



NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION
Ministry of Federal Education & Professional Training
GOVERNMENT OF PAKISTAN

VACANCY ANNOUNCEMENT

Applications are invited for the post of

Chief Programs (SPPS-I)

for National Vocational and Technical Training Commission, Islamabad.

Pay Scale:	SPPS-I
Tenure:	Maximum period for 05 Years. Initial appointment shall be for the period of 02 years, extendable subject to satisfactory performance.
Age:	Maximum age limit shall be 55 years.
Pay Package	(Special Professional Pay Scale-I) as per rule / Policy in vogue.

MINIMUM REQUISITE QUALIFICATION, ELIGIBILITY CRITERIA, JOB SPECIFICATION & AGE

- i. Master's degree in Economics / Social Sciences / Management Sciences / HR / or MBA or any relevant / similar degree from an HEC-recognized / accredited university.
- ii. Maximum age 55 years.
- iii. Overall professional experience should be 20 years.
- iv. At least 5 years TVET skills sector including program design and development experience.
- v. Donor Management experience will also be preferred.
- vi. Good understanding of TVET sector policies & procedures and its dynamics and trends.
- vii. Demonstrated knowledge and experience in developing policies and strategic recommendations for leadership team.
- viii. Strong understanding of strategic frameworks, approaches and knowledge of developing a business plan.
- ix. Strong project management skills and proven experience of managing all dimensions of complex projects.
- x. Exceptional relationship management skills and demonstrated experience of developing new projects and lines of business.
- xi. Strong experience of change management.

RESPONSIBILITIES

- Responsible for ensuring the development and execution of programs strategy across all existing and forthcoming programs, focusing on efficient program planning to establish NAVTTTC as a prominent brand in the TVET sector.
- Oversee the design, development and management of skills development programs aligned with NAVTTTC's goals, including primary research and collaboration with external partners as necessary.
- Identify and mitigate potential risks and challenges associated with program implementation.
- Identify and analyze emerging trends, challenges, and opportunities within the skills domain and TVET sector, and adapt strategies accordingly.
- Implement and oversee strategies aimed at enhancing awareness and prompting the brand image of NAVTTTC through proactive engagement with respective stakeholders.
- Formulation and development of NAVTTTC's skills promise through comprehensive marketing and communication strategies.
- Establish and manage communication strategies to disseminate program outcomes, including success stories externally through various knowledge dissemination platforms.
- Develop effective mobilization strategies tailored to engage stakeholders such as Training Service Providers (TSP), Trainees donors and communities.

Applicants working in private sector / autonomous bodies and eligible persons having requisite experience and qualification may apply through National Employment Exchange Tool (NEXT) at www.jobs.gov.pk and should send applications on application forms alongwith CVs to the undersigned. Last date for receipt of application is 23/7/2024 upto 4:00PM. The applicants working in Government departments, public sector companies, autonomous bodies should route their applications through proper channel. Eligibility will be determined and selection will be finalized as per the approved Government policy. Only the shortlisted applicants will be invited for interview. No TA/DA shall be admissible to the applicants. Details of SPPS-I and application form are available at www.jobs.gov.pk.

Deputy Director (Admn)
National Vocational & Technical Training Commission
Head Quarters, Plot No. 38, Kirthar Road, Sector H-9/4, Islamabad
Phone: 051-9044444, Fax: 051-9206638, <http://navttc.gov.pk>

Application form for the post of Chief Programs
National Vocational & Technical Training Commission.

1.	Personal				
a.	Name: (former name if any):				
b.	Father's or Husband Name:				
c.	C.N.I.C# (attach copy):				
d.	Nationality:				
e.	Age:				
f.	Contact Details				
	i. Residential Address:				
	ii. Business Address:				
	iii. Tel:				
	iv. Mobile:				
	v. Fax:				
	vi. E-Mail:				
g.	National Tax Number:				
h.	Present Occupation:				
i.	Qualification:				
	i) Academic:				
S.No	Name of Institution	Duration	Degree / Diploma	% Marks Obtained	
	ii) Professional:				
S.No	Name of Institution	Duration	Degree / Diploma		
2.	WORK EXPERIENCE: (Position held since the first professional assignment in descending order)				
S.No	Organization	Duration	Job Responsibilities	Major Achievements reflecting / qualifications / abilities / matching to the post.	Reasons for leaving

3.	Name of companies, firms and other organizations of which the proposed person is a director, partner, office holder.				
4.	What makes the applicant the most suitable candidate for the position of Chief Programs (SPPS-I)				

I UNDERTAKE THAT I FULFILL THE CRITERIA OF FIT AND PROPER AS DEFINED IN THE ELIGIBILITY CRITERIA FOR THE POST OF CHIEF PROGRAMS (SPPS-I) IN NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION.

Signature:

Date:

Kindly attach the following documents in support of your application.

1. Application for the post.
2. Detailed CV / Resume containing all the relevant details regarding the academic and professional experience of the applicant.
3. Copies of ID card, National Tax Number (NTN), academic transcripts / degrees and testimonials from former employers attested by a gazette officer.
4. Three latest passport size pictures.
5. An affidavit of the effect that the candidate's primary nationality is Pakistani.