

Ministry of Industries & Production

Government of Pakistan

SITUATION VACANT

The Engineering Development Board (EDB) is mandated to strengthen manufacturing sector in Pakistan through technical support and policy action. Applications are invited for the post of Chief Executive Officer (CEO), EDB who will be expected to lead the EDB to deliver its mandate by identifying emerging trends, opportunities, and challenges of the local and global industrial opportunities and support Government of Pakistan in setting a right set of industrial policies and sector specific actions. The minimum qualification and experience etc. for the position is as under:

Job Title and Pay Scale	Total Posts	Minimum Qualification and Experience
Chief Executive Officer Pay Scale: MP-I	01	<ol style="list-style-type: none">1. All applicants shall be a citizen of Pakistan with valid CNIC2. Age: Minimum 45 years on the last date of receipt of application3. Qualifications:<ol style="list-style-type: none">(a) All applicants must possess a Bachelor's of Science degree in electrical, electronic, mechanical, mechatronics, industrial, chemical or other relevant engineering discipline from a HEC recognized university or a reputable foreign university:(b) In addition to the aforementioned Bachelors of Science degree, all applicants shall have a Masters or PhD degree in the above engineering discipline, or industrial economics, industrial management, industrial policy, business administration or any other relevant discipline.4. Experience:<ol style="list-style-type: none">(a) In case of applicants with Master's degree, minimum 15 years of experience in relation to manufacturing, industrial or economic development, formulation and implementation of industrial development strategies including a minimum of five years of experience in a senior executive or leadership role, in a reputable national or international agency is required.(b) In case of applicants with PhD, minimum 10 years of experience in relation to manufacturing, industrial or economic development, formulation and implementation of industrial development strategies including a minimum of five years of experience in a senior executive or leadership role, in a reputable national or international agency is required.5. Required Skill Set: The applicant shall demonstrate:<ol style="list-style-type: none">(a) Strong understanding of global industrial trends and economic and industrial development strategies(b) Familiarity with industrial strategies, development programs and industrial investment incentives regime and trends, issues of climate change and climate finance in Pakistan(c) Good leadership and team-building skills(d) Excellent communication skills including fluency in Urdu and English

2. Responsibilities:

- (a) Provide strategic leadership to the EDB including development and implementation of a comprehensive strategic plan aligned with the organization's mission, goals, and objectives, as approved by the Board.
 - (b) Stakeholder engagement and advocacy for policies and initiatives that enhance the industrialization process in the country, foster collaboration between industry, government, academia and stakeholders.
 - (c) Oversee and guide the development of technical standards, regulations and procedures.
 - (d) Lead efforts to attract investment in industrial sector and strive for introducing quality, safety, innovation, digital transformation and adoption of advanced technologies in the manufacturing sector.
 - (e) Support the GOP in formulation of industrial policies, strategies, and sector specific actions.
 - (f) Operational management including overseeing day-to-day operations of the EDB, budgeting, financial and human resources management.
 - (g) Capacity building and development of EDB including fostering a culture of excellence, innovation, and continuous improvement within the organization along with building international Partnerships for best practice implementation.
3. **Tenure:** Initial appointment on contract basis for three (3) years, extendable by further two years on annual basis.
5. **Procedure for Application:**
- (a) Experience means post-qualification experience.
 - (b) For foreign degrees, equivalency certification from HEC must be provided.
 - (c) Applications forms (available at www.moip.gov.pk), complete in all respects, along with latest C.V and two passport size photographs should reach at the following address within 15 days after the publication of this advertisement. Candidates may attach copies of educational documents with the application form.
 - (d) Candidates employed in Government/Semi-government/Autonomous Bodies should send their applications through proper channel with NOC.
 - (e) Incomplete application or application submitted after due date will not be entertained.
 - (f) Only shortlisted candidate will be called for the interview. Original documents must be present at the time of interview. NO TA/DA shall be paid for interview.

Section Officer (LED-IV), Ministry of Industries and Production, A-Block, Pak Secretariat, Islamabad. 44000.Ph: 051-920-2594.

APPLICATION FORM

Photograph (attach here)

Position Applied for:

PERSONAL DATA

Personal Data: (all fields required)

Name:		Father's Name:	
DOB:	Age:	Gender: Female/Male	CNIC:
Postal Address			

City:	Postal Code:	Email:
Marital Status: Single/ Married	Domicile:	Tel(Off):
Tel(Res):	(Cell):	(Fax)(if any):

QUALIFICATIONS/SHORT COURSES

Qualifications (PhD, Masters, Bachelors, Intermediate):

No	Name of University/Institute	Major Field/ Area of Study	Cert./Diploma/ Degree	Year	%Age/GPA /Division
1					
2					
3					
4					
5					

Short Courses:

No	Course Title	Institution	Year	Duration
1				
2				
3				
4				

Computer Knowledge: (Tick the relevant box)

MS Word: <input type="checkbox"/>	MS Excel: <input type="checkbox"/>	MS Power Point: <input type="checkbox"/>
Other:		

PROFESSIONAL EXPERIENCE (Starting from current employment)

Name And Address of Employer:		Organization:	
Job Title	<u>From (Month – Year)</u>	<u>To (Month – Year)</u>	
	Total Time in Position:		

Brief Job Description:

Name And Address of Employer:		Organization:	
Job Title	<u>From (Month – Year)</u>	<u>To (Month – Year)</u>	
	Total Time in Position:		

Brief job description:

Name And Address of Employer:		Organization:	
Job Title	<u>From (Month – Year)</u>	<u>To (Month – Year)</u>	
	Total Time in Position:		

Brief Job Description:

Name And Address of Employer:		Organization:	
Job Title	<u>From (Month – Year)</u>	<u>To (Month – Year)</u>	
	Total Time In Position (Years-Month/s):		

Brief Job Description:

Pl attach additional sheets if required.

CERTIFICATION AND SIGNATURE

I understand that any verbal or written statement that is false, fraudulent or misleading contained in this application or attached materials, or made in the course of any related employment process, will result in rejection of my application, denial of employment, or dismissal from service (if discovered after employment), and under some circumstance, may result in prosecution for misdoing.

- I certify that all statements contained herein are true and complete.
- I authorize to check employment references and verify education information provided on this employment application and as disclosed during the interview process.

SIGNATURE:	DATE:
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IMPORTANT NOTE:

1. Kindly send the application by post along with **two (02) passport size photographs** and **copy of NIC**.
2. Original certificates/documents would be required at the time of the Interview.

