

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 (Productivity & Quality Assurance)	01	Market Based Competitive Salary	Master's degree in Industrial Engineering/Management, Quality Management, MBA, Supply Chain Management, or Economics related field from National or International HEC recognized university with in-depth knowledge of manufacturing processes and quality standards. Minimum 07 years relevant experience.
II.	Thematic Expert (Industrial Supply Chain)	01	Market Based Competitive Salary	Master's degree in Industrial Engineering/Management, Quality Management, MBA, Sustainable Supply Chain Management, or Economics related field from National or International HEC recognized university with an in-depth knowledge of supply chain processes. Minimum 07 years relevant experience.
III.	Thematic Expert – (Sustainability & Circularity)	01	Market Based Competitive Salary	Master's degree in Sustainability, Industrial Engineering/Management, Quality Management, MBA, or Economics related field from National or International HEC recognized university with in-depth knowledge of sustainable manufacturing processes and quality standards. Minimum 07 years relevant experience.
IV.	Junior 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 04 years relevant experience.
V.	Junior Thematic Expert (Industrial Supply Chain)	01	Market Based Competitive Salary	Master's degree in Industrial Engineering/Management, Quality Management, MBA, Sustainable Supply Chain Management, or Economics related field from National or International HEC recognized university with in-depth knowledge of manufacturing processes and quality standards. Minimum 04 years relevant experience.
VI.	Junior Thematic Expert (Productivity & Quality Assurance)	01	Market Based Competitive Salary	Master's degree in Industrial Engineering/Management, Quality Management, MBA, Supply Chain Management, or Economics related field from National or International HEC recognized university with in-depth knowledge of manufacturing processes and quality standards. Minimum 04 years relevant experience.
VII.	Junior Thematic Expert – (Sustainability & Circularity)	01	Market Based Competitive Salary	Master's degree in Sustainability, Industrial Engineering/Management, Quality Management, MBA, Environmental Science or Economics related field from National or International HEC recognized university with in-depth knowledge of manufacturing processes and quality standards. Minimum 04 years relevant experience.
VIII.	Research Associates	02	Market Based Competitive Salary	Minimum experience of 03 years with Bachelor's or Master's degree in Economics, Business Administration, Law, Commerce, Environmental Science, Chemical Engineering, Computer Science, Information Technology, Human Rights, Labour Relations, Supply Chain Management or related field from National or International HEC recognized university and the ability to distil large amounts of data and communicate and present it effectively. Minimum 03 years relevant experience.
IX.	Admin & HR Assistant	01	Market Based Competitive Salary	04 years BS or Bachelor's degree in Business Administration, Public Administration Human Resources, or a related field from National or International HEC recognized university. Minimum 03 years relevant experience.
X.	Finance Assistant	01	Market Based Competitive Salary	04 years BS or Bachelor's degree in Finance, Accounting, Business Administration, Commerce or a related field from National or International HEC recognized university. Minimum 03 years relevant experience.

XI.	Office Boy	01	Market Based Competitive Salary	Matriculation
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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 applications 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)

National Compliance Centre
3rd Floor, FPCCI Capital House Building, G-8/1, Aiwan-e-Sanat-o-Tijarat, Mauve Area
Ministry of Commerce, **Islamabad**
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