



GOVERNMENT OF PAKISTAN MINISTRY OF COMMERCE

SELECTION OF TRADE AND INVESTMENT OFFICERS FOR POSTING AT PAKISTAN'S TRADE MISSIONS ABROAD, 2021

Applications are invited on prescribed application form from interested officers of all occupational groups of Civil Service of Pakistan (BS-18 to BS-20) and candidates from the Private Sector / Pakistani Diaspora, fulfilling the requisite eligibility criteria for selection as Trade and Investment Officer (TIOs) in Pakistan's Trade Missions Abroad.

Conditions for Eligibility:

Public Sector Candidates

- Officers of all occupational groups of the Civil Service of Pakistan having served for at least three (03) of the last ten (10) years on relevant positions in Federal Government in Ministry of Commerce (and organization under it, except insurance sector), Finance, Economic Affairs, Revenue, Planning, Privatization and Erstwhile Textile Division, Ministry of Industries, Federal Board of Revenue, Board of Investment, Privatization Commission, Planning Commission, Provincial Departments of Finance, Commerce, Investment, Industries, Planning & Development, Revenue and Boards of Revenue.
- Officers in promotion zone can apply subject to submission of a notarized undertaking that (if selected) they will not demand promotion-related trainings / actualization of promotion at the same post / up-gradation of post during their tenure.
- Upper age limit is 56 years (on the closing date of submission of applications).

Candidates from Pakistani Diaspora and Private Sector

- At least Master's Degree in Business Administration, Law, Economics, International Trade, Commerce, Public Administration / Policy, Investment Promotion / Management or Engineering (at least 16 years of education) from Higher Education Commission (HEC) recognized education institutes or reputed foreign universities with at least 75% Marks or equivalent in Grade Point Average (GPA).
- Five (5) years of relevant experience (for posts in BS-18), 10 years (for posts in BS-19), 15 years (for post in BS-20) in the fields of Marketing, Sales, Business, International Marketing, International Trade or Investment.
- A candidate from Pakistan Diaspora can apply for the post in the country of which he / she has nationality and / or country of residence where he / she has a minimum of 6 months resident status.
- The candidates should be within age limit of up to 40 years for posts in BS-18, up to 50 years for posts in BS-19, up to 56 for posts in BS-20.
- Proficiency in spoken and written English, Arabic, French, Spanish, Russian and / or language of country of their residence will be given preference.
- References from the last two employers.
- The selected candidates under Pakistan diaspora will be considered for appointment only for the country of their residence / foreign nationality.

Important Information:

- Detailed policy document containing eligibility / ineligibility criteria may be seen at website of the Ministry of Commerce (www.commerce.gov.pk) or web portal of Institute of Business Administration (IBA), Karachi (<https://iba.edu.pk/testing-services/tio/>). Applications are to be submitted on the prescribed form available at IBA's website. Two copies of online submitted applications along with documents prescribed in online form should also be forwarded through surface mail to IBA at the following address with subject line: **"Trade & Investment Officer"**.
Assistant Manager, Testing Services, Institute of Business Administration, Karachi, Main Campus, University Enclave, University Road, Karachi-75270, Phone: +92 21-111-422-422 (Ext: 2370, 2380 & 2371).
Any format of application other than online application form will not be entertained.
- Last date for submission of online application is **26-12-2021** while the print outs of online submitted form may reach IBA within 7 days of the closing date of submission of online applications. Incomplete and late applications will not be entertained.
- Public Sector candidates are also required to submit their applications through **"Proper Channel"** to Ministry of Commerce, before the date of written test.
- The selected Trade Officers from Private Sector / Diaspora shall resign from their present jobs in private sector / divest from their business.
- The written test will be conducted by Institute of Business Administration (IBA), Karachi. IBA will inform the candidates about the venue, date and time of test. Written test of Pakistani diaspora candidates will be held at designated centers / Pakistan's Missions Abroad. Interview of successful candidates will be conducted by Interview Board in Ministry of Commerce.

Any queries regarding form submission and written test may be addressed to testingservices@iba.edu.pk or Phone: +92 21 111-422-422 (Ext: 2370, 2380 & 2371).

SECTION OFFICER (TO-I)
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