

Pakistan Tourism Development Corporation

Job Descriptions/ TORs

Job title:	Civil Engineer
Work Location:	PTDC Headquarters, Islamabad
Division/Department:	Construction of Aiwan-e-Sayyahat (PC-II) Feasibility Study.
Reports to:	Managing Director, PTDC
Nature of Job:	Temporary project based appointment.
Mode of Appointment:	Direct recruitment on merit basis through open competition.
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Duties and Responsibilities: <p>Engineer Incharge will be the operational head of the project and will be responsible to the Managing Director, PTDC / Federal Government for smooth functioning of the project activities in accordance with the project plan / mandate, rules and policies approved by the PTDC and Federal Government. His broad duties will include and not limited to:</p> <ul style="list-style-type: none"> Overall responsibility for implementation of the project. Monitoring Performance of the Consultants. Checking/vetting of structural/architectural design/drawings. Vetting of bill of quantity. Vetting of tender documents and Preparation of Presentations to the Management. Knowledge of the local and international standard in the construction field. Preparation of detailed design (large and medium size) of civil work projects. If necessary prepares the constructive project's documentations of reinforcement work. Prepares the constructive project's documentation according to the architect solution. To monitor performance, deadlines, project progress, and conduct Risk Management Plan to avoid any unexpected incidence that may have negative impact on the project development. Review the procedure set up by the Contractors. 	
Education, Experience, Age and or skills Requirements: <u>Minimum qualification & experience:</u> B.Sc (Civil Engineering) with 05 years similar experience in a reputed organization. Must be fluent in use of computer and IT. <u>Maximum Age Limit:</u> 50 years	
<u>Skills Required:</u> <ul style="list-style-type: none"> Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers Excellent computer proficiency (MS Office – Word, Excel, Power Point, Internet & email) Must be able to work under pressure and meet deadlines/ performance standards while maintaining a positive attitude Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices. 	
Key Performance Indicators (KPIs) for performance evaluation <p>Performance of employees shall be assessed on the basis of Outcome-Based Evaluation (OBE) as per project targets/deliverables.</p>	
Pay & Allowances:	lump sum Rs.90,000/- per month.
Employee Name:	
Employee signature:	Date:

Pakistan Tourism Development Corporation

Job Descriptions/ TORs

Job title:	Program Officer (Print & Electronic Media)
Work Location:	PTDC Headquarters, Islamabad
Division/Department:	Facilitation of Tourism in Islamabad (FTI) Project
Reports to:	Project Incharge
Nature of Job:	Temporary project based appointment.
Mode of Appointment:	Direct recruitment on merit basis through open competition.
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Duties and Responsibilities: Program Officer (Print & Electronic Media) will be responsible for publicity & promotional activities in print & electronic media as envisaged in project plan which will include but not limited to: <ul style="list-style-type: none"> ○ Plan and execute a publicity and promotion plan for PTDC as per scope of project. ○ Prepare and release press briefings/ advertisements/ articles/ stories/ bulletins for publication in print and electronic media. ○ Liaison with concerned news agencies, broadcasters and newspapers for effective coverage of tourism potential of Pakistan as per scope of project. ○ Coordinate with Press Information Department/ other departments regarding release of advertisements in print and electronic media. ○ Process advertisement bills of paid contents published in media and pursue such bills with concerned accounts officer. 	
Education, Experience, Age and/ or skills Requirements: <u>Minimum qualification & experience:</u> Masters/ M.Phil degree in Media Sciences/ Mass Communication/ Journalism or related filed with atleast 2 years similar experience in a reputed organization. <u>Maximum Age Limit:</u> 40 years <u>Skills Required:</u> <ul style="list-style-type: none"> • Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers • Excellent computer proficiency (MS Office – Word, Excel, Power Point, Internet & email) • Must be able to work under pressure and meet deadlines/ performance standards while maintaining a positive attitude • Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices • Media management skills. 	
Key Performance Indicators (KPIs) for performance evaluation Performance of employees shall be assessed on the basis of Outcome-Based Evaluation (OBE) as per project targets/ deliverables.	
Pay & Allowances: Lump sum pay of maximum Rs.90,000/- per month as admissible to Project Pay Scale-07.	
Employee Name:	
Employee signature:	Date:

Pakistan Tourism Development Corporation

Job Descriptions/ TORs

Job title:	Program Officer (Social & Digital Media)
Work Location:	PTDC Headquarters, Islamabad
Division/Department:	Facilitation of Tourism in Islamabad (FTI) Project
Reports to:	Project Incharge
Nature of Job:	Temporary project based appointment.
Mode of Appointment:	Direct recruitment on merit basis through open competition.
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Duties and Responsibilities: Program Officer (Social & Digital Media) will be responsible for project activities related to social media management as envisaged in project plan which will include but not limited to: <ul style="list-style-type: none"> ○ Plan and execute a social media management plan for tourism promotion as per scope of project. ○ Develop key design principles for E-portal infrastructure and coordinate with third party developers for E-Portal planning, designing, programming and maintenance. ○ Run and maintain social media infrastructure of PTDC including website, e-portal, social media accounts and IT resources. ○ Prepare and release social media advertisements and coordinate with concerned organizations. ○ Provide effective feedback to the management on social media performance including e-portal, facebook, twitter, Instagram, YouTube and others. ○ Process advertisement bills of social media advertisements and pursue such bills with concerned accounts office. 	
Education, Experience, Age and/ or skills Requirements: <u>Minimum qualification & experience:</u> Masters degree in Software Engineering/ Information Technology/ Web Programming or related field with 2 years similar experience in a reputed organization. <u>Maximum Age Limit:</u> 40 years <u>Skills Required:</u> <ul style="list-style-type: none"> • Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers • Excellent computer proficiency (MS Office – Word, Excel, Power Point, Internet & email) • Must be able to work under pressure and meet deadlines/ performance standards while maintaining a positive attitude • Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices • Web programming or software development skills. 	
Key Performance Indicators (KPIs) for performance evaluation Performance of employees shall be assessed on the basis of Outcome-Based Evaluation (OBE) as per project targets/ deliverables.	
Pay & Allowances: Lump sum pay of maximum Rs.90,000/- per month as admissible to Project Pay Scale-07.	
Employee Name:	
Employee signature:	Date:

Pakistan Tourism Development Corporation

Job Descriptions/ TORs

Job title:	Program Officer (Event Management)
Work Location:	PTDC Headquarters, Islamabad
Division/Department:	Facilitation of Tourism in Islamabad (FTI) Project
Reports to:	Project Incharge
Nature of Job:	Temporary project based appointment.
Mode of Appointment:	Direct recruitment on merit basis through open competition.
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Duties and Responsibilities: Program Officer (Event Management) will be responsible for coordination and management of tourism events as per scope of project which will include but not limited to: <ul style="list-style-type: none"> ○ Plan and organize events for tourism promotion as per scope of project. ○ Plan and execute a capacity building program for the tourism industry as per scope of project. ○ Coordinate partnerships and collaborations with other stakeholders to foster joint-ventures for tourism promotion in Pakistan. ○ Coordinate participation in tourism related international expos and events. ○ Interact with foreign countries, international organizations, regional groups, stakeholders and donors etc to promote Pakistan's presence in global tourism market. ○ Process bills related to events and pursue such bills with concerned accounts office. 	
Education, Experience, Age and/ or skills Requirements: <u>Minimum qualification & experience:</u> Masters degree in Management/ Public Administration or related field with 2 years similar experience in a reputed organization. <u>Maximum Age Limit:</u> 40 years <u>Skills Required:</u> <ul style="list-style-type: none"> • Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers • Excellent computer proficiency (MS Office – Word, Excel, Power Point, Internet & email) • Must be able to work under pressure and meet deadlines/ performance standards while maintaining a positive attitude • Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices. 	
Key Performance Indicators (KPIs) for performance evaluation Performance of employees shall be assessed on the basis of Outcome-Based Evaluation (OBE) as per project targets/ deliverables.	
Pay & Allowances: Lump sum pay of maximum Rs.90,000/- per month as admissible to Project Pay Scale-07.	
Employee Name:	
Employee signature:	Date:

Pakistan Tourism Development Corporation

Job Descriptions/ TORs

Job title:	Admin & Accounts Officer
Work Location:	PTDC Headquarters, Islamabad
Division/Department:	Facilitation of Tourism in Islamabad (FTI) Project
Reports to:	Project Incharge
Nature of Job:	Temporary project based appointment.
Mode of Appointment:	Direct recruitment on merit basis through open competition.
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Duties and Responsibilities: Admin & Accounts Officer will be responsible for the management of administrative and financial activities of the project which will include but not limited to: <ul style="list-style-type: none"> ○ Personnel administration (Appointments, Payroll, TA/DA, Leave & Discipline etc.) ○ Coordinate with other officers and staff to bring in synergy and timely completion of tasks. ○ Procurements, stores, maintenance of project inventories. ○ Preparing budget, controlling expenditures, audit & disbursements and matters related to release of grants/ payments by AGPR. ○ Maintaining books of accounts (vouchers record, ledgers, bank/ cash books) ○ Preparing financial statements (expenditure statement, balance sheet, trail balance and reconciliation reports, quarter and annual budget demands) 	
Education, Experience, Age and/ or skills Requirements: <u>Minimum qualification & experience:</u> Masters degree in business/ public administration/ accounting/ finance or other related field with 2 years similar experience in a reputed organization. <u>Maximum Age Limit:</u> 40 years	
<u>Skills Required:</u> <ul style="list-style-type: none"> • Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers • Excellent computer proficiency (MS Office – Word, Excel, Power Point, Internet & email) • Must be able to work under pressure and meet deadlines/ performance standards while maintaining a positive attitude • Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices • Project management skills. 	
Key Performance Indicators (KPIs) for performance evaluation Performance of employees shall be assessed on the basis of Outcome-Based Evaluation (OBE) as per project targets/ deliverables.	
Pay & Allowances: Lump sum pay of maximum Rs.60, 000/- per month as admissible to Project Pay Scale-06.	
Employee Name:	
Employee signature:	Date:

Pakistan Tourism Development Corporation

Job Descriptions/ TORs

Job title:	Assistant/ Computer Operator
Work Location:	PTDC Headquarters, Islamabad
Division/Department:	Facilitation of Tourism in Islamabad (FTI) Project
Reports to:	Admin & Accounts Officer
Nature of Job:	Temporary project based appointment.
Mode of Appointment:	Direct recruitment on merit basis through open competition.
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Duties and Responsibilities: Assistant/ Computer Operator will be responsible all secretarial work related to the project which will include the following duties: <ul style="list-style-type: none"> ○ All computer based work (preparation of documents, spreadsheets, presentations) ○ Putting up previous papers and other references relating to the case under consideration; ○ Opening of files and keeping record of movement of files; ○ Keeping a note of all important orders and decisions and maintaining proper record. ○ Recording, indexing and weeding of files; ○ Watching the necessity of keeping priority or security labels on files. He should bring to the notice of the concerned officer the first opportunity that occurs of removing these labels; and ○ Other clerical duties assigned to him, including casual typing, maintenance of diary register, preparation of statements and putting up of routine reminders. 	
Education, Experience, Age and/ or skills Requirements: <u>Minimum qualification & experience:</u> Bachelors degree with one year diploma in information technology from recognized institution. <u>Maximum Age Limit:</u> 30 years <u>Skills Required:</u> <ul style="list-style-type: none"> • Excellent computer skills (Word, Excel, Power Point, Internet, Search engines) • Typing speed minimum 30 WPM • English language skills • Knowledge of secretariat duties. 	
Key Performance Indicators (KPIs) for performance evaluation Performance satisfaction report rendered by the Concerned officer.	
Pay & Allowances: Lump sum pay of maximum Rs.40, 000/- per month as admissible to Project Pay Scale-05.	
Employee Name:	
Employee signature:	Date:

Pakistan Tourism Development Corporation

Job Descriptions/ TORs

Job title:	Clerk/ Store Keeper
Work Location:	PTDC Headquarters, Islamabad
Division/Department:	Facilitation of Tourism in Islamabad (FTI) Project
Reports to:	Admin & Accounts Officer
Nature of Job:	Temporary project based appointment.
Mode of Appointment:	Direct recruitment on merit basis through open competition.
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Duties and Responsibilities: Clerk/ Store Keeper will be responsible for custody of stores and accounting records of the project. His broad duties shall be: <ul style="list-style-type: none"> ○ Maintaining stores/ office records including accounting records of the project. ○ Diary & dispatch of correspondence/ files. ○ Writing of books of accounts/ record etc. ○ Receipt and issuance of items to and from the store/ record room. ○ Other clerical duties as may be assigned. 	
Education, Experience, Age and/ or skills Requirements: <u>Minimum qualification & experience:</u> B.Com/ BBA from a recognized institution/ University. <u>Maximum Age Limit:</u> 30 years <u>Skills Required:</u> <ul style="list-style-type: none"> • Excellent computer skills (Word, Excel, Power Point) • Typing speed minimum 30 WPM • Accrual accounting • Knowledge of secretariat duties. 	
Key Performance Indicators (KPIs) for performance evaluation Performance satisfaction report rendered by the Concerned officer.	
Pay & Allowances: Lump sum pay of maximum Rs.30, 000/- per month as admissible to Project Pay Scale-04.	
Employee Name:	
Employee signature:	Date:

Pakistan Tourism Development Corporation
Job Descriptions/ TORs

Job title:	Peon
Work Location:	PTDC Headquarters, Islamabad
Division/Department:	Facilitation of Tourism in Islamabad (FTI) Project
Reports to:	Admin & Accounts Officer
Nature of Job:	Temporary project based appointment.
Mode of Appointment:	Direct recruitment on merit basis through open competition.
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Duties and Responsibilities: Peon shall perform the following duties: <ul style="list-style-type: none">○ Carrying from one place to another within and without office premises official files/papers.○ General arrangement and tidiness of the office, furniture including dusting of office furniture, record etc.○ Conducting visitors to the officers.○ Providing drinking water to the officers and staff.○ Carriage of boxes containing files from one officer to another.○ Shifting of articles of light furniture <i>e.g.</i> chairs, side racks, small side tables etc., from one place to another within office premises.○ Any other duty that may be assigned to him by his Officer Incharge during working hours.	
Education, Experience, Age and/ or skills Requirements: <u>Minimum qualification & experience:</u> Primary pass <u>Maximum Age Limit:</u> 30 years <u>Skills Required:</u> <ul style="list-style-type: none">• Positive demeanor	
Key Performance Indicators (KPIs) for performance evaluation Performance satisfaction report rendered by the Concerned officer.	
Pay & Allowances: Lump sum pay of maximum Rs.16, 000/- per month as admissible to Project Pay Scale-01.	
Employee Name:	
Employee signature:	Date: