

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
AVIATION DIVISION  
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## Career Opportunities

### Highly Competitive Position in MP-I Scale

Government of Pakistan, with its revitalization plan to boost aviation sector, needs services of a highly qualified and competitive professional to assist in achieving highest quality and service standards in the aviation sector.

**Name of Post & Pay Scale: Technical Advisor (MP-I)**

**No. of Posts: 01 (Merit)**

**Age: 62 years (Maximum)**

**Qualification & Experience:**

Ph. D in Aviation Management / Public Administration / Business Administration / Economics / Law with **14 years professional experience** in Aviation Management

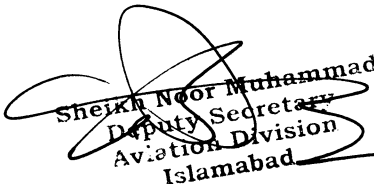
OR

Master's Degree in Aviation Management / Public Administration / Business Administration / Economics / Law from HEC recognized national or international university with **18 years professional experience** in Aviation Management.

#### **IMPORTANT INSTRUCTIONS:**

- Recruitment will be made as per policy issued by the Establishment Division, Government of Pakistan vide their O.M No.1/3/2020-E-6 dated 05-08-2020 titled "Management Position Scales Policy, 2020" as amended from time to time.
- The appointment will be on contract basis initially for a period of three (03) years further extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.
- Candidates should have relevant experience of working in multidiscipline large organizations requiring highly challenging and transformational environment with proven track record of success and achievements.
- Job application form, other perks, privileges, Job Description, Eligibility Criteria & Terms and Conditions can be downloaded from our website: <http://aviation.gov.pk/Jobs>
- Applications on prescribed format alongwith complete CV, passport size photographs should reach at the address given below, within fifteen (15) days of the publication of this advertisement through courier or e-mail on [so\\_admin@aviation.gov.pk](mailto:so_admin@aviation.gov.pk) (soft copy on prescribed format). Incomplete applications will not be considered.
- Only short listed candidates will be called for interview.
- No TA/DA will be admissible for written test / interview.
- The shortlisted candidates called for test / interview will have to bring original documents alongwith attested copies of testimonials / experience certificates.

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**Government of Pakistan  
Cabinet Secretariat  
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**TORS FOR POST OF TECHNICAL ADVISOR IN AVIATION DIVISION**

1. **Short titles and Commencement:** (1) These TORs may be called the TORs for appointment of Technical Advisor for Aviation Division.


2. **Required competency and experience:**

a. **Education:**

- i. Minimum of Masters or advanced University degree (minimum 16 years' education) preferably in Aviation Management or in Management Sciences/Public Administration/ Business Administration/Economics/ Law from HEC recognized national or international university.

b. **Experience and desirable Competencies:**

- i. At least 15 years of experience at Senior Management position in national / international Aviation sectors. Preference shall be given to the candidates who have experience of working with Government Administered Civil Aviation Department / Organization.
- ii. Demonstrated knowledge and practical experience related to International Civil Aviation Organization (ICAO) and International Aviation Transport Agency (IATA)
- iii. Thorough Knowledge of Civil Aviation Rules (1994) and proven experience in preparation and administration of aviation directives, rules, regulations and standard operational procedures; air navigation orders etc.
- iv. Experience of multidisciplinary policy and strategy formulation and national planning of aviation including organizational restructuring, human resources planning and development, training need assessment, and planning civil aviation training programmes;
- v. Familiarity with major economic and technological trends in civil aviation such as the commercialization of civil aviation and airports, economic liberalization and harmonization of safety regulations;

  
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- vi. Awareness of modern management principles and techniques related to civil aviation management and day-to day operations of a civil aviation administration;
- vii. Experience in establishing working relationships with ICAO, regional aviation cooperative programmes and other international aviation stakeholders;
- viii. Knowledge of airport master planning, airport certification, aviation security and aviation safety management systems; in mid to senior level position
- ix. Strong leadership qualities inclusive of initiative, tact, and sound judgement;
- x. Ability to maintain harmonious working relationships.

3. **Age:** Minimum age limit is forty-five (45) years and maximum age is Sixty-two (62).


4. **Disqualification:** No person shall be eligible for appointment as Technical Advisor, who:

- i. has been or is dismissed or removed from service as a consequence of disciplinary proceedings;
- ii. has been or is convicted, by a court of competent jurisdiction, for an offence involving moral turpitude;
- iii. either at the time of appointment as Technical Advisor or thereafter during such appointment was not or is not a citizen of Pakistan; or
- iv. benefits from the National Reconciliation Ordinance, 2007 (LX of 2007).
- v. is a Serving Government Servant unless he resign from government service or seek retirement, severing his connection/lien with his parent Cadre/Ministry/Division/Organization etc.

**5. Manners of Appointment:**

- i. The appointment shall be made as per prescribed procedure for appointment in MP-I scale position.
- ii. The vacancy of the Technical Advisor shall be uploaded by the administrative Division on its website and also advertised at least in two national leading newspaper of wide circulation.
- iii. A short-listing Committee shall be constituted with the approval of the Minister-in-Charge of the Administrative Division for short listing of the applicants.
- iv. Shortlisted candidates' profiles shall be submitted to the Selection Committee.

The Selection Committee shall recommend three most suitable candidates out

  
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of the shortlisted candidates and the administrative Ministry shall submit a summary for decision of the Prime Minister.

**6. Task's and Objectives/Job description:**


Under the overall supervision of the Minister-in-Charge and the concerned Secretary, Technical Advisor will be assigned to:

- i. Review the existing Civil Aviation Policy (2019); related frameworks; provision; Civil Aviation Rules (1994); and rules of business of the Aviation Division with a futuristic approach to identify gaps and suggest improvements/ revisions therefor to align the same with the National agenda and International best practices.
- ii. Design effective strategies with an intent to modernize key aspects of the current Civil Aviation Regime of Pakistan and to facilitate revitalization of the existing infrastructure of aviation sector in Pakistan.
- iii. Assist in drafting/ formulation of a National Action Plan (inclusive of Long, Medium and Short-Terms plans) with quantifiable targets in line with National Aviation Policy (NAP-2019); in close coordination with organizations under administrative control of the Ministry and other relevant organizations in public and private sector.
- iv. Review and suggest revision in the legal framework for aviation security, including aspect like National Civil Aviation Security Program, Aviation Security Training for ASF etc. in accordance with ICAO.
- v. Assist in developing new negotiation positions with regard to bilateral agreements of air transport with other countries (inclusive of market access, operational and traffic rights, capacity, air carrier, ownership, control provisions etc.),
- vi. Assist in establishing regulatory checks for ensuring application and compliance with ICAO standards in all infrastructure development projects funded by national / international sources alongwith review of existing regulatory mechanisms for Airport Certification and safety oversight of aircraft operations.
- vii. Assist in maintaining close liaison with local airlines and airport operations management and senior personnel to identify needs and actions needed in the

civil aviation and air transport system in Pakistan to more effectively respond to airline operations requirements based on a timely and efficient manners.


- viii. Assist in review of government administrated aviation operation and maintenance departments so as to identify gaps and advise in planning a comprehensive departmental overhauling / restructuring programme for their activities, functions and operations.
- ix. Designing and implementing multi sector programmes using coordinated approach to link Aviation Sector with Financial Managements, Government and Tourism, etc.
- x. Facilitate in coordination with international donors / agencies for arrangements of funds and implementation strategy in Aviation Sector.
- xi. Assist in maintaining proactive relations with ICAO and regional aviation cooperative organizations
- xii. Any other task linked to TORs which may arise during contract period or assigned by the Secretary, Aviation Division.

7. **Pay Package:** The Technical Advisor shall receive pay package of MP-I Scale in accordance with the Management Scale Policy.
8. **Tenure:** As per policy initial appointment against the post of Technical Advisor in MP Scale shall be made for a period of Three (3) years further to be extended as per MP Scale policy.
9. **Leave:** The Technical Advisor shall earn leave in accordance with the Management Scales Policy.
10. **Conflict of interest:** The candidate for appointment as Technical Advisor shall have to seek retirement from his existing Department and post or his appointment shall be subject to acceptance of resignation from designated authority and shall not, during his term of office, engage himself in any other service, business, vocation for employment which may have any direct or indirect effect on his performance as Technical Advisor.
11. **Technical Advisor to be public servant:** The Technical Advisor appointed under these rules when acting or purporting to act in pursuance of any of the provisions of these rules shall be deemed to be a public servant within the meaning of section 21 of the Pakistan Penal Code (Act XLV of 1980).
12. **Termination of contract:** The contract of Technical Advisor may be terminated by giving one month's notice on either side or payment of one month's basic pay in lieu thereof.

  
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13. **Monitoring and evaluation:** The performance of Technical Advisor shall be monitored by Secretary and Minister In-Charge of the administrative Ministry. The Technical Advisor shall directly report to the Secretary/ Additional Secretary In-Charge of the Administrative Ministry. Furthermore, the performance evaluation shall be governed by mechanism delineated vide Finance Division's OM No. F.3 (7) R-4/9). Vol. II/2007(B), dated 11-04-2007
14. **Applicability of other rules:** In respect of matters not specified in these rules, the law, rules, policies, etc. Applicable to the corresponding level of civil servants shall be applicable.

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