Sr. No.	Job Tittle	Job Discrption
1	Project Director (Max Age- 50)	• Develop and implement a comprehensive project roadmap aligned with the national AI strategy and digital economy goals • Oversee the design and deployment of AI infrastructure, including data centers, compute platforms, and shared resources for innovators • Align project goals with stakeholder expectations from the public, private, and academic sectors • Foster partnerships with venture capitalists, incubators, and accelerators • Liaise with academic institutions, training providers, and industry experts to develop AI certification programs • Promote AI literacy and reskilling programs in underserved communities • Establish and operationalize a centralized AI Coordination Unit within MOITT • Manage project staff, consultants, vendors, and implementing partners • Identify risks and mitigation strategies to ensure project sustainability and impact
		Qualification:- Master's degree (16 years education) in Computer Science, Data Science, Artificial Intelligence, Engineering, ICT, Project Management, Public Policy, Economics, or related disciplines from a university recognized by HEC. Higher qualifications (MS/MPhil/PhD) in Artificial Intelligence, Digital Transformation, or related fields will be preferred.
		Experience:- Minimum 10 years of progressive experience in managing large-scale technology or digital transformation projects, preferably in public sector, multilateral, or donor-funded environments. At least 5 years in a leadership or strategic management role, with demonstrated experience in: Developing and implementing national or sectoral roadmaps/strategies in technology, AI, or digital economy. Overseeing technical infrastructure projects such as data centers, compute platforms, or cloud-based AI resources. Working with public-private partnerships, including stakeholders from academia, industry, and government. Proven experience in: Leading teams of technical experts, consultants, and vendors. Engaging with VCs, incubators, and accelerators to promote innovation ecosystems. Designing or implementing AI training/certification programs or reskilling initiatives. Setting up coordinating units or governance bodies in a government or institutional context. Strong background in risk management, monitoring & evaluation, and ensuring long-term project sustainability.

		• Design and implement strategies to promote AI research and product innovation in collaboration with academia, industry, and startups. • Identify priority AI focus areas (e.g., health, agriculture, education, governance) and catalyze targeted innovation interventions. • Establish and manage innovation clusters, labs, and R&D facilities across Pakistan. • Develop mechanisms for scouting, mentoring, and accelerating AI-based startups. • Provide technical guidance to funded startups to improve their business models, scalability, and market reach. • Build and manage partnerships with universities, research institutes, private sector organizations, and international bodies. • Coordinate the deployment of shared digital infrastructure for startups, including high-performance computing, datasets, and sandbox environments. • Track and report on innovation program KPIs (e.g., startups supported, products launched, patents filed).
2	Director - (Innovation) (Max Age- 45)	Qualification:- Master's degree (or equivalent 16+ years of education) in Computer Science, Artificial Intelligence, Data Science, Engineering, Innovation Management, Business Administration, or Public Policy from an HEC-recognized institution. Preference will be given to candidates with: Advanced degrees (MS/MPhil/PhD) in relevant technical or innovation-related fields. Professional certifications in innovation management, entrepreneurship, or project management (e.g., PMP, Agile, Design Thinking).
		Experience:- Minimum 8 years of progressive experience in the fields of technology innovation, startup development, or R&D, with at least 3-5 years in a managerial or leadership role. Proven track record in: Promoting innovation ecosystems in collaboration with academia, startups, and private sector. Designing and managing AI research programs, innovation clusters, or tech labs. Working in or with incubators, accelerators, venture capital firms, or technology parks. Scouting, mentoring, and supporting AI-based or tech-driven startups through funding or growth support mechanisms. Developing or managing shared infrastructure such as high-performance computing platforms, open datasets, or sandbox/testing environments. Building and maintaining partnerships with local and international universities, think tanks, R&D bodies, and donors. Familiarity with: AI application areas such as health, agriculture, education, and governance. Performance measurement and tracking KPIs related to innovation programs (e.g., number of startups supported, patents filed, products launched).

		• Develop a high-impact AI workforce through education, training, and skill development programs. • Align training programs with emerging market needs, global AI trends, and local socio-economic priorities • Lead the development and validation of AI micro-credentials, and modular training content in collaboration with academia and industry. • Ensure quality standards and relevance of training content. • Establish partnerships with universities, vocational institutes, online platforms, and training providers to deliver nationwide skilling programs. • Ensure outreach to underrepresented groups, including women, rural youth, and persons with disabilities. • Develop KPIs for training coverage, employability outcomes, and diversity/inclusion metrics. • Promote AI skills in sectors like health, agriculture, governance, and education. • Represent the HRD component in inter-ministerial working groups, international delegations, and forums
3	Director - (HRD / Skills) (Max Age- 45)	Qualification:- Master's degree (16 years of education or higher) in Education, Human Resource Development, Public Policy, Social Sciences, Computer Science, ICT, or a related field from an HEC-recognized university. Preference will be given to candidates with: Specialization or certifications in Workforce Development, TVET, Digital Skills Training, or Human Capital Strategy. Professional training in project management, curriculum design, or education technology (EdTech) is a plus.
		Experience:- Minimum 8 years of relevant experience, with at least 3–5 years in a leadership or managerial role in the areas of skills development, HRD, digital literacy programs, or capacity building, especially in the public sector or development projects. Demonstrated experience in: Designing and managing large-scale digital skills programs, certification initiatives, or national training frameworks (especially in AI, data science, or IT). Collaborating with academic institutions, technical training providers, industry stakeholders, and international development partners to develop curricula and training modules. Promoting inclusive and gender-sensitive skill development initiatives, especially for underserved or remote communities. Establishing partnerships with EdTech platforms, MOOC providers (like Coursera, edX), and other international certification bodies. Managing performance indicators, monitoring training outcomes, and ensuring alignment with national digital economy and AI strategies. Familiarity with youth employment programs, reskilling/upskilling trends, and future of work initiatives.

		• Provide seed funding to AI startups to facilitate commercialization and scalability. • Develop funding frameworks and mechanisms (grants, convertible notes, equity support, etc.) tailored to AI startups at different maturity stages. • Define eligibility criteria, funding tiers, application processes, and evaluation methodologies. • Oversee calls for proposals, proposal review cycles, evaluation panels, and award decisions. • Ensure transparency, meritocracy, and inclusivity in the funding process. • Develop due diligence checklists, MoUs, and legal agreements for disbursement. • Track usage of funds, ensure compliance with financial guidelines, and resolve discrepancies. • Build connections with venture capital firms, angel investors, and donor organizations to support follow-on funding for successful startups. • Host pitch days, demo days, and investment readiness bootcamps
4	Director - (Seed / Funding) (Max Age- 45)	Qualification:- Master's degree in Finance, Business Administration, Economics, Entrepreneurship, Public Policy, or a related discipline from an HEC-recognized university. Preference will be given to candidates with: Certifications or specialization in venture capital, investment management, startup financing, or financial innovation. Additional qualifications in project finance, impact investing, or public financial management will be an asset.
		Experience:- Minimum 8 years of relevant experience, with at least 3–5 years in a leadership role in startup funding, venture capital, financial management, or public-sector innovation financing. Proven experience in: Designing and managing seed funding programs, grants, or early-stage startup investment schemes, preferably in a government or donor-funded environment. Evaluating startup funding proposals, conducting due diligence, and overseeing disbursement and post-funding performance. Structuring and managing public-private partnerships, co-investment models, or blended finance mechanisms for innovation support. Engaging with venture capital firms, angel investors, accelerators, and development finance institutions (DFIs). Monitoring and reporting on fund utilization, ROI, and impact KPIs such as startups funded, jobs created, and revenue generated. Ensuring transparency, accountability, and compliance with public-sector financial rules and procurement procedures. Familiarity with national and international best practices in startup ecosystem development, innovation finance, and funding governance models.
5	Director - (AICU) (Max Age- 45)	• Establish a centralized AI coordination unit within MOITT to ensure policy integration and oversight. • Facilitate harmonized, secure, and responsible deployment of AI across sectors. • Define AICU's scope as a cross-sectoral body providing AI policy guidance, technical standards, and strategic direction. • Update AI policy documents, ethical frameworks, data governance guidelines, and regulatory roadmaps • Provide technical and legal inputs on AI-related legislation, national strategies, and international treaties. • Advise MOITT and federal government on AI trends, risks, and opportunities. • Represent Pakistan in global AI policy forums, working groups, and diplomatic engagements.

		• Facilitate knowledge sharing between local and international AI governance bodies
		Qualification:- Master's degree or equivalent (16 years education) in Artificial Intelligence, Computer Science, Data Science, Engineering, Public Policy, ICT, or a related field from an HEC-recognized university. Preference will be given to candidates with: Advanced degrees (MS/MPhil/PhD) in relevant fields. Professional certifications in AI policy, digital governance, strategic leadership, or technology management. Training or experience in public administration or inter-agency coordination will be an added advantage.
		Experience:- Minimum 10 years of progressive experience, with at least 5 years in a senior or strategic role related to AI policy, digital governance, or cross-sector coordination. Proven experience in: Designing or overseeing national or institutional AI strategies, frameworks, or roadmaps. Establishing and managing coordination units or secretariats in government or multi-stakeholder environments. Policy harmonization and alignment across ministries, agencies, academia, and the private sector. Drafting and reviewing policy documents, regulatory frameworks, or national-level program implementation plans. Managing relationships with donors, international organizations (e.g., UNESCO, OECD, UNDP), and multilateral partners. Leading or coordinating AI-related task forces, steering committees, and technical working groups. Monitoring, evaluating, and reporting on AI initiatives, KPIs, and strategic impact metrics. Familiarity with: Ethical AI principles, data governance, and emerging global AI standards. Challenges and opportunities in AI adoption within public services, education, and economy.
6	Joint Director - (Innovation) (Max Age- 40)	• Support the coordination of AI research, product development, and public-private innovation. • Assist in rolling out national and regional AI innovation hubs, labs, and co-creation centers. • Monitor implementation of innovation-focused work streams, ensuring adherence to timelines and milestones. • Organize AI hackathons, idea challenges, innovation sprints, and startup pitch events. • assist the Director Innovation in operationalizing innovative ecosystems and strengthening Pakistan's AI-driven entrepreneurial landscape. • Contribute to outreach campaigns to attract diverse applicants and institutions. • Assist in compiling innovation program reports, policy notes, and case studies. • Maintain accurate records of supported innovations, commercialization outcomes, and impact stories.

		• Monitor global AI innovation trends and advise on potential applications in the national context. • Provide research support to Director Innovation on policies related to AI entrepreneurship, IPR, and innovation incentives
		Qualification:-Master's degree (16 years education) in Innovation Management, Computer Science, Engineering, Business Administration, Public Policy, or a related field from an HEC-recognized university. Preference will be given to candidates with: Certifications or short courses in Innovation & Entrepreneurship, Design Thinking, Technology Management, or Startup Ecosystem Development. Technical knowledge in emerging technologies (AI, IoT, blockchain, etc.) is a strong plus.
		Experience:- Minimum 5–7 years of relevant experience, with at least 2 years in a supervisory or program management role in technology innovation, R&D, or startup support. Demonstrated experience in: Supporting the planning and execution of innovation programs, startup challenges, or R&D clusters. Coordinating with academia, incubators, accelerators, and industry partners for co-development of innovative products and solutions. Assisting in scouting and mentoring tech-based startups, and managing innovation grants or seed funding programs. Preparing concept notes, presentations, policy briefs, and progress reports for innovation-related activities. Supporting the development and rollout of innovation infrastructure, such as labs, tech parks, and shared facilities. Tracking and maintaining program KPIs, innovation dashboards, and performance metrics. Familiarity with: Pakistan's innovation and startup ecosystem, public-sector innovation programs, and global best practices in digital innovation. National digital economy and AI strategies, including applications in health, education, governance, and agriculture.
7	Joint Director - (HRD / Skills) (Max Age- 40)	• To assist the Director HRD & Skills in executing national strategies for AI skill development, workforce training, and capacity building • Implement technical training programs, coordinate with academic and industry partners, and contribute to workforce development policies tailored to Pakistan's AI ecosystem needs. • Strengthen AI capabilities within public and private sectors through structured talent development. • Coordinate with implementation partners such as universities, TVET institutions, online platforms, and training firms. • Monitor execution timelines, deliverables, and learner outcomes for training providers • Solid understanding of AI and digital skills frameworks. • Effective project and stakeholder coordination abilities.

		• Assist in drafting national strategies and white papers on AI talent development, lifelong learning, and workforce readiness.
		Qualification:- Master's degree (16 years of education) in Education, Human Resource Development, Public Policy, Computer Science, ICT, Social Sciences, or a related field from an HEC-recognized university. Preference will be given to candidates with: Certifications in Digital Skills Development, Curriculum Design, TVET, Instructional Design, or EdTech. Short courses or training in project management, M&E, or digital transformation in education.
		Experience:-Minimum 5–7 years of professional experience, with at least 2 years in program coordination or management roles related to skills development, digital training programs, or HRD projects. Demonstrated experience in: Supporting the implementation of digital skills initiatives, certification programs, or youth upskilling projects. Coordinating with training institutes, academic partners, and digital platforms for curriculum delivery and program outreach. Assisting in the design and monitoring of skills development KPIs, impact assessments, and reporting mechanisms. Engaging with public and private sector stakeholders, especially in the context of workforce readiness and future skills. Managing or supporting gender-inclusive and community-based training initiatives, especially for underserved populations. Drafting progress reports, documentation, training materials, and communication content for program visibility. Familiarity with: Platforms like Coursera, Udemy, Digiskills, Microsoft Learn, or other MOOCs and digital learning environments. National digital economy and HRD goals, particularly in relation to AI, data science, freelancing, and IT skillsets.
8	Joint Director - (Seed / Funding) (Max Age - 40)	• Provide seed funding to AI startups to facilitate commercialization and scalability • Support a sustainable funding and mentorship ecosystem for AI-based entrepreneurs • Maintain transparent and auditable documentation of funding processes • Facilitate technical, financial, and operational due diligence of applicant startups • Work with project committees, reviewers, and investment panels for robust selection against criteria • Assess business models, product-market fit, scalability, and commercialization

		potential
		• Maintain a dynamic portfolio of funded startups with regular monitoring of milestones and KPIs
		• Ensure timely fund disbursement, compliance with MoUs, and reporting requirements
		• Provide input for national seed funding policies, including eligibility criteria, funding caps, and performance metrics
		• Compile monthly and quarterly reports on disbursements, startup progress, and fund utilization
		Qualification:-Master's degree (16 years of education) in Finance, Business Administration, Economics, Entrepreneurship, Public Policy, or a related field from an HEC-recognized institution. Preference will be given to candidates with: Certifications or specialized training in venture capital, startup financing, investment analysis, or grants management. Additional exposure to development finance, donor-funded projects, or innovation funding models will be an asset.
		Experience:- Minimum 5–7 years of relevant experience, with at least 2 years in a coordination or mid-management role in startup funding, grants management, innovation finance, or related fields. Proven experience in: Supporting the implementation and monitoring of seed funding or early-stage investment programs. Assisting in the evaluation, shortlisting, and due diligence of funding proposals submitted by startups and innovators. Coordinating disbursements, tracking fund utilization, and ensuring financial compliance. Maintaining relationships with VCs, incubators, accelerators, and other innovation ecosystem stakeholders. Supporting the preparation of financial reports, fund impact summaries, and periodic performance dashboards. Drafting policy notes or frameworks related to public innovation funding and startup ecosystem development. Familiarity with: Pakistan's startup and innovation funding landscape, government grant mechanisms, and blended finance models. Financial performance indicators such as startups funded, revenue growth, funding leveraged, and jobs created.
9	Joint Director - (AICU) (Max Age - 40)	• Establish a centralized AI Coordination Unit (AICU) within MoITT to ensure cohesive policy direction, governance, and ecosystem alignment • Promote harmonization of AI initiatives, capacity building, innovation, and data governance across public and private sectors • Support Director AICU in convening working groups, steering committees, and stakeholder forums • Assist in drafting national AI strategies, frameworks, and white papers on ethics, data privacy, and responsible AI • Monitor developments in AI regulation (e.g., data use, algorithmic transparency, intellectual property) • Support monitoring, evaluation, and reporting efforts related to AICU activities • Knowledge of AI ecosystems, public sector reforms, and coordination mechanisms is highly desirable • Strong understanding of public policy, digital governance, and AI ethical

principles
• Proven ability to work across ministries, development partners, and technical teams

Qualification:- Master's degree (16 years of education) in Artificial Intelligence, Computer Science, Data Science, Public Policy, ICT, Engineering, or a related discipline from an HEC-recognized university.
Preference will be given to candidates with:
Specialized training or certifications in AI Governance, Emerging Technologies Policy, Strategic Planning, or Technology Management.
Knowledge of AI ethics, national AI strategies, or regulatory frameworks is a plus.

Experience:- Minimum 5–7 years of relevant experience, with at least 2 years in a mid-level policy, strategy, or coordination role within the public sector, technology policy institutions, or donor-funded projects.
Proven experience in:
Supporting the implementation and monitoring of AI-related projects, task forces, or national programs.
Assisting in inter-ministerial coordination, stakeholder engagement, and facilitation of public-private-academic collaboration.
Drafting policy briefs, reports, meeting minutes, and concept notes related to AI strategy, digital economy, or data governance.
Preparing and maintaining dashboards, KPIs, and performance monitoring tools to track AI initiatives and milestones.
Organizing and participating in consultations, technical working groups, or capacity-building sessions on AI.
Familiarity with:
Global and regional trends in AI policy, ethical frameworks, and national AI coordination models.
Stakeholder landscape involving MOITT, academic institutions, private tech sector, and international development partners.

10	Manager (Finance & Procurement) (Max Age - 40)	• Enable smooth financial and procurement operations to support infrastructure development, startup funding, skills training, and centralized AI policy efforts • Ensure accountability, transparency, and compliance in public resource utilization • Prepare, review, and manage project budgets in coordination with technical teams • Ensure timely and accurate financial reporting, including monthly and quarterly expenditure reports • Track fund utilization across project components (Innovation, Skills, Seed Funding, AICU) • Process payments to vendors, grantees, training partners, and consultants after verifying documentation and approvals • Monitor assignment account, reconcile statements, and annual budget • Preparation of NIS and punching of Indicated Budget Ceiling with Ministry Finance • Develop procurement plans aligned with project timelines and budget ceilings • Ensure procurement of goods, services, and works in compliance with PPRA rules • Ensure compliance with applicable tax laws, financial regulations, and audit observations • Maintain asset registers, inventory, and documentation required for financial compliance • Liaise with MOITT finance wing, AGPR, and other stakeholders for budget releases, expenditure approvals, and reporting • Prepare financial briefs, summaries, and presentations for senior management
		Qualification:- Master's degree in Finance, Accounting, Business Administration, Economics, or a related field from an HEC-recognized university. Preference will be given to candidates who are: ACCA Member or CA Qualified Certified or trained in public procurement (PPRA, World Bank, or donor agency procurement guidelines).
		Experience:- Minimum 5–7 years of relevant experience, with at least 2 years in a managerial or supervisory role in financial management and procurement within government projects, donor-funded programs, or large-scale development initiatives. Demonstrated experience in: Budget planning, financial reporting, and fund management in compliance with government or donor regulations. Handling procurement processes, including tendering, bid evaluation, contract management, and compliance with PPRA rules or international procurement frameworks (World Bank, ADB, etc.). Preparing and maintaining financial statements, audit documentation, and procurement records. Liaising with external auditors, vendors, suppliers, and internal project teams to ensure smooth execution of procurement and financial workflows. Implementing internal controls, ensuring financial transparency, and reducing fiduciary risk. Familiarity with: Government of Pakistan financial rules, PC-1 budgeting, and public procurement procedures. Accounting software such as QuickBooks, SAP, or Oracle Financials is an added advantage.

11	Manager (Admin & HR) (Max Age - 40)	• Develop a high-impact AI workforce through structured HR practices and institutional support • Ensure smooth program operations through effective administrative and staff management systems • Ensure effective administration, HR planning, and personnel management across all components of the National Artificial Intelligence (AI) Advancement Initiative • Manage the recruitment lifecycle: job postings, shortlisting, interviewing, hiring, onboarding, and exit processing • Maintain up-to-date records for all project personnel, including contracts, leave, attendance, and appraisals • Oversee all administrative operations including office maintenance, space management, logistics, and supplies • Maintain inventories of assets, equipment, and office consumables with proper documentation and tagging • Organize staff capacity-building workshops, team engagements, and AI initiatives
		Qualification:- Master's degree in Human Resource Management, Business Administration, Public Administration, Management Sciences, or a related discipline from an HEC-recognized university. Preference will be given to candidates with: Certifications or training in HRM, labor laws, performance management, or organizational development. Knowledge of public-sector rules/regulations will be an added advantage.
		Experience:- Minimum 5–7 years of relevant professional experience, with at least 2 years in a managerial or supervisory role in HR and administration, preferably in public-sector projects, donor-funded programs, or large organizations. Demonstrated experience in: Managing recruitment, onboarding, employee records, and staff performance evaluation systems. Implementing HR policies, handling grievance redressal, and ensuring compliance with labor laws. Overseeing office administration, including facilities management, asset tracking, logistics, and general support services. Coordinating with project teams, government officials, vendors, and external agencies on HR and admin matters. Supporting organizational development activities, such as training & capacity building programs and workplace culture initiatives. Managing attendance, leave, payroll coordination, and staff contracts. Familiarity with: Government rules and regulations, especially related to hiring, administration, and workplace conduct. HRMS software, employee self-service portals, or digital HR systems (ERP tools) is a plus.
12	Assistant Director Project Support (Max Age - 40)	• Provide operational, administrative, and analytical support for the planning, execution, and monitoring of project activities across all streams—AI innovation, skills development, seed funding, and centralized coordination • Enable seamless implementation and reporting through coordinated project operations • Assist the Project Director and relevant team leads in the day-to-day coordination of project activities • Follow up on action items, deliverables, and deadlines across technical,

		financial, and administrative matters • Draft internal memos, meeting minutes, status reports, and progress summaries • Support procurement and HR teams in preparing documentation, TORs, and evaluation summaries • Maintain proper filing (physical and digital) of all correspondence, approvals, and deliverables
		Qualification:- Bachelor's (16 years of education) in Project Management, Business Administration, Public Policy, Computer Science, Engineering, Development Studies, or a related field from an HEC-recognized university.
		Experience:- Minimum 3–4 years of relevant experience, preferably in project coordination, operations, or program implementation, within public sector and ICT projects. Demonstrated experience in: Assisting in day-to-day project operations, reporting, documentation, and coordination with internal/external stakeholders. Supporting meeting preparation, minutes drafting, data collection, and dashboard/report development. Coordinating with consultants, vendors, and implementing partners on timelines, deliverables, and documentation. Maintaining project documentation, work plans, tracking tools, and action logs. Supporting project monitoring activities and follow-ups on KPIs and deliverables. Familiarity with: Public-sector project documentation, PC-1 processes, and government reporting protocols. Tools like MS Office, Google Workspace, project management tools.
13	Office Assistant (Max Age - 40)	• Assist in preparing, printing, photocopying, and scanning documents • Maintain both hard copy and digital filing systems for official records • Distribute internal documents, circulars, and correspondence to relevant staff • Dispatch official letters and packages through post or R&I • Maintaining attendance registers and records • Set up rooms for meetings, workshops, or training sessions as directed • Manage office stationery, supply inventories, and place timely requisitions for restocking • Maintain both hard copy and digital filing systems for official records
		Qualification:- Bachelor's degree (14 or 16 years of education) in Arts, Commerce, Business Administration, or a relevant field from an HEC-recognized institution. Preference will be given to candidates with: Computer proficiency certification or training in MS Office, data entry, or office management tools.

		Experience:- Minimum 2 years of relevant experience in administrative support, clerical work, or office assistance, preferably in a government office, donor-funded project, or corporate setup. Demonstrated skills in: Handling filing, photocopying, scanning, and record-keeping. Managing incoming/outgoing mail, calls, and document distribution. Providing logistical and operational support to project teams and management. Assisting in meeting arrangements, minutes preparation, and travel coordination. Ensuring timely movement of files, correspondence, and office supplies. Familiarity with: Basic office equipment (printer, scanner, fax, etc.). MS Word, Excel, and Outlook for basic administrative tasks.
14	Support Staff (Max Age - 45)	• Provide general office support and day-to-day assistance in maintaining cleanliness, delivering documents, and facilitating the smooth functioning of the project office environment • Ensure a clean, organized, and functional workplace to support administrative and technical staff in delivering project outcomes • Support document filing, photocopying, and delivery of internal messages when needed • Open and close the office as per duty hours • Perform any other task assigned by Admin, HR, or project management relevant to project support • Ability to follow instructions and complete assigned tasks independently
		Qualification:- Minimum Matriculation (10 years of education) from a recognized board. Preference will be given to candidates with: Basic knowledge of office cleanliness, hospitality, or messenger duties. Training or experience in general support tasks
		Experience:- At least 1–2 years of experience in a similar role within a government office, donor project, private organization, or institutional environment. Capable of: Maintaining cleanliness of office premises, meeting rooms, and workspaces. Providing tea/refreshments, assisting in photocopying, filing, or document movement. Running messenger tasks, such as file dispatch, mail collection, and in-house deliveries. Supporting admin/logistics team during meetings, workshops, or office events. Must be: Punctual, trustworthy, and well-mannered. Able to follow instructions and maintain professional behavior in the workplace.

* Age relaxation as per rules of Government of Pakistan will be applicable on all above positions.