



**ECONOMIC TRANSFORMATION INITIATIVE
PLANNING AND DEVELOPMENT DEPARTMENT** Investing in rural people
GOVERNMENT OF GILGIT BALTISTAN



No. ETIGB/PCU/HR/01/17

Job Opportunities

Economic Transformation Initiative (ETI) Gilgit Baltistan (GB) invites applications for the following contractual positions;

- 1. Assistant to Regional Programme Coordinator**
- 2. Monitoring & Evaluation Officer**
- 3. Administrative Assistant**

Interested candidates may download the Application Form and test fee deposit slip from CTSP website www.ctsp.com.pk. Please send CV along with attested documents (educational & experiences), duly complete application form (with 3 photos and a copy of CNIC) and original fee deposit slip to CTSP Headquarter, Office No. 802, Sector D-12/2, Main Double Road, Islamabad, within **15 days** of publication of this advertisement. Female applicants are encouraged to apply.

For detail information and ToR of each position, please visit www.ctsp.com.pk or information may also be acquired from www.etigb.com.pk

<p>Career Testing Services Pakistan CTSP Headquarter House# 802, Sector D-12/2 Major Road 1, Islamabad Contact# 051-2706809, 03312223898</p>	<p>Manager Administration & HR Programme Coordination Unit-Gilgit House No. 4, River View Road, Domiyal Gilgit Ph # 05811-922553</p>
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House No.4, River View Road, Chinar Bagh, Gilgit. Tel: 05811-922550, www.etigb.com.pk



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ToR of Assistant to RPC

Position Details	
Position Title	Assistant to Regional Programme Coordinator
Project	Economic Transformation Initiative Gilgit-Baltistan (ETI-GB)
Duty Station	Regional Coordination Unit, Baltistan
Reporting	Regional Programme Coordinator
Duration	Contractual, initially for one year; extendable subject to satisfactory performance.
Remuneration	Negotiable
Key Duties	
<p>Assist the Regional Programme Coordinator in all day to day activities related to Programme coordination, communication, record keeping, daily and monthly plans and reporting.</p> <ul style="list-style-type: none">• Facilitate and assist Regional Program Coordinator in overall management, coordination and monitoring of program activities at the regional level.• Draft routine correspondence and ensure that outgoing correspondence is in conformity with the established ETI-GB procedures and formats. Assist in managing office correspondence within the Programme and with stakeholders (line departments and partner organizations, beneficiary representatives).• Maintain up-to-date files and store documents in an efficient manner for easy retrieval. Ensure that all important emails are filed and copy of all outgoing mails is kept in office.• Maintain up-to-date contact database of the all key contacts in GB. Develop, maintain and update communication catalogue of all the Programme partners and receive general calls and correspondence, responding/forwarding as appropriate. Keep all contact directories updated, including letters, emails, etc• Assist in preparation of presentations and other support documents on program activities, including draft contracts, etc. Support RPC in meetings, workshops and conferences and other events with key partners; take notes and provide general assistance.• Arrange meetings for program personnel, including consultants, and prepare draft minutes of the meetings. And, take part in management team meeting, document key decisions/action plans and circulate for reference and action.• Act as front desk officer at RCU level by receiving visitors and directing them to appropriate staff member ensuring appointment and availability of the office concerned.• Develop profiles of beneficiary communities, community organizations, farmer groups and scheme management teams in coordination with the M &E regional staff.	
Qualification, Skills and Experience Required.	
<ul style="list-style-type: none">• Master's degree in business/Public Administration/Management/Social/Behavioral/Science, Arts or any other relevant degree with minimum five years' relevant post qualification experience of the field.• Proficient in English and Urdu.• Excellent organizational skills, detailed-oriented and high degree of accuracy required.• Strong analytical skills and presentation skills• Excellent interpersonal skills to effectively interact with all levels of staff and partners.• Be self-motivated, proactive and have a positive attitude to work with minimum supervision• Excellent facilitation, oral and written communication skills.• Proficiency in Microsoft Office.	



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ToR of M&E Officer

Position Details	
Position Title	M&E Officer
Project	Economic Transformation Initiative Gilgit-Baltistan (ETI-GB)
Duty Station	Regional Coordination Units (Gilgit)
Reporting	Regional Programme Coordinator
Duration	Purely on contract basis, initially for one year; may be extendable subject to satisfactory performance and need of the organization.
Directly Reporting Staff	M&E Assistant
Remuneration	Negotiable
Key Duties	
<p>To monitor and report the progress for effective implementation of the programme activities and make available information for timely decision of the management.</p> <ul style="list-style-type: none">• Data collection on relevant formats for effective monitoring of programme targets.• Formulate draft analysis and reports for Regional Coordinator.• Provide timely data collection and reports against the activities completed as designated in M&E Responsibility Matrix.• Visit various project sites and provide monitoring updates through mobile tablets and online Management Information System (MIS).• Perform data reviews, cleaning and apply validation and triangulation checks for reporting data at Regional level and share it with head office for consolidation of data• Support in logistics of field data collection tools and manage log of all incoming data.• Organize all data evidences for activities completed at field level of their districts.• Provide support to arrange in-house orientation to district staff on upcoming data collection surveys and studies.• Produce success stories, lesson learnt, and ad-hoc studies of the programme interventions in collaboration with Communications and Media Officer.• Maintain close coordination with the M&E representatives of the implementing partners to ensure data quality and integrity.	
Qualification, Skills and Experience Required.	
<ul style="list-style-type: none">• Bachelor's in economics, Statistics, Development Studies, and or any other relevant field. Master's will be given preference.• Minimum 05 years of experience in Monitoring and Evaluation in donor funded projects/programs• Reporting, data management and research skills.• Well-versed in MS Office and data analysis softwares.• Proficient in English, and Urdu.	



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ToR of Administrative Assistant

Position Details	
Position Title	Administrative Assistant
Project	Economic Transformation Initiative Gilgit-Baltistan (ETI-GB)
Duty Station	Admin & HR Department, Programme Coordination Unit, Gilgit
Reporting	Manager Admin &HR
Duration	Purely contract basis, initially for one year; may be extendable subject to satisfactory performance and need of the organization.
Directly Reporting Staff	Admin/Support Staff
Remuneration	Negotiable
Key Duties	
<p>Working under the supervision of the MAHR, the Administrative Assistant will perform a variety of general administrative, HR and clerical services. Key duties are as below;</p> <ul style="list-style-type: none">• Performs clerical functions such as preparing correspondence, arranging conference calls, and scheduling conference rooms/meetings.• Receiving incoming bills and outgoing cheques and maintain register.• Prepare/complete supporting documents and process payment of suppliers• Routine clerical support (filing, faxing, photocopying).• Review attendance summary in prescribed format at the end of every month and submit to MAHR.• Coordinates any required repairs to office Equipments/Building etc.• Assist in making travel arrangement.• Assist MAHR in preparing and maintaining staff personal files.• Prepare weekly duty roster for Security Staff.• Vehicles & Generator maintenance (Oil, diesel, repair, logbooks, mileage report, maintenance order etc.)• Assist MAHR in Tagging of capital assets.• Maintain adequate office stationary, office supplies at store• Monitoring and regularly updating of Stock and Asset database and monthly physical of store and reconcile with GRN and SIN.• Assist MAHR in personnel related matters and keep update leave database of all staff.• Assist MAHR in Maintaining office premises, offices, conference rooms spick and span• Prepare proper GRN and SIN for assets, stock received and issued.• Maintain Maintenance order for all general and vehicles maintenance.• Prepare mileage report in excel and assist MAHR to develop VMRR database• Any other task assigned by the supervisor	
Qualification, Skills and Experience Required.	
<ul style="list-style-type: none">• Master's degree in Administration, HR, Finance, or any other relevant discipline with minimum two years' relevant post qualification experience of the field.• Bachelor's degree in Administration, HR, Finance, or any other relevant discipline with at least four years' relevant post qualification experience of the field.• Well-versed in MS. Office especially MS. Excel.• Excellent communication and interpersonal skills.• Ability to work well in a multi-task environment, while demonstrating flexibility and dependability.• Able to work in a team and under pressure.• Flexible to change & quick to absorb new concepts.	