



DIRECTORATE OF ENERGY INFORMATION AND FUTURISTIC

Terms of Reference (TORs)

Position: Joint Director IT, Web & Social

Position Grade: NPG-2

Directorate: Energy Information and Futuristic

Location: Islamabad

Key Responsibilities

- Oversee the development and implementation of Business Intelligence (BI) and Advanced Analytics initiatives at NEECA.
- Design and maintain data models, dashboards, and reporting systems to provide actionable insights for decision-making.
- Explore data sources to identify patterns, trends, and anomalies, enabling data-driven policy recommendations from the organization.
- Evaluate and implement AI/ML-based analytics solutions to enhance forecasting, energy efficiency assessment, and operational optimizations.
- Design and manage data pipelines for seamless integration of internal and external data sources (e.g., DISCOs, energy audits, industry reports).
- Establish data governance policies for data collection, storage, processing, and security in compliance with national and international standards.
- Ensure integration of BI platforms with existing IT systems for data flow and reporting.
- Oversee the development, deployment, and optimization of IT applications supporting BI, analytics, and energy efficiency initiatives, and provide recommendations for optimizing IT architecture, cloud infrastructure, and data storage solutions.
- Develop the strategy for adopting big data analytics, AI-driven automation, and IoT-based data collection for energy efficiency monitoring.
- Work closely with government agencies, energy regulators, private sector partners, and international organizations to drive data-driven policies.
- Represent NEECA in discussions, conferences, and forums related to business intelligence, energy data analytics, and data-driven policy-making.
- Support research efforts by collaborating with universities, think tanks, and industry experts (locally or globally) to identify new data sources, emerging trends in data science and energy analytics.
- Establish and oversee GIS-based energy mapping to support energy conservation initiatives.
- Develop spatial data models to assess regional energy consumption trends and efficiency opportunities.
- Ensuring GIS tools integration with BI platforms for enhanced decision-making and reporting
- Ensure compliance with data privacy, security, and regulatory frameworks related to business intelligence and IT systems.
- Organize training sessions, workshops, and knowledge-exchange programs for internal and external stakeholders on data analytics and digital transformation.
- Develop KPIs for BI systems, analytics platforms, and data integration projects to measure effectiveness and impact.
- Prepare high-level reports and strategic recommendations based on data insights for senior management and policymakers.
- The services may be transferred within the directorate, as deemed appropriate by the Management.
- Any other task assigned by the Management.



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Qualification and Experience

- Master Degree in Computer Science/Software/Telecom/IT (First Class) or any relevant discipline.
- At least 8 years of post-qualification experience along with understanding of doing business with the Government
- Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.



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Name: Deputy Director IT, Web & Social Media

Position Grade: NPG-3

Directorate: Energy Information and Futuristic

Location: Islamabad

Key Responsibilities

- Oversee the development and implementation of IT, web, and social media policies, ensuring alignment with NEECA's mandate and national digital transformation goals.
- Contribute to long-term IT planning, ensuring enterprise-wide technology adoption supports energy efficiency initiatives.
- Manage the development, deployment, and maintenance of enterprise-level IT applications, ensuring robust architecture and scalability.
- Establish key performance indicators (KPIs) for IT applications and ensure continuous improvement by managing data collection, processing, and visualization frameworks, ensuring actionable insights for stakeholders
- Develop and implement web and social media strategy to enhance public awareness and stakeholder engagement
- Oversee content management and ensure that website UI/UX, functionalities, and accessibility align with industry best practices, manage the execution of social media campaigns, ensuring maximum outreach, engagement, and alignment with NEECA's vision.
- Design and implement machine learning and AI-driven models to analyze trends in energy efficiency and conservation.
- Supervise advanced analytics initiatives of in-house applications, including predictive modeling and performance forecasting for energy conservation programs.
- Analyze social media metrics and website analytics to measure impact and optimize digital communication strategies.
- Evaluate and implement cloud computing, automation, and AI-driven solutions to optimize IT operations. Develop periodic reports on system performance, data analytics insights, and IT strategy outcomes for senior management.
- Support the Director in providing strategic recommendations on emerging Business Intelligence (BI), Artificial Intelligence (AI), and data analytics trends, ensuring technology-driven decision-making
- Define KPIs for IT applications, BI systems, and digital platforms, ensuring alignment with organizational goals.
- Develop periodic reports on system performance, data analytics insights, and IT strategy outcomes for senior management.
- Collaborate within NECCA directorates to ensure IT solutions align with organizational objectives.
- Conduct risk assessments and audits to ensure IT security, data integrity, and operational efficiency.

Qualification and Experience

- Master's Degree in Computer Engineering/Software/Telecom/IT (First Class) or any relevant discipline.
- At least 07 years of post-qualification recognized and verifiable experience alongwith understanding of doing business with the Government.
- Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.



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Name: Senior Assistant Director IT, Web & Social Media

Position Grade: NPG-4

Directorate: Energy Information and Futuristic

Location: Islamabad

Key Responsibilities

- Provide support in development of in-house applications based on internal and external stakeholders needs to bring transparency and organizational efficiency.
- Manage and enhance NEECA's website in line with the authority's mandate and functions, ensuring it remains updated, user-friendly, and compliant with accessibility and security standards.
- Assist in the development, deployment, and maintenance of IT applications, including apps and software, to ensure seamless operations.
- Collaborate with stakeholders to gather requirements, manage changes, and prioritize IT solutions, ensuring integration with existing systems for seamless functionality.
- Contribute to the development of application features and interfaces using programming languages and writing multithreaded code.
- Assist Evaluate technological advances, promoting the use of appropriate technology and applications among end-users, and developing relevant policies and procedures.
- To support the management on cross functional, and enterprise IT and business solutions, and providing expertise on software development.
- Support the directorate in Artificial Intelligence/Machine Learning – responsible for research, design, develop, and implement innovative software tools to establish and enhance the analytics capabilities within organizations and sectors it regulates.
- Manage the creation and scheduling of content to maintain a consistent online presence, and analyze performance metrics for improved social media engagement.
- Supervise team of IT professionals to achieve project goals, ensuring alignment with organizational objectives.
- Ensure all IT applications, websites, and social media platforms adhere to quality, security, and compliance standards.
- Conduct regular audits, implement updates to address vulnerabilities, and improve system efficiency.
- Stay informed on emerging trends in IT, web development proposing innovative solutions to enhance the digital presence and operational efficiency.
- Prepare performance reports on IT applications, websites, and social media platforms, and maintain documentation of processes, updates, and best practices.

Qualification and Experience

- A Bachelor's or Master's degree in Computer Science, Information Technology, Software Engineering, Data Science, or a related field from a recognized institution.
- 5 years of experience in IT solutions, web development, social media management, or business intelligence.
- Maximum age of the candidate should not be more than 40 years on the date of advertisement of this position.



DIRECTORATE OF TECHNICAL

Terms of Reference (TORs)

Position: Deputy Director Technical

Position Grade: NPG-3

Directorate: Technical

Location: Islamabad

Key Responsibilities

- Design, plan, and oversee the execution of national energy efficiency and conservation projects, with a focus on power and energy sectors.
- Develop detailed project proposals, feasibility studies, and implementation plans to ensure alignment with NEECA's strategic objectives and global best practices.
- Collaborate with stakeholders to identify energy-saving opportunities and innovative technologies for project integration.
- Provide strategic oversight for the implementation of the National Certification Scheme for Energy Auditors and Managers, ensuring that the course curriculum, examination protocols, and certification processes adhere to international standards.
- Coordinate with academic institutions, professional bodies, and training providers to maintain high-quality and accessible training resources.
- Supervise advanced energy audits across sectors, focusing on identifying energy inefficiencies and recommending data-driven Energy Conservation Measures (ECMs).
- Develop and monitor key performance indicators (KPIs) to measure the impact of implemented ECMs and propose evidence-based policy recommendations for their scaling and replication.
- Ensure effective implementation and enforcement of NEECA's rules, regulations, policies, and standards, particularly those related to power and energy conservation.
- Develop comprehensive compliance mechanisms, including checklists, audit protocols, and reporting frameworks, to support stakeholder adherence to energy conservation mandates.
- Design and manage reporting frameworks for designated consumers, ensuring accurate, timely, and actionable data submission.
- Align reporting outputs with national energy conservation goals and leverage insights for policy development and enforcement strategies.
- Develop and review technical proposals for media campaigns, public awareness programs, and stakeholder outreach initiatives, ensuring their relevance to energy efficiency objectives.
- Collaborate with communication teams to deliver impactful campaigns that promote behavioral and operational changes for energy conservation.
- Represent NEECA in technical negotiations, national and international conferences, working groups, and forums on energy efficiency and conservation.
- Advocate for NEECA's strategic priorities and build partnerships with international organizations, donors, and technology providers.
- Oversee the technical evaluation and approval of applications under the Pakistan Energy Label Regulations, ensuring compliance with established standards and guidelines.
- Collaborate with market regulators and manufacturers to encourage the adoption of energy-efficient products.
- Facilitate the establishment and operationalization of Energy Efficiency & Conservation (EE&C) Cells in DISCOs (Distribution Companies), ensuring alignment with national goals.
- Monitor and evaluate the progress of EE&C Cells, providing technical support and capacity-building resources where needed.



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- Provide technical inputs for developing, revising, and implementing energy efficiency policies, focusing on measurable outcomes and long-term sustainability.
- Develop and monitor KPIs for NEECA's power and energy programs, ensuring they reflect progress toward strategic targets.
- Undertake additional tasks as assigned by the Director, Power and Energy, contributing to the achievement of NEECA's mission and strategic objectives.
- The services may be transferred within the directorate, as deemed appropriate by the Management.
- Any other task assigned by the Management.

Qualifications and Experience

- Master's degree in engineering (Electrical, Mechanical, Thermal, Power, Energy or related field) from HEC recognized University. Minimum 05 years' post-qualification recognized and verifiable professional experience.
- OR
- Bachelor's degree in engineering (Electrical, Mechanical, Thermal, Power, Energy) from HEC recognized university. Minimum 07 years' post-qualification recognized and verifiable professional experience.
- The maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.



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Position: Senior Assistant Director Technical

Position Grade: NPG-4

Directorate: Technical

Location: Islamabad

Key Responsibilities

- Provide support in the operationalization of the Pakistan Energy Label Regulations for appliances.
- Coordinate with relevant stakeholders of Pakistan Energy Label Regulations and establish and maintain liaison with industry and manufacturing associations and other public and private stakeholders.
- Work collaboratively to formulate criteria for enlisting labs for appliance testing and provide support in the process of lab enlistment.
- Assist in managing the NEECA product/appliance certification process, which includes product registration, conformance assessment, monitoring, and complaint redressal. Coordinate with other NEECA departments and stakeholders to ensure its efficient operation.
- Provide overall support in smooth implementation of Pakistan Energy Label Regulations for appliances and scale up / extend Energy Labeling Regime for other appliances.
- To support in designing projects by determining trends of energy consumption in the industrial sector. Also, Identify future energy trends in the industrial sector.
- Provide technical assistance in designing and development of the energy efficiency & conservation projects in the industrial sector.
- Support in review of general projects for ensuring energy efficiency and conservation, that may include monitoring, reviewing, inspecting the architectural, mechanical, electrical plans, and / or product and services specifications to evaluate energy efficiency and conservation level.
- To support in review, inspection and / or monitoring of the energy related design or construction issues, such as energy engineering, energy management, or sustainable design for different projects.
- Support Technical Directorate in development, revision (when applicable) and implementation of the Energy Conservation Building Codes (ECBC) in consultation with the relevant stakeholders
- Support Technical Directorate in maintaining a list of Designated Consumers to be developed after analysis of the annual energy consumption threshold levels in exercise of the powers conferred
- Support in Evaluation of the Mandatory Energy Audit reports submitted by the Designated Consumers.
- Provide technical support for development and implementation of Energy Saving Certificates Scheme for Development of Sector/Sub-Sector specific reporting format, M&V protocol, manuals, normalization factors and their revision if so required.
- To provide inputs in review of baseline audit reports for Baseline Specific Energy Consumption and Target Specific Energy Consumption of notified Designated Consumers.
- Participate in all negotiations with the external stakeholders regarding establishment of any technical facility like Center of Excellence for Energy Efficiency etc.
- Support in developing Surveillance and Inspection plan and coordinate and pursue the technical cases with the business community and other officials and agencies of the Government of Pakistan on behalf of NEECA.
- Develop Concept Papers, Study Reports, Seminar/Workshop Reports, and Technical Reports for Pilot Projects/feasibilities.
- Support Technical Directorate in establishing procedures for surveys, surveillance, monitoring, inspection and audits to prevent inefficient use of energy resources and recommend implementation of specific energy conservation measures.



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- Support in conducting energy audits to evaluate energy use and to identify conservation and cost reduction measures`
- Support and coordinate for designing and development of standards and labels, rules and regulations to ensure benchmarking of different energy intensive industrial processes equipment, appliances, tools that can be used by the NEECA to conduct surveillance, audits and inspections across different sectors to evaluate and assess energy usage and to identify conservation and cost reduction measures.
- The services may be transferred within the directorate, as deemed appropriate by the Management.
- Any other task assigned by the Management.

Qualifications and Experience

- Master's Degree in Engineering (Electrical, Mechanical, Thermal, Power, Energy or related field) from HEC recognized University. Minimum 03 years' post-qualification recognized and verifiable professional experience
- OR
- Bachelor Degree in Engineering (Electrical, Mechanical, Thermal, Power, Energy) from HEC recognized university. Minimum 05 years' post-qualification recognized and verifiable professional experience
- Maximum age of the candidate should not be more than 40 years on the date of advertisement of this position.



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Position: Assistant Director Technical

Position Grade: NPG-5

Directorate: Technical

Location: Islamabad

Key Responsibilities

- Assist in developing and implementing energy efficiency and conservation projects, including demand-side energy management programs.
- Support the development and delivery of technical content for the National Certification Scheme for Energy Auditors and Managers.
- Perform initial data collection, analysis, and reporting for energy audits and Energy Conservation/Efficiency Measures (ECM).
- Contribute to developing, reviewing and updating the NEECA rules, regulations, policies, codes, plans and standards related to the Directorate.
- Provide technical support for stakeholder coordination, workshops, and media outreach.
- Assist in maintaining reporting platforms and dashboards for designated consumers.
- Support the preparation of technical documentation for policy implementation and procurement.
- Support technical evaluations and data collection for energy labeling and certification programs.
- Assist in the development of regulatory frameworks and documentation processes.
- Facilitate stakeholder engagement activities, including coordinating meetings and preparing minutes.
- Track and report on the implementation of energy-saving measures at national level.
- Provide administrative and technical support for all ongoing projects of the Directorate.
- Undertake additional tasks as assigned by the Director, Power and Energy, contributing to the achievement of NEECA's mission and strategic objectives.
- The services may be transferred within the directorate, as deemed appropriate by the Management.
- Any other task assigned by the Management.

Qualifications and Experience

- Master's degree in engineering (Electrical, Mechanical, Thermal, Power, Energy or related field) from HEC recognized University. Minimum 02 years' post-qualification recognized and verifiable professional experience
- OR
- Bachelor's degree in engineering (Electrical, Mechanical, Thermal, Power, Energy) from HEC recognized university. Minimum 03 years' post-qualification recognized and verifiable professional experience
- The maximum age of the candidate should not be more than 35 years on the date of advertisement of this position.

DIRECTORATE OF FINANCE

Terms of Reference (TORs)

Position: Deputy Director F&A

Position Grade: NPG-3

Directorate: Finance

Location: Islamabad

Key Responsibilities

- Develop and maintain all necessary systems, policies and procedures to ensure effective and efficient financial management within the Organization.



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- Implementing robust financial systems and developing policies and procedures to ensure effective and efficient financial management within the company.
- Developing and leading the budgeting, forecasting and planning process.
- Support the Director in controlling all financial and accountancy matters including month end reports, management accounts, cash flow management, statutory accounts, presentation of management information and KPIs.
- Monitoring external contracts and services provided by suppliers
- Coordinating corporate finance, debt, taxation, equity and acquisitions
- Develop, implement and evaluate investment strategies / processes along with necessary rules / procedures.
- Support Director in different activities related to financial management, budgeting, reporting, forecasting, analysis, compliance to different statutory requirements, implementation of NEECA rules relating to energy certificates and managing funds, etc., to ensure smooth running of NEECA.
- Responsible to develop financial strategy & policy and managing financial risks in the Authority.
- Responsible for developing/supervising development of special purpose reports, analysis, etc., as and when required.
- Support DG Finance in timely collection of the dues; and expediting the issue of non-payment to the Authority in case of non-adherences with respect to collection of outstanding dues by the licensees.
- Support Director to manage billion rupees' investment funds; establish performance goals, allocate resources, and assess policies in order to make recommendations to Managing Director and to the Board Committee and the NEECA board.
- Preparing financial reports and submissions to relevant government entities including tax returns etc.
- Total number of payments made within due time as compared to total requests received
- Develop an annual budget based upon organizational goals and the planned targets of production in the guidance of the Director Finance.
- Managing the financial reporting for the organization. This includes monthly financial reporting, budgeting and forecasting, 5 year financial plans and all statutory financial reporting
- Support Director in performing/supervising activities related to implementation and maintenance of management information system, comprising of different softwares, applications, etc.
- Maintaining and transferring money between bank accounts as required.
- Managing and tracking budget and accounting information including billing, collections, and tax information.
- Develop sound financial management systems in field offices for transparency, compliance and risk management;
- Contribute fully to the development of the Authority's strategy across all areas of the business, challenging assumptions and decision-making as appropriate, and providing reliable financial analysis and guidance on all activities, plans, targets and business drivers.
- Responsible for management of complete record, which may include all official mails originating from outside/inside of the department, files, submissions, evidences, reports, documents, etc.

Qualification and Experience

- Master's or higher degree in Finance, Accounting, Auditing, business administration or any other relevant field from HEC recognized university.
- At least 07 years of post-qualification recognized and verifiable experience in the relevant field.
- Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.



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Position: Senior Assistant Director Accounts & Finance

Position Grade: NPG-4

Directorate: Finance

Location: Islamabad

Key Responsibilities

- To support Director Finance to develop and control the Authority's annual operating budget to ensure that all financial targets are met and financial and statutory regulations are complied with.
- To support Director Finance to develop and maintain all necessary systems, policies and procedures to ensure effective and efficient financial management within the Organization.
- To support Director Finance in Implementing robust financial systems and developing policies and procedures to ensure effective and efficient financial management within the company
- To support Director Finance in budgeting, forecasting and planning process
- To support Director Finance in controlling all financial and accountancy matters including month end reports, management accounts, cash flow management, statutory accounts, presentation of management information and KPIs
- To support Director Finance in monitoring external contracts and services provided by suppliers
- To support the Directorate to develop, implement and evaluate investment strategies / processes along with necessary rules / procedures.
- To Support Director Finance in different activities related to financial management, budgeting, reporting, forecasting, analysis, compliance to different statutory requirements, implementation of NEECA rules relating to energy certificates and managing funds, etc., to ensure smooth running of NEECA.
- To support Director Finance in determining financial strategy and policy, arranging the appropriate funding and managing financial risks in the organization.
- Responsible for developing/supervising development of special purpose reports, analysis, etc., as and when required.
- To support Director Finance in timely collection of the dues; and expediting the issue of non-payment to the Authority in case of non-adherences with respect to collection of outstanding dues by the licensees.
- To support Director Finance to manage billion rupees' investment funds; establish performance goals, allocate resources, and assess policies in order to make recommendations to Managing Director and to the Board Committee and the NEECA board.
- To support Director Finance in Preparing financial reports and submissions to relevant government entities including tax returns etc.
- To support Director Finance in proposing an annual budget based upon organizational goals.
- To support Director and DG finance in managing the financial reporting for the organization. This includes monthly financial reporting, budgeting and forecasting, 5 year financial plans and all statutory financial reporting
- Responsible for management of complete record, which may include all official mails originating from outside/inside of the department, files, submissions, evidences, reports, documents, etc.
- Maintaining and transferring the record of money between bank accounts and Authority as and when required.
- Managing and tracking budget and accounting information including billing, collections, and tax information
- Develop sound financial management systems in field offices for transparency, compliance and risk management;



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- Contribute fully to the development of the organization's strategy across all areas of the business, challenging assumptions and decision-making as appropriate, and providing reliable financial analysis and guidance on all activities, plans, targets and business drivers.
- The services may be transferred within the directorate, as deemed appropriate by the Management.
- Any other task assigned by the Management.

Qualification and Experience

- Bachelor's degree in Finance, Accounting, Auditing, business administration or any other relevant field from HEC recognized University.
- The candidate should have at least 05 years of post-qualification experience in the relevant field.
- Maximum age of the candidate should not be more than 40 years on the date of advertisement of this position.



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Position: Assistant Director Accounts & Finance

Position Grade: NPG-5

Directorate: Finance

Location: Islamabad

Key Responsibilities

- To support the Director in improving and maintaining the financial standing of the Authority.
- To support the Director in determining the financial strategy and policy, arranging the appropriate funding and managing financial risks in the organization.
- To support the Director to ensure the organizational cash and liquidity and compliance matters.
- To support the Director in development of annual budget based upon organizational goals and the planned targets of production in the guidance of the Director.
- To support the Director in developing special purpose reports, analysis, etc., as and when required.
- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- To ensure effective communication and coordination with internal and external audits
- To maintain the record of office expenditures and ensuring these expenses are within the set budget.
- To support finance department in all administrative issues related to Finance department and its employees e.g. leaves procurement of equipment, office supplies, record maintenance etc.
- To support assist in the development of grant budgets and proposals ensuring that internal cost allocation and other relevant policies are met with each submission.
- To support in preparation of financial reports and submissions to relevant government entities including tax returns etc.
- To support the directorate of Finance to represent NEECA on different officials' forums (related to finance and audit matters)

Qualification and Experience:

- Bachelor's degree in Finance, Accounting, Auditing, business administration or any other relevant field from HEC recognized university.
- The candidate should have at least 03 years of post-qualification experience in the relevant field.
- Maximum age of the candidate should not be more than 35 years on the date of advertisement of this position.



DIRECTORATE OF HR AND SUPPORT SERVICES

Terms of Reference (TORs)

Position Name: Deputy Director HR

Position Grade: NPG-3

Directorate: HR and Support Services

Location: Islamabad

Key Responsibilities

- Play supporting role in the Directorate of HR & Support Services for human resource strategic planning, policy development and implementation of NEECA's HR strategy as approved by the Board and Board HR & Remuneration Committee
- To support the Director in planning and coordinating human resource management activities of the organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, HR policies, and regulatory compliance
- To support the Director in recruitment and Selection function to attract, identify, select, motivate, evaluate and retain the right staff for the right job at the right time
- To provide inputs in supervision and coordination of the process of recruitment and selection; identifying the vacancy needs and existing vacant position and proceed the case for the competent Authority's consideration/approval
- To provide strategic inputs in organizational wide annual manpower planning and monitor current and future human resource requirements for meeting short term and long term needs and arrange for timely induction of staff as and when required
- Provide strategic support to DG to review, administer and implement HR policies and procedures and ensure proper channel of communication and application of the policies and procedure throughout the organization
- Support the Directorate in creating a work environment in which employees are able to work towards achievement of superior standards of performance. This is done by aligning the resources, systems and employees to strategic objectives and priorities of the organization
- To support in development of plan and utilization of annual budgets for local and foreign trainings in such manner that employees gets proper required trainings; to enhance employee's contribution to the growth of the Authority
- Provide inputs in identification of potential successors for all critical positions and enhance each employee's current job performance by developing them for higher level and broader responsibilities to meet NEECA's future needs
- To develop and manage the performance management system including annual performance appraisal, workout the increments and bonuses etc. based on performance.
- To support in identification of the appropriate training needs for all departments especially the departments under control and ensures that the employees are developed in the identified areas.
- The services may be transferred within the directorate, as deemed appropriate by the Management.
- Any other task assigned by the Management.
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Qualification and Experience

- Master's Degree in Human Resources Management or Business/ Administrative sciences or a related field.
- Minimum 07 years of post-qualification recognized and verifiable experience in the relevant field.



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- Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.



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Position Name: Senior Assistant Director Administration Services

Position Grade: NPG-4

Directorate: HR & Support Services

Location: Islamabad

Key Responsibilities

- To support the director administration in all administrative aspects of the Authority including staffing, facilities, telecommunications, fulfillment, purchasing, shipping/receiving, etc.
- To support the director administration in development and management of day-to-day administrative affairs and support services within the organization.
- To support the director administration to plan, control and monitor functional, financial and administrative activities related to Authority's properties, transport, and security etc. such as procurement, day to day expenses, inventory, stationary, Logistics, Repair & Maintenance of furniture and fixtures etc.
- To support the director administration for the arrangement of the Board meetings, taking the official minutes of the Board meetings, agenda development, Board motion log and manual, etc.
- To support the director administration for facilities management, fulfillment, shipping/receiving, mailroom, inventory control, on-site and off-site storage, purchasing and telecommunications system.
- To support the director administration in preparing correspondence, special reports, questionnaires, evaluations, and justifications related to specific and general administrative tasks within the area of responsibility, as necessary;
- To support the director administration in monitoring and coordinating the maintenance of the premises with services providers as per contracts, basic and lease agreements for the property.
- To support the director administration in supervising staff assigned to the administrative team and to establish clear work objectives.
- To support the director administration to conduct timely and effective performance appraisals, provide coaching and feedback, and support staff development opportunities
- Deal with administrative matters of employees such as Leave Management, Work Assignments, and Appraisals, etc.
- Collaborates with all management staff to identify and deliver the required administrative support operations for the organization.
- To support the director administration to draft and implement an annual administrative budget.
- The services may be transferred within the directorate, as deemed appropriate by the Management.
- Any other task assigned by the Management.

Qualification and Experience

- Bachelor's Degree in Administrative Sciences or any other relevant field from HEC recognized University.
- Candidate must have at least 05 years of post-qualification experience in the relevant field.
- Maximum age of the candidate should not be more than 40 years on the date of advertisement of this position.



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Position Name: Assistant Director HR

Position Grade: NPG-5

Directorate: HR & Support Services

Location: Islamabad

Key Responsibilities

- Responsible to initiate and timely execute all aspects of the HR functions.
- Assist in HR Planning and designing recruitment programs/ campaign.
- Assist in planning, developing and organizing recruitment processes, onboarding, performance management, compensation & benefits.
- Maintain personnel files of all employees in a prescribed format and keeping record of all related correspondence.
- Process and maintain staff medical insurance claim records and other relevant documents.
- Maintain and monitor staff timesheets and leave record.
- Preparation of monthly payroll and incorporating changing of all staff.
- Maintain pay plan and benefits program.
- Maintain record, verify data for staff addition and deletions for health & life insurance and maintain.
- Develop and assist in conducting TNA and identify training programs for employees.
- Develop/ implement Performance Management system and ensure execution of Performance Appraisal process in time.
- Ensure compliance with all relevant employment laws, Authority's Regulations and policies.
- Supporting the Deputy Director and other departments in all types of audit.
- Be accountable in all matters relating to the Human Resources functions.
- Services are transferable within the Directorate, as deemed appropriate by the Management.
- Any other task assigned by the Management.

Qualification and Experience

- Bachelor's degree in Human Resource Management or Business/ Administrative Sciences or a related field from HEC recognized University.
- Minimum 3 years of post-qualification recognized and verifiable experience in the relevant field.
- Maximum age of the candidate should not be more than 35 years on the date of advertisement of this position.



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DIRECTORATE OF POLICY, INNOVATION PROGRAM, & RESEARCH

Terms of Reference (TORs)

Position Name: Joint Director Energy Economics

Position Grade: NPG-2

Directorate: Policy, Innovation Program, & Research

Location: Islamabad

The Joint Director - Energy Economics will play a crucial role in formulating, analyzing, and implementing energy efficiency policies along with informing national energy and climate policies through economic modeling, impact assessments, and informed planning. The incumbent will provide key insights into energy demand, market trends, cost-benefit analyses, and policy recommendations to ensure the achievement of energy efficiency & conservation goals set under the National Energy Efficiency & Conservation (NEEC) Action Plan 2023-2030. Ambitious, skilled, and passionate person with proven track record of success, including local, regional, and global expertise across public and private sectors are encouraged to apply.

Key Responsibilities:

- Conduct economic modeling and policy impact assessments specifically for energy efficiency initiatives and broadly energy and climate initiatives.
- Develop and evaluate economic instruments (e.g., tax incentives, subsidies) to promote energy conservation.
- Assess macroeconomic and microeconomic implications of energy efficiency measures under broader scope of demand side energy management.
- Monitor and analyze national and international energy market trends, pricing mechanisms, and energy demand-supply dynamics.
- Conduct cost-benefit analysis for energy efficiency projects and interventions with a lens of just and clean energy transition.
- Evaluate financial and economic viability of energy-saving technologies, initiatives, and programs including their environmental impact assessments.
- Provide policy recommendations and evidence based advisory services to executive management.
- Contribute to research publications, reports, and policy papers of the Authority.
- Assist in the implementation and monitoring of the NEEC Action Plan 2023-2030 and any future implementation frameworks.
- Develop key performance indicators (KPIs) to measure the effectiveness of energy efficiency programs.
- Any other task as assigned by the supervisor and executive management.

Qualification & Experience

- Master's degree in Public Policy/Economics/ Social Sciences / or any related discipline from HEC recognized university.
- At least 8 years of post-qualification recognized and verifiable experience in the relevant field.
- Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.



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Position Name: Joint Director Instructional Design

Position Grade: NPG-2

Directorate: Policy, Innovation Program, & Research

Location: Islamabad

The Joint Director – Instructional Design will be responsible for developing, implementing, and evaluating training programs, certification regimes, and learning materials to enhance knowledge dissemination and capacity building in the fields of energy efficiency and conservation across multi-sectoral spectrum. The incumbent will lead instructional design initiatives, ensuring alignment with national energy efficiency policies, emerging trends, and best practices in instructional methodologies in the core domain. Ambitious, skilled, and passionate person with proven track record of success and proficiency in learning management systems (LMS), e-learning tools, and digital content creation across public and private sectors are encouraged to apply.

Key Responsibilities:

- Design and develop training materials, courses, and learning modules on energy efficiency and conservation areas such as, but not limited to, energy auditors & managers certifications, energy management systems, energy efficient building design, building rating system, carbon credits, lifecycle sustainability assessment, green taxonomy, ESG compliance, sustainable finance, low carbon transition, etc.
- Implement best practices in instructional design, ensuring content is engaging, interactive, and aligned with learning objectives.
- Develop digital and e-learning solutions for knowledge dissemination in the areas of energy conservation.
- Plan and execute training programs for government agencies, private sector stakeholders, academia, students, and vocational training institutes.
- Ensure instructional materials are tailored to different audiences, including policymakers, industry professionals, and technical experts.
- Conduct post-training/certification evaluations to assess effectiveness and impact.
- Conduct training needs assessments to identify knowledge gaps and competency requirements.
- Research global best practices in instructional design and energy efficiency training methodologies.
- Develop strategies to integrate cutting-edge learning technologies into NEECA's programs and projects.
- Work closely with industry partners, academic institutions, and government bodies to enhance instructional effectiveness.
- Facilitate partnerships for curriculum development and joint training initiatives.
- Engage with subject matter experts to ensure content accuracy and relevance.
- Develop key performance indicators (KPIs) to assess the effectiveness of training and certification programs.
- Utilize feedback mechanisms to continuously improve instructional materials and methodologies.
- Document and report training outcomes and impact assessments. Implement a system for tracking participant progress and measuring long-term knowledge retention.
- Any other task assigned by the supervisor or executive management.

Qualification & Experience

- Master's degree in Public Policy/Economics/ Social Sciences / or any related discipline from HEC recognized university.



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- At least 8 years of post-qualification recognized and verifiable experience in the relevant field.
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Position Name: Joint Director Program Management & Evaluation

Position Grade: NPG-2

Directorate: Policy, Innovation Program, & Research

Location: Islamabad

The Joint Director-Program Management and Evaluation will be responsible for overseeing the program development, implementation, and assessment of energy efficiency projects under NEECA. The incumbent will ensure that programs are aligned with national policies, meet performance targets, and achieve desired energy efficiency outcomes. The role includes developing monitoring frameworks, conducting impact evaluations, and refining strategies for effective program delivery.

Key Responsibilities:

- Develop strategic program plans in line with national energy efficiency policies and action plan
- Ensure the successful execution of energy efficiency programs by coordinating with relevant stakeholders.
- Identify potential program risks and devise mitigation strategies.
- Establish key performance indicators (KPIs) for monitoring program effectiveness.
- Conduct regular assessments and evaluations to measure program impact.
- Provide recommendations for program improvements based on data-driven insights.
- Collaborate with government bodies, private sector entities, and international organizations to enhance program reach.
- Facilitate knowledge-sharing forums and build partnerships to strengthen program execution.
- Ensure timely communication of program outcomes to all stakeholders.
- Develop a robust data collection and management framework for program tracking.
- Prepare periodic reports detailing program progress, challenges, and successes.
- Present findings and recommendations to senior management and policymakers.
- Research and integrate global best practices into program management.
- Foster innovation in energy efficiency programs by leveraging emerging technologies.
- Implement a standardized monitoring framework that tracks and evaluates program performance in real time.
- Optimize program processes to enhance efficiency and effectiveness.
- Any other task assigned by the supervisor or executive management.

QUALIFICATION & EXPERIENCE

- Master's degree in Public Policy/Economics/ Social Sciences / or any related discipline from HEC recognized university.
- At least 8 years of post-qualification recognized and verifiable experience in the relevant field.
- Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.



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Position Name: Joint Director Innovation, R&D & Demonstration

Position Grade: NPG-2

Directorate: Policy, Innovation Program, & Research

Location: Islamabad

The Joint Director - Innovation, R&D, and Demonstration will be responsible for driving research and development initiatives to enhance energy efficiency and conservation in Pakistan. The incumbent will oversee innovation projects, pilot demonstrations, and the integration of cutting-edge technologies to advance national energy efficiency goals. The role requires collaboration with industry, academia, and policymakers to foster an ecosystem of energy efficiency innovation. Ambitious, skilled, and passionate person with proven track record of success, including local, regional, and global expertise in energy efficiency R&D across public and private sectors are encouraged to apply.

Key Responsibilities:

- Identify and promote emerging technologies for energy conservation.
- Conduct feasibility studies and research projects on innovative energy efficiency solutions.
- Develop strategies to integrate R&D findings into national energy policies.
- Develop pilot projects that test new technologies and efficiency measures.
- Evaluate and scale up successful EE demonstration projects for nationwide adoption.
- Collaborate with technology providers and industry leaders to accelerate innovation deployment in the field of Energy Efficiency and Demand Side Management.
- Establish partnerships with universities, research institutions, and private sector firms.
- Facilitate knowledge-sharing forums, workshops, and innovation challenges.
- Support startups and entrepreneurs in developing energy efficiency solutions.
- Provide evidence-based recommendations for enhancing energy efficiency regulations/regulatory frameworks.
- Contribute to the development of national roadmaps for energy innovation.
- Engage with policymakers to ensure R&D initiatives align with government priorities and international conventions.
- Develop key performance indicators to track R&D and innovation success at national level.
- Measure the impact of pilot projects on energy efficiency and economic growth.
- Prepare periodic reports on research outcomes and technology adoption.
- Any other task assigned by the supervisor or executive management.

Qualification & Experience

- Master's degree in Public Policy/Economics/ Social Sciences / or any related discipline from HEC recognized university.
- At least 8 years of post-qualification recognized and verifiable experience in the relevant field.
- Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.



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Position Name: Deputy Director (E&T)

Position Grade: NPG-3

Reports to: Policy, Innovation Program, & Research

Location: Islamabad

Key Responsibilities

- To contribute in Planning, organizing and coordinating strategic assessment programs, projects, and activities in coordination with Director enrolment and assessment.
- Support Director in Developing and establishment of operating goals, policies, and procedures for the assessment office, as appropriate; recommends, implements, and administers methods and procedures to enhance operational effectiveness and efficiency.
- Support the ongoing Energy Efficiency (EEC) and Conservation program assessment and improvement of Energy Efficiency and Conservation through consultation, mentoring and hands-on training.
- Participates in the collection and analysis of various assessment data to support departmental accreditation and program reviews, including dissemination of results and assisting others with understanding and appropriately using them.
- To ensure in maintaining and disseminating confidential and sensitive assessment data, as and when appropriate.
- Supports the NEECA's mission in public affairs and the development of EEC programs by collecting, organizing, and analyzing multiple internal and external data sources and disseminating the information among NEECA's constituents and stakeholders.
- To support in preparing and executing accreditation requirements, including compliance with accrediting standards, are incorporated, among other institutional goals and objectives, into the planning and evaluation process of the Energy efficiency and Conservation programs.
- Support to design and publish reports from the candidate database related to enrollment, training and assessment as required by the Authority.
- Manage catalog requests from outside agencies and institutions.
- Record/retrieve data to be used in evaluation of Energy Auditor's assessment/testing program; compile data for statistical analysis.
- Attend nationwide assessment and certification related meetings.

Qualification and Experience

- Master's degree in Public Policy/Economics/ Social Sciences / or any related discipline from HEC recognized university.
- At least 7 years of post-qualification professional experience in relevant field relevant to training, assessment/examinations and executing ToT programmes.
- Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.



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Position Name: Assistant Director Program Management & Evaluation
Directorate: Policy, Innovation Program, & Research

Position Grade: NPG-5
Location: HQ Islamabad

Key Responsibilities

- Support Director in developing strategic program plans in line with national energy efficiency policies and action plan.
- Assist Director to ensure the successful execution of energy efficiency programs by coordinating with relevant stakeholders.
- Identify potential program risks and devise mitigation strategies.
- Support Director in establishing key performance indicators (KPIs) for monitoring program effectiveness.
- Conduct regular assessments and evaluations to measure program impact.
- Support Director in collaboration with government bodies, private sector entities, and international organizations to enhance program reach.
- Facilitate knowledge-sharing forums and build partnerships to strengthen program execution.
- Develop a robust data collection and management framework for program tracking.
- Prepare periodic reports detailing program progress, challenges, and successes.
- Develop and present findings and recommendations to Director for onward presentation to senior management and policymakers.
- Research and integrate global best practices into program management.
- Help in fostering innovation in energy efficiency programs by leveraging emerging technologies.
- Develop and assist in implementation of a standardized monitoring framework that tracks and evaluates program performance in real time.
- Optimize program processes to enhance efficiency and effectiveness.
- Services are transferable within the Directorate, as deemed appropriate by the Management.
- Any other task assigned by the supervisor or executive management.

Qualification & Experience

- Bachelor's degree in Public Policy/Economics/ Social Sciences / or any related discipline from HEC recognized university.
- At least 3 years of post-qualification recognized and verifiable experience in the relevant field.
- Maximum age of the candidate should not be more than 35 years on the date of advertisement of this position.



Directorate – Legal & Enforcement

Terms of Reference (TORs)

Position Name: Deputy Director Legal & Enforcement

Position Grade: NPG-3

Directorate: Policy, Innovation Program, & Research

Location: Islamabad

Key Responsibilities

- Support Director L&E and Enforcement in development and execution of regulatory framework of energy efficiency and conservation (EE&C) at national level.
- Support and Coordinate for the preparation of necessary rules, regulations and procedures in pursuant to the NEECA Act to ensure smooth and efficient operations of the Authority.
- Represent NEECA for effective communication and coordination with the Energy Conservation Tribunal(s) to be established under Section 19 of the NEECA Act.
- Play role as a key team member for the Directorate of Legal and Enforcement to establish protocols of coordination between different provinces and district administration bodies to audit, inspect, efficiency standards and labeling.
- Support Director L&E and Enforcement in arrangements (agreements, MoUs, MoCs etc.) with different national and international agencies to undertake different tasks, projects, program under the ambit of the act, relating to the domain of Legal, Enforcement and Inspection.
- Responsible to address the legal and compliance oriented challenges, vulnerabilities and emerging needs and/or decisions, if any, that NEECA will have to make in support to implementation of energy efficiency measures (projects) in different sectors of the economy.
- Provide tailored legal advice on all aspects of energy /utilities law, building codes, construction law, procurement/tender law, environmental law and corporate law etc.
- To provide inputs on matters related to compliance of PPRA rules and regulations for all internal procurement processes.
- Support the directorate of legal and enforcement in consolidating the existing practices, rules and regulations while clarifying the best option for implementing energy efficiency projects in different sectors and different provinces.
- Provide inputs on legal matters (e.g. in drafting documents, contracts) to NEECA in discharging its mandate.
- Provide legal advice related to contractual arrangements and support in drafting MOUs, contractual agreements, particularly related to Energy Performance Contracts (EPC) provided by ESCO.
- To support Director L&E and enforcement through extensive legal research and analysis and prepare legal opinions on legal issues (including complex or novel) arising from planning and implementation of energy efficiency projects in different sectors.
- Take responsibility to lay down procedures to undertake inquiry or investigation into energy efficiency and conservation issues, either on its own or upon complaint either from any person or on the advice of the Board. For any complaint other than these two sources, the approval of the departmental head would be required to proceed further.
- Support Director L&E & Enforcement in drafting rules and regulations under the mandatory Pakistan Energy Labeling Regime to prohibit manufacturing, sale or import of equipment or appliances which are not energy efficient and ensure display of such particulars through labels on equipment's or appliances as may be necessary



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- Developing report templates for the inspectors responsible for inspecting the premises / sites / building / facilities / properties, either regular assessment, surprise or in response to the complaints.
- Provide legal advice and support on other relevant issues/matters as and when required by the Competent Authority.

Qualification and Experience

- Must have a Law degree preferably LLM from an HEC recognized university.
- The candidate should have at least 07 years of post-qualification recognized and verifiable experience in relevant field specifically handling matters related to rules /regulations/ services / local and International laws.
- Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.