

**Government of Pakistan
PLANNING COMMISSION**

Job Description / TORS of Positions to be filled in National Trade Corridor Management Unit (NTCMU) of the World Bank funded Trade & Transport Facilitation Project – 2

Sr.	Position	Job Description
1	Deputy Project Director (DPD)	<p>DPD will work under the supervision of PD NTCMU to coordinate, monitor and evaluate the implementation of transport sector projects with the concerned line Ministries/ Departments to ensure delivery of results with best working standards. In addition, he/ she will be responsible for the following.</p> <ul style="list-style-type: none"> ? Advise and guide the overall policy, investment and technical assistance under the National Trade Corridor Improvement program (NTCIP). ? Coordinate, monitor and oversee the implementation of NTCIP reforms & activities being carried out under various sub-sector studies, regularly assess the impacts & required improvements, and establish linkages between reforms efforts of represented agencies. ? Prepare reports/ presentations for the National Trade Corridor Council led by the Prime Minister. ? Coordinate investment planning to attract investment and develop ways to create better business opportunities and facilitate Public-Private participation and other financing options to leverage the public sector resources. ? Translate the Vision 2030 under the NTCIP initiative and provide inputs in (i) determining TOR for feasibility studies; (ii) review of consultants' reports; (iii) scrutiny of proposed investment packages; and proactively facilitate/ participate in sector committee meetings to resolve issues and finalize inputs of the committees for NTC Task Force meetings.
2	Media & Communication Specialist	<p>Media & Communication Specialist will develop a comprehensive communication strategy/ Public communication intervention plan with regard to NTCIP and coordinate its implementation. He/ She will focus on minimizing the programme risks, contribute to highlighting the successes of NTCIP and facilitating the timely and efficient implementation of the program. He/ She will form a working group of counterparts from various governmental organizations involved. The Media & Communication Specialist shall:</p> <ul style="list-style-type: none"> ? Strengthen level of public trust in Govt. agencies behind the NTCIP, promote & garner public understanding of the program and obtain support of public representative (Parliamentarians/ Senators) and provincial governments for NTCIP. ? Facilitate implementation of some of the most sensitive aspects of the NTCIP like reforms in trucking, ports, roads, railways, aviation & customs sub-sectors. ? Ensure adequate levels of transparency during program design and implementation, in particular as it relates to procurement processes; ? Showcase the results of NTCIP and demonstrate its impact in promoting growth and improving living standards, carryout opinion research – surveys and focus groups – to gauge the level of satisfaction with the current infrastructure set up, as well as expectations for improvement and level of trust in the Government to deliver on the proposed measures under NTCIP; ? Develop media relations plan and arrange series of workshops & consultations with relevant stakeholders and establish mechanisms for two-way communication, including participation of NTCIP senior officials in radio and TV programs with live interaction with audience. ? Impart training to journalists on sector specific topics and arrange series of briefings for parliamentarians and other key decision-makers; ? Develop internal communication plans for all line ministries/ departments including Pakistan Railways, National Highways, CAA, KPT, PQA, CBR, ports in collaboration with World Bank; ? Develop mechanism for sharing of information among the various implementing agencies.
3	Assistant Media Specialist (AMS)	<p>The AMS will assist and facilitate the Media & Communication Specialist in performing his/ her gigantic task and in implementing the media/ communication strategy for NTCIP smoothly, interact with media, prepare booklet on NTCIP and other print material, coordinate and finalize the overall media plan for NTCIP, with supplementary information for attracting private sector participation, and arrange road shows (local & international)</p>
4	Assistant Director/ Research Associates	To assist and facilitate the PD and DPD on the technical aspects in their overall project implementation. Coordination with line ministries. Assisting in research work for development of NTCIP themes.
5	Administration Officer	Under guidance and supervision of PD, the Administrative Officer will be responsible for all day to day administrative affairs relating to the Project Office work.
6	Private Secretary to PD	Under guidance and supervision of PD, the PS will be responsible for maintaining personal calls, arranging the meetings/appointments, correct and update records of all necessary documents of the Project Office.
7	Audit & Accounts Officer	Under guidance and supervision of PD the Accounts Officer will be responsible for maintaining correct and up-to-date records of all accounts of the Project Office and getting these audited.
8	Accounts Assistant/ Store Incharge	Will assist and facilitate Audit & Accounts Officer and keep a proper and transparent store/ inventory record.
9	Administrative Assistant	Will be responsible for assisting and supporting PD, DPD and Admin in dealing with all official matters and maintenance of official records and files.
10	Drivers	
11	Dispatch Rider	
12	Naib Qasid	