

- At least 16 years of education in Software Engineering, Computer Science, or a related field from an HEC-recognized or foreign university.
- Professional certifications in an area of software, Governance, Artificial Intelligence are an added advantage.

## **Experience:**

- Minimum 10 years of professional experience in implementing large-scale, enterprise-level IT projects.
- Knowledge of AI technologies, with experience in implementing AI-driven solutions for enterprise applications.
- Demonstrated leadership, problem-solving, and communication skills to manage cross-functional teams and stakeholders in a dynamic, fast-paced environment.

# ASSISTANT MANAGER (SOFTWARE)- PPS 7

## Job Assignment:

- Support the Manager (Software and Database) in software developing, Coding, testing, and maintaining a government business automation platform, ensuring alignment with its AI-enabled e-services and modular architecture.
- Assist in implementing AI-driven features, such as intelligent document analysis, predictive workflows, and compliance monitoring systems, using agile methodologies.
- Troubleshoot software issues, provide user support to stakeholders, and resolve technical queries related to platform functionality, ensuring adherence to SLAs.
- Be responsible for developing and directing software system validation and testing methods, including unit, integration, ensure the system meets functional and non-functional requirements before roll-out.
- Manage the software development lifecycle, applying best practices and standard operating procedures, and contributing to innovative solutions to meet the project's technical needs.
- Apply extensive knowledge of agile methodologies in day-to-day development tasks.
- Analyze system performance data to support integration with government platforms, payment gateways, and national registries, optimizing components for efficiency.
- Test software, report bugs, and propose innovative solutions to enhance platform functionality, such as AI-powered user assistance tools and analytics dashboards.
- Perform additional duties as assigned by the Competent Authority.

## Qualification:

- At least 16 years of education in Software Engineering, Computer Science, or a related field from an HEC-recognized or foreign university.

## Experience:

- Minimum 7 years of professional experience in software development (both web-based application and mobile application), preferably on large-scale enterprise-level projects.
- Experience with software design patterns, OOPS concept and architecture principles.
- Hands-on experience in both front-end and backend development.
- Proficiency in at programming languages, such as Python, React, JavaScript, NodeJS and its ecosystem
- Strong command of Git for managing code changes and collaboration, and familiarity with agile methodologies (Scrum, Kanban)
- Understanding of micro services architecture and its implementation.
- Experience with both relational (SQL) and NoSQL databases like MySQL, PostgreSQL, or MongoDB

# ASSISTANT MANAGER (DATASAE)- PPS 7

## Job Assignment:

- Database Operations Support: Assist the Manager (Software and Database) in all Database related activities including planning, installation, configuration, database design, migration, performance monitoring, security, auditing, troubleshooting, backup and data recovery.
- Performance Tuning: Perform performance tuning of database systems to ensure optimal query responses and system health within the S-BOSS environment.
- Data Integrity & Availability: Implement and manage backup and recovery procedures, ensuring data integrity and availability of all S-BOSS data, and assist in maintaining the Central Digital Repository (DMS).
- Data Integration: Assist in the integration of existing standalone systems and various external data sources with the S-BOSS system, ensuring consistency and efficient data access.
- Security Implementation: Support the implementation of data security measures, including working with encrypted data and ensuring compliance with security requirements for S-BOSS.
- Reporting & Visualization: Create and manage database reports, visualizations, and dashboards to support S-BOSS analytics and KPI monitoring.
- Technical Expertise: Demonstrate expertise in SQL and a good understanding of data and schema standards and concepts, as well as database design, implementation, troubleshooting, and maintenance. Must have experience of handling blade servers.
- Configure and manage Storage Area Network (SAN) and Blade Server infrastructure to support efficient data storage and retrieval.
- Ensuring that storage, archiving, backup, and recovery procedures are functioning correctly, which is critical for the project's requirement for a Business Continuity Plan (BCP) and Disaster Recovery (DR) plan
- Perform additional duties as assigned by the Competent Authority.

## Qualification:

- At least 16 years of education in Computer Science, Information Technology, or a related field from an HEC-recognized or foreign university.
- Certifications in database management, data platforms, AI, or business are an added advantage.

## Experience:

- Minimum 7 years of professional experience in database administration or support for large-scale enterprise-level systems, preferably with modular and AI-driven architectures.
- Hands-on experience with database backup and recovery procedures.
- Hands-on experience with storage infrastructure, blade server systems, and database environments, including ETL processes, data migration, and data warehousing.
- Familiarity with tools and techniques for monitoring SQL Server health and performance, setting up alerts, and troubleshooting issues
- Proficiency in writing complex queries, stored procedures, functions, and triggers.
- Experience with implementing and managing backup and recovery strategies for SQL Server databases.

# MANAGER (NETWORKS) – PPS 9

## Job Assignment:

- Assisting the Senior Automation Specialist in the implementation of Network Schemes and effectively implementing Network initiatives, ensuring alignment with organizational goals.
- Manage and coordinate internal teams and external vendors to ensure seamless execution of network-related projects.
- Oversee the Network Operations team responsible for S-BOSS and CLICK networks, ensuring efficient performance and reliability.
- Ensuring resource availability and allocation: Ensure that all necessary resources are available and appropriately allocated to meet project's operational requirements.
- Supervising the performance and quality assurance of Network Services: Monitor and supervise the performance and quality assurance processes of network services to maintain high standards.
- Oversee the development and management of the official network infrastructure for S- BOSS, ensuring robust and secure connectivity.
- Lead the development and management of in-house applications designed for network monitoring and management.
- Oversee the regulation and monitoring of network services, preparing analytical reports to assess and enhance the performance of Sindh Business Facilitation Centers.
- Manage the integration of diverse network technologies into existing systems to enhance functionality and performance.
- Providing secured network links to other departments e.g., Banks, NAB, etc.: Ensure the provision of secure and reliable network links to external departments and organizations as required.
- Any other task assigned by the Competent Authority: Undertake additional responsibilities and tasks as directed by the Competent Authority.

## Qualification:

- At least 16 years of education in the field of Computer Science or Information Technology from a foreign or HEC-recognized university. Candidates with relevant certifications such as CCDA, CCDP, CCNA, CCNP, or others will be preferred.

## Experience:

- Minimum 10 years of professional experience in implementing IT-based projects in the public or private sector.
- Experience in managing large IT teams.
- Knowledge of enterprise-level network development, network design, and security protocols.
- Ability to work independently and communicate effectively.

# ASSISTANT MANAGER (NETWORKS) – PPS 7

## Job Assignment:

- Assist to Manager (Networks) in supporting network management of S-BOSS, CLICK
- Maintain network, switches, router configuration & Management, VPN gateways, banks connectivity.
- Ensure network connectivity at S-BOSS, CLICK @ Co-location LAN/WAN infrastructure is on technical considerations.
- Deploy networks where required
- Perform network address assignment.
- Assign routing protocols and routing table configuration
- Maintain districts connectivity & monitor graphs bandwidth utilization on cacti network utilization management
- Conduct research on network products, services, protocols, and standards in support of network procurement and development efforts
- Oversee installation, configuration, maintenance, and troubleshooting of end user workstation hardware, software, security and peripheral devices
- Conduct research on network products, services, protocols, and standards in support of network procurement and development efforts
- Fully support, configure, maintain and upgrade corporate customer's networks and in house servers
- Install and integrate new server hardware and applications
- Keep an eye out for needed updates
- Support and administer third-party applications
- Ensure network security and connectivity
- Monitor network performance (availability, utilization, throughput, good put, and latency) and test for weaknesses
- Any other task assigned by the Competent Authority

## Qualification:

- At least 16 years' education in the field of Computer Science or Information Technology from foreign / HEC recognized university.
- Certification is added advantage such as CCDA, CCDP, CCNA, CCNP and others.

## Experience:

- Minimum 7 years of professional experience in implementing IT based project in public or private sector.
- Having experience to work in fast-paced team environment.
- Having knowledge of enterprise level networks and network & cyber security.



# MANAGER (HARDWARE/ IT SYSTEMS) – PPS 9

## Job Assignment:

- Assisting Senior Automation Specialist on the design and deployment of electronic systems, circuits and hardware components for the efficient and smooth Implementation of Sindh Business One Stop Shop (S-BOSS).
- Work closely in connection with Automation Consultant & Senior Automation Specialist on hardware requirements and system integration to ensure optimal performance and efficiency of (S-BOSS).
- Ensuring and overseeing seamless integration of hardware with software applications and databases.
- Ensuring the automation process according to the projects need.
- Working closely between Senior Automation Specialist and System Integrator for the execution of testing procedures to validate hardware components, ensuring that they meet the specifications for performance and security.
- Ensuring that IT firm conducts thorough system testing to verify the reliability, safety, and functionality for S-BOSS System.
- Resolve any technical challenges during the commissioning phase to ensure that all systems function as intended.
- Oversee the selection of Hardware and Software required for processing signals efficiently and ensuring data integrity and accuracy.
- Ensure the IT firm delivers high-quality systems by implementing quality assurance process, reviewing the systems regularly to ensure they meet the required standards.
- Prepare and submit progress reports on hardware system design, testing, installation, and performance for review by the Senior Automation Specialist and other project stakeholders.
- Provide technical expertise in developing training programs for staff involved in operating and maintaining the hardware systems.
- Assist in capacity-building efforts to ensure that local teams can efficiently manage and troubleshoot the systems after the project's completion.

## Qualification:

- At least 16 years of education in the field of Electronics, Computer Science or Information Technology from a foreign or HEC recognized university.
- Candidates with relevant certifications such as MCSE, CCNA, or others will be preferred.

## Experience:

- Minimum 10 years of professional experience in implementing IT-based projects in the public or private sector.
- Experience in managing large IT teams.
- Knowledge of enterprise-level hardware systems development, system design, and security protocols.
- Ability to work independently and communicate effectively.
- Candidates working on a related project will be given high preference.

# ASSISTANT MANAGER (HARDWARE/IT SYSTEMS) – PPS 7

## Job Assignment:

- Assist Manager Hardware/IT Systems and Senior Automation Specialist in the design and deployment of electronic systems, circuits, and hardware components to be used in the S- BOSS platform.
- Support the Manager Hardware/IT Systems on hardware requirements and system integration to ensure optimal performance and efficiency of (S-BOSS).
- Assist Manager Hardware/IT Systems seamless integration of hardware with software applications and databases.
- Ensuring End to End implementation of S-BOSS according to the projects requirements in accordance with Hardware and IT Systems.
- Execution of testing procedures to validate hardware components, ensuring that they meet the specifications for performance and security.
- Assist Manager Hardware in conducting thorough system testing to verify the reliability, safety, and functionality for S-BOSS System.
- Support in resolving Manager (Hardware/IT Systems) in any technical challenges during the commissioning phase to ensure that all systems function as intended.
- Inspection of hardware and software required for processing signals efficiently and ensuring data integrity and accuracy.
- Keeping detailed records of IT assets i.e hardware and software to manage resources effectively.
- Regularly assess network performance and make necessary adjustments to optimize efficiency.
- Ensure all systems are protected against malware by conducting regular backups and developing disaster recovery plans to safeguard organizational data and manage the replacement and upgrading of hardware components if needed.
- Any other task assigned by the Competent Authority.

## Qualification:

- At least 16 years of education in the field of Electronics, Computer Science or Information Technology from a foreign or HEC-recognized university.
- Certifications such as MCSE, CCNA, or others are an added advantage.

## Experience:

- Minimum 7 years of professional experience in Hardware and IT systems engineering, development and deployment.
- Hands-on experience with enterprise-level hardware systems and network configurations.
- Strong problem-solving and analytical skills.
- Excellent communication and interpersonal skills.
- Ability to manage multiple tasks and deliver projects on time.
- Experience working with clients and business partners.
- A comprehensive understanding of computer science concepts.
- Proficiency in using Microsoft Office tools, particularly Word, Excel, and PowerPoint.
- Excellent time management and teamwork abilities.
- Ability to manage multiple tasks simultaneously.
- Sound knowledge of IT.

# Manager (Reforms & Competitiveness) – PPS-9

## *Job Assignment*

1. Work closely with Sr. Manager BPR to assist him in the following responsibilities:
  - a. Review the existing processes and procedures for applying, renewing and paying for provincial and local government business registrations and licenses.
  - b. Represent existing actors and actions using use cases in modeling languages such as unified modeling language (UML), etc.
  - c. Representing existing processes using business process diagrams such as Business Process Model and Notation (BPMN)
  - d. Make presentations on existing processes and procedures
  - e. Identify administrative bottlenecks to obtain, renew and pay for the provincial and local government business registration and licenses.
  - f. Suggest new/re-engineered processes and procedures for applying, renewing and paying for business registration and licenses in Karachi.
  - g. Coordinate with various stakeholders to find common ground in specifying new business processes/improvements in regulatory framework of Sindh.
  - h. Assist in identifying regulatory improvement through module review of an online single window Sindh Business Portal (SBP) which will process, renew and receive payments of provincial and local government business registration and licenses electronically.
  - i. Assist in Test SBPR during implementation and ascertain its functionality against pre-defined requirements
  - j. Participate in System's information Audits
  - k. Based on the best regional/international practices and reform identified by Private Sector, suggest changes in rules/laws necessary to reform the processes and procedures for dealing with business registrations and licenses in Karachi
  - l. Coordinate for participation in internal training and SBPR promotional activities such as documentation and information dissemination materials.
  - m. Prepare working papers/presentations and material through research work/analysis for reform initiatives such as Pakistan Regulatory Modernization Initiative (PRMI) for regulatory modernization and simplification initiatives and perform all ancillary responsibilities including drafting correspondence with provincial and federal institutions
  - n. Coordinate with Private sector bodies, associations, business community, etc., regarding difficulties in business/investment and regulatory environment and suggest reforms to provincial /federal government departments
  - o. Prepare working papers for Provincial Steering Committee on Regulatory Modernization and Automation under the Chairmanship of Chief Secretary Sindh to brief the forum on the S-BoSS and BPR Mapping activities.
  - p. Conduct all coordination, drafting and analytical works relating to reforms, such as provincial regulatory reform activities under World Bank's Business Enabling Environment Report and any other global competitiveness reports.
  - q. Work with departments where short-term or quick automations are required to conduct and supervise business process mapping
  - r. To provide technical expertise and support in reform studies conducted at federal and provincial level
  - s. Any other relevant assignments given by the Project Director CLICK

## *QUALIFICATIONS & EXPERIENCE:*

16 years education in Business/Public Administration/Public Policy, Commerce, Economics or a subject related to the domain of the job specification from a renowned HEC recognized university having 10 years of professional experience in following focal areas;

- Business process modelling, engineering and/or re-engineering
- Business process mapping in policy and/or regulatory domain
- Establishing organizational policies and guidelines
- Compliance documentation
- Devising regulatory frameworks and contributing to regulatory knowledge
- Proficiency in BPM tools and best practices
- Adequate experience of working in/with government organizations and about their business and regulatory functions, processes, procedures, objectives, goals, measures, etc.
- Working successfully within multi-disciplinary teams and to adhere to tight deadlines with accuracy and professionalism

## *Skills*

- Strong technical expertise, combined with business acumen and a strong track record for similar work, preferably in the public sector
- A thorough understanding of Government processes and its workflow/working, with abstract, high level requirements and transforming business objectives into measurable outcomes.
- Capturing business requirements and defining business processes using industry best practices.
- Mapping user requirements to business processes and modelling/engineering/re-engineering the business processes
- Identifying the need and areas requiring business process re-engineering
- Enabling business process engineering and re-engineering through educating, training and supporting the system users.
- Explaining regulations, policies and procedures
- Communicating with Government agencies
- Evaluating the impact of change and facilitating change management
- Assessing efficiency of business processes
- Monitoring project progress and project risk management
- Effective communication, presentation, documentation and correspondence
- Well-developed communication, writing and presentation skills in English

# ASSISTANT MANAGER (REFORMS) – PPS-7

## Job Assignment:

1. Work closely with Manager (Reforms) to assist him in the following responsibilities:
  - a. Review the existing processes and procedures for applying, renewing and paying for provincial and local government business registrations and licenses.
  - b. Represent existing actors and actions using use cases in modeling languages such as unified modeling language (UML), etc.
  - c. Representing existing processes using business process diagrams such as Business Process Model and Notation (BPMN)
  - d. Make presentations on existing processes and procedures
  - e. Identify administrative bottlenecks to obtain, renew and pay for the provincial and local government business registration and licenses.
  - f. Suggest new/re-engineered processes and procedures for applying, renewing and paying for business registration and licenses in Karachi.
  - g. Coordinate with various stakeholders to find common ground in specifying new business processes/improvements in regulatory framework of Sindh.
  - h. Assist in identifying regulatory improvement through module review of an online single window Sindh Business Portal (SBP) which will process, renew and receive payments of provincial and local government business registration and licenses electronically.
  - i. Assist in Test SBPR during implementation and ascertain its functionality against pre- defined requirements
  - j. Participate in System's information Audits
  - k. Based on the best regional/international practices and reform identified by Private Sector, suggest changes in rules/laws necessary to reform the processes and procedures for dealing with business registrations and licenses in Karachi
  - l. Coordinate for participation in internal training and SBPR promotional activities such as documentation and information dissemination materials.
  - m. Prepare working papers/presentations and material through research work/analysis for reform initiatives such as Pakistan Regulatory Modernization Initiative (PRMI) for regulatory modernization and simplification initiatives and perform all ancillary responsibilities including drafting correspondence with provincial and federal institutions
  - n. Coordinate with Private sector bodies, associations, business community, etc., regarding difficulties in business/investment and regulatory environment and suggest reforms to provincial /federal government departments
  - o. Prepare working papers for Provincial Steering Committee on Regulatory Modernization and Automation under the Chairmanship of Chief Secretary Sindh to brief the forum on the S-BoSS and BPR Mapping activities.
  - p. Conduct all coordination, drafting and analytical works relating to reforms, such as provincial regulatory reform activities under World Bank's Business Enabling Environment Report and any other global competitiveness reports.
  - q. Work with departments where short-term or quick automations are required to conduct and supervise business process mapping
  - r. To provide technical expertise and support in reform studies conducted at federal and provincial level
  - s. Any other relevant assignments given by the Project Director CLICK

### *QUALIFICATIONS:*

- 16 years of education in Business/Public Administration/Public Policy, Commerce, Economics or a subject related to the domain of the job specification from an HEC- recognized or foreign university with 7 years of relevant experience OR;
- At least 14 years of education in Business/Public Administration/Public Policy, Commerce, Arts, Economics or a subject related to the domain of the job specification from an HEC- recognized or foreign university with 10 years of relevant experience.

### *Experience*

Above mentioned experience in the following areas

- Business process modelling, engineering and/or re-engineering
- Business process mapping in policy and/or regulatory domain
- Establishing organizational policies and guidelines
- Compliance documentation
- Devising regulatory frameworks and contributing to regulatory knowledge
- Proficiency in BPM tools and best practices
- Adequate experience of working in/with government organizations and about their business and regulatory functions, processes, procedures, objectives, goals, measures, etc.
- Working successfully within multi-disciplinary teams and to adhere to tight deadlines with accuracy and professionalism

### *Skills*

- Strong technical expertise, combined with business acumen and a strong track record for similar work, preferably in the public sector
- A thorough understanding of Government processes and its workflow/working, with abstract, high level requirements and transforming business objectives into measurable outcomes.
- Capturing business requirements and defining business processes using industry best practices.
- Mapping user requirements to business processes and modelling/engineering/re-engineering the business processes
- Identifying the need and areas requiring business process re-engineering
- Enabling business process engineering and re-engineering through educating, training and supporting the system users.
- Explaining regulations, policies and procedures
- Communicating with Government agencies
- Evaluating the impact of change and facilitating change management
- Assessing efficiency of business processes
- Monitoring project progress and project risk management
- Effective communication, presentation, documentation and correspondence
- Well-developed communication, writing and presentation skills in English

# ASSISTANT MANAGER (COMPETITIVENESS) – PPS-7

## Job Assignment:

Work closely with Manager (Reforms & Competitiveness) to assist him in the following responsibilities:

- a. Conduct diagnostic assessments of Sindh's investment climate, regulatory bottlenecks, and business environment indicators.
- b. Benchmark Sindh's competitiveness against global and regional models (e.g., Doing Business, OECD, Singapore, and Turkey).
- c. Support the design and implementation of reform roadmaps focused on ease of doing business, digital governance, and sectoral competitiveness.
- d. Prepare policy notes, reform briefs, and bilingual presentations for high-level stakeholders including the Chief Minister, donor agencies, and international delegations.
- e. Liaise with relevant departments, regulatory bodies, and private sector representatives to gather insights and facilitate reform coordination.
- f. Track progress on reform KPIs and contribute to the development of dashboards and monitoring frameworks.
- g. Assist in drafting TORs, RFPs, and evaluation criteria for reform-related consultancies and studies.
- h. Contribute to the planning and execution of investment forums, reform workshops, and stakeholder consultations.
- i. Ensure all outputs are protocol-sensitive, print-ready, and aligned with the standards of the Sindh Investment Department and donor partners.
- j. Any other relevant assignments given by the Project Director CLICK

## QUALIFICATIONS:

- 16 years of education in Business/Public Administration/Public Policy, Commerce, Economics or a subject related to the domain of the job specification from an HEC- recognized or foreign university;

## Experience

Above mentioned experience in the following areas

- Minimum 7 years of experience in research, policy analysis, or investment facilitation—preferably in public sector or donor-funded projects.
- Strong command of data analysis tools (Excel, SPSS, STATA, or Power BI) and familiarity with GIS or visualization platforms is a plus.
- Proven ability to synthesize complex information into actionable insights and high-quality documentation.

## Skills

| Skills                                  | Description                                                                 |
|-----------------------------------------|-----------------------------------------------------------------------------|
| <b>Strategic Thinking</b>               | Ability to align reforms with long-term competitiveness goals               |
| <b>Policy &amp; Regulatory Insight</b>  | Understanding of investment-related laws, rules, and institutional dynamics |
| <b>Communication &amp; Diplomacy</b>    | Skilled in preparing high-level, bilingual documents and presentations      |
| <b>Project Management</b>               | Capable of managing reform timelines, deliverables, and stakeholder inputs  |
| <b>Data Analysis &amp; Benchmarking</b> | Proficient in comparative analysis and performance tracking                 |