

01.Head of Policy Research Divisions (PPS 10/11)

No. of Posts	Two (02)
Grade/Salary	PPS 10/11
Qualification	Ph.D. from an HEC-recognized local or foreign university is required for the Head of Policy positions. The qualifications for each position are as follows a. Head of Policy (Regional Connectivity & Integration): Ph.D. in International Trade, global value chains/supply chains, Port Management, Transportation/Logistics Planning with research experience in the relevant fields. b. Head of Policy (Socio-Economic Development): Ph.D. in Economics, Agriculture Economics, Sociology, Public Policy with focus on poverty alleviation, microenterprises, rural transformation, and food productivity, safety and security.
Experience	An exceptional track record of 10 years of experience (with a minimum of 05 years post- Ph.D.) in designing, implementing, and supervising research projects at the national and international levels. a. Head of Policy (Regional Connectivity & Integration): Preference shall be given to candidates having demonstrated research or policy experience in regional economic integration, the Belt and Road Initiative (BRI), particularly the China-Pakistan Economic Corridor (CPEC), transport economics, cross-border trade facilitation, logistics, regional cooperation and connectivity. b. Head of Policy (Socio-Economic Development): Preference shall be given to candidates with demonstrated research experience in poverty reduction, labor markets, rural development, livelihoods, human capital, social protection, inclusive growth, or impact assessment of development projects.
Age Limit	Max 50 years
Duration	Initial appointment on Contract for 2 years, extendable on satisfactory performance, until completion of the project.
Duties/ Responsibility	• Lead the respective policy division in conducting and managing comprehensive policy research on key issues, utilizing advanced data analysis and evidence synthesis to generate valuable insights and impactful policy recommendations. • Proactively engage with stakeholders at both national and international levels to identify potential avenues of collaboration and cooperation, thereby enhancing the overall influence and effectiveness of Think Tank's work. • Take an active role in organizing and participating in seminars, webinars, conferences, dialogues, and forums, where research findings and policy proposals can be presented and discussed. • Effectively manage and mentor the team within the policy division, fostering a collaborative and supportive work environment that encourages cross disciplinary research and knowledge-sharing with other policy divisions. • Remain flexible and open to taking on any other tasks assigned by the Executive Director, contributing wholeheartedly to the overall success and impact of the Think Tank.

02. Research Associates (PPS 7/8)

No. of Posts	One (01)
Grade/Salary	PPS 07/08
Qualification	MS/MPhil or equivalent degree from HEC recognized university in a relevant subject from a reputed local or foreign university.
Experience	• Minimum two (02) years of research experience preferably in the respective thematic area • Proficiency in quantitative and qualitative research methods. • Proficiency in data analysis tools (e.g., Excel, SPSS, R) is desirable. • Familiarity with the think tank environment and policy research landscape is a plus. • Preference shall be given to candidates having relevant research experience in Science, Technology and Innovation (STI), particularly in areas such as Artificial Intelligence, digital technologies, data science, technology and engineering management, or related fields.
Age Limit	Max 35 years
Duration	Initial appointment on Contract for 2 years, extendable on satisfactory performance, until completion of the project.
Duties / Responsibility	• Conduct literature reviews, gather data, and assist in quantitative and qualitative research to support ongoing projects and policy analysis. • Organize and maintain research databases, ensuring data accuracy and accessibility for the research team. • Assist in data analysis using appropriate tools and methodologies, helping to draw meaningful conclusions from research findings. • Contribute to the preparation of policy briefs, research papers, and reports, ensuring that they are well-structured and adhere to the think tank's guidelines. • Collaborate in the planning and execution of think tank events, seminars, and workshops, providing logistical support and contributing to the content. • Provide general administrative support to the research team, including scheduling meetings, managing calendars, and organizing research-related documents. • Assume any other responsibility assigned by the Head of Policy.

03. Admin & HR Officer (PPS 7/8)

No. of Posts	01
Grade/Salary	PPS 07/08
Qualification	Master degree in Business Administration or Public Administration, or a related field (relevant experience may be considered in lieu of formal education).
Experience	• Min 05 years' experience as an Administrative Officer in the federal/Provincial Government Organizations or in a similar role preferably in a PSDP Project. • Knowledge of PPRA Rules, Procurement/ tendering process and HR processes in PSDP projects is a must. • Proficiency in office software and tools, such as Microsoft Office Suite.
Age Limit	40 years Max
Duration	Initial appointment on Contract for 2 years, extendable on satisfactory performance, till completion of the project.
Duties / Responsibility	• Oversee and manage day-to-day office operations related to administration, ensuring a well-organized and productive work environment. • Conduct various HR functions, including recruitment, onboarding, and maintaining employee records. • Manage procurement activities, liaising with vendors and ensuring timely delivery of goods and services. • Maintain an inventory of office supplies and equipment, restocking as needed. • Ensure the smooth functioning of facilities, coordinating maintenance and repairs as required. • Collaborate with security personnel to maintain a safe and secure working environment. • Be adaptable to undertake any other responsibilities as assigned by management to support the think tank's objectives. • Any other task assigned by Executive Director/ departmental head.

04. Assistant Admin/ HR (PPS 5/6)

No. of Posts	01
Grade/Salary	PPS 05/06
Qualification	16 years of education from HEC recognized University in Management/ Public Administration.
Experience	At least two years' experience in Public Sector projects is preferable
Age Limit	30 years maximum
Duration	Initial appointment on Contract for 2 years, extendable on satisfactory performance, till completion of the project.
Duties / Responsibility	• Assist in the day-to-day office operations, which involves managing office supplies, and equipment, and maintaining a well-organized workspace. • Provide invaluable support to the Director by handling various administrative tasks. This includes maintaining employee records and assisting with recruitment processes, ensuring HR functions run seamlessly. • Efficiently manage office records and files, ensuring they are properly organized and easily accessible. • Support the office in the organization of Think Tank activities. • Any other task assigned by Executive Director/ departmental head.