



**GOVERNMENT OF PAKISTAN
MINISTRY OF RAILWAYS
(RAILWAYS BOARD)**

**ADVISOR (HUMAN RESOURCE DEVELOPMENT & CAPACITY BUILDING) (MP-I),
PAKISTAN RAILWAYS, HEADQUARTERS OFFICE, LAHORE.**

Pakistan Railways seeks suitable, qualified & experienced Human Resource Professional to serve in Pakistan Railways.

Name of Post:	Advisor (Human Resource Development & Capacity Building) (MP-I) (One Post, Pakistan Railways, Headquarters Office, Lahore)
Required Educational Qualification & Experience	Ph.D in relevant subject(s) such as Business Management/ HR/ Capacity Building with 14 years professional experience in relevant field OR Masters in relevant subject(s) such as Business Administration/ Management or HRM & Capacity Building from HEC recognized university with 18 years experience in relevant field.
Age Limit:	Maximum=62

- Recruitment will be made as Updated MP Scales Policy, 2021 issued by the Establishment Division, Government of Pakistan vide their O.M. No. 1/3/2020-E-6/E-8 dated 24-05-2021.
- The appointment will be on contract basis initially for a period of three (03) years further extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.
- TORs, Job Descriptions etc, Educational Qualification with requisite experience in number of years etc., tenure of appointment, Pay Packages and short-listing criteria can be seen on our websites i.e. www.pakrail.gov.pk and www.railways.gov.pk
- Applications on prescribed format (available on our websites) alongwith complete CV, passport size photograph should reach at the address given below, during working hours within fifteen (15) days of publication of this advertisement through courier or e-mail on dda2mor@gmail.com (soft copy on prescribed format). Incomplete applications will not be considered.
- Ministry of Railways reserves the right to cancel the recruitment process at any stage.
- Only short-listed candidates shall be called for interview.

Director Establishment

Room No. 339, Ministry of Railways,
3rd Floor, Block-D, Pak-Secretariat,
Islamabad.
PH: 051-9203068

TERMS OF REFERENCE (TORS) OF THE POST OF ADVISOR (HRD&CB) (MP-I)

Advisor (HRD & CB) (MP-I Scale) (One post)			
<u>1.</u>	Eligibility Criteria (Educational Qualification and Experience)	Ph.D in relevant subject(s) such as Business Management/ HR/ Capacity Building with 14 years professional experience in relevant field OR Masters in relevant subject(s) such as Business Administration/ Management or HRM & Capacity Building from HEC recognized university with 18 years experience in relevant field.	
<u>2.</u>	Age Limit:	Maximum = 62 years	
<u>3.</u>	Skills/ Knowledge:		<u>Having clear understanding of government functioning.</u> 2. <u>The demonstrated ability to have performed similar tasks/assignment in public or private sector organization.</u> 3. <u>Able to demonstrate up to date knowledge of theory and practice in key areas of organizational development particularly around change management, developing organization culture and learning and development.</u> 4. <u>The ability to analyze and present information or draft material from human resource management point of view, in a clear and logical manner as well as very good inter-personal and communication skills are necessary. The position requires fluency in English too.</u> 5. <u>Strong leadership and team work experience.</u>
<u>4.</u>	Job Description:		1. <u>To assist the CEO/Sr. GM on issues related to Human Resource of Pakistan Railways.</u> 2. <u>To report to Federal Minister for Railways and Secretary Railways on human resource related matters on need basis.</u> 3. <u>To provide policy and strategic support in the management of human resource in Pakistan Railways.</u> 4. <u>Any other task or assignment entrusted by Secretary Railways or CEO/Sr. G.M.</u> 5. <u>To prepare a structure of support team on priority basis</u>
<u>5.</u>	Goals/Deliverables:		1. <u>Prepare and regularly update human resource management plan, based on existing requirements and keeping in perspective up-gradation of ML1 project and other Projects/Initiatives along with implementable strategy with realistic action plan having specific targets and key performance indicators (KPIs).</u> 2. <u>Lead the implementation of human resource policy.</u>

		<u>strategy by proactively engaging with all stakeholders within railways and outside railways.</u>
	3.	<u>To liaise with the Divisional Superintendents, Principal Officers and other government departments regarding human resources matters.</u>
	4.	<u>Providing organizational development solutions, human resources development programs and effectively implementing such solutions/programs.</u>
	5.	<u>To formulate Training Policies of Pakistan Railways Officers</u> 1. 15 Days mandatory local training calendar. 2. Foreign training policy and implementation strategy.
	6.	<u>To develop 1) Key Performance Indicators 2) Goals/ Targets of Pakistan Railway officers in BS-17 & Above.</u>
	7.	<u>Responsible for all HR related automation initiatives.</u>
6.	Salary and Perks (Management Position-I Scale)	
a.	Scale of Pay	Rs. 433,950-33,000-532,950.
b.	<u>Accommodation</u>	<u>Up to a rental ceiling of Rs. 101,000/- per month.</u>
c.	<u>Utilities</u>	<u>Rs. 19,650/- per month.</u>
d.	<u>Transport</u>	<u>As per monetization of transport facilities policy MP-I Rs. 95,910/- per month.</u>
e.	<u>TA/DA on domestic official tour</u>	<u>As admissible to civil servants of the highest grade.</u>
f.	<u>TA/DA on official duty abroad</u>	<u>As admissible to civil servants in Category-I.</u>
g.	<u>Medical Facility</u>	<u>Reimbursement of medical and hospitalization charges for self, spouse and children for treatment received at Government or Government recognized Institution in Pakistan.</u>
h.	<u>Leave</u>	<u>The incumbent shall earn leave on full pay @ 3 days per month on annual basis and the leaves earned shall be availed during the currency of the year. Title of Leave will neither be carried over to the next year in case of non-availing nor will it be encashed.</u>
i.	<u>Gratuity</u>	<u>One month's basic pay for each completed year of service.</u>
7.	Contract Period:	
i)	<u>Tenure of contract</u>	Three (03) years further extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.
ii)	<u>Termination of Contract</u>	<u>On completion of tenure or one month's notice from either side. In case of notice by the Ministry, it shall be after approval of the appointing authority. In case of proceedings under para-6 (viii & ix) of the MP Position Scales Policy, 2020 dated 22-06-2020, the condition of one month's notice shall not be required.</u>
8.	<u>Discipline</u>	<u>As applicable in case of contract employees</u>

SHORT-LISTING CRITERIA FOR THE POST OF ADVISOR (HRD&CB) (MP-I)
IN TERMS OF PARA 3 (iv) (a) of MP-Scales Policy, 2020

[illegible]

APPLICATION/INFORMATION FORM FOR CANDIDATES

Performa to be filled in by the applicant and to be attached with the application and CV;

<u>I</u>	<u>Post applied for</u>	
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<u>II</u>	<u>Personal Information</u>	
<u>1.</u>	<u>Name</u>	
<u>2.</u>	<u>Father's Name</u>	
<u>3.</u>	<u>Email</u>	
<u>4.</u>	<u>Mobile</u>	
<u>5.</u>	<u>Address</u>	
<u>6.</u>	<u>CNIC Number</u>	
<u>7.</u>	<u>Date of Birth & Age</u>	

<u>III</u>	<u>Qualification (Start from the latest)</u>			
<u>#</u>	<u>Qualification/Degree</u>	<u>Year of Passing</u>	<u>Institution</u>	<u>Major Subjects</u>
<u>1.</u>				
<u>2.</u>				
<u>3.</u>				
<u>4.</u>				
<u>5.</u>				
<u>6.</u>				
<u>7.</u>				

<u>IV</u>	<u>Experience in Pakistan (Start from the latest)</u>				
<u>#</u>	<u>Designation</u>	<u>Organization</u>	<u>Period From</u>	<u>Period To</u>	<u>Key Responsibilities</u>
<u>1.</u>					
<u>2.</u>					
<u>3.</u>					
<u>4.</u>					
<u>5.</u>					

<u>V</u>	<u>International Experience, if any (Start from the latest)</u>				
<u>#</u>	<u>Designation</u>	<u>Organization</u>	<u>Period From</u>	<u>Period To</u>	<u>Key Responsibilities</u>
<u>1.</u>					
<u>2.</u>					
<u>3.</u>					
<u>4.</u>					

<u>VI</u>	<u>Trainings/Workshops/Certifications</u>			
<u>#</u>	<u>Training Course</u>	<u>Institution/Organization</u>	<u>Period From</u>	<u>Period To</u>
<u>1.</u>				
<u>2.</u>				
<u>3.</u>				
<u>4.</u>				
<u>5.</u>				
<u>6.</u>				

<u>VII</u>	<u>Publications</u>		
<u>#</u>	<u>Title</u>	<u>Journal/Periodical</u>	<u>Date of Publication</u>
<u>1.</u>			
<u>2.</u>			
<u>3.</u>			
<u>4.</u>			

<u>VIII</u>	<u>Allied Skills (Please elaborate)</u>	
<u>1.</u>	<u>IT Skills</u>	
<u>2.</u>	<u>Skills related to Railways/Software/Transport</u>	
<u>3.</u>	<u>Communication Skills</u>	
<u>4.</u>	<u>Other Skills</u>	
<u>5.</u>		

<u>IX</u>	<u>Awards</u>	
<u>#</u>	<u>Description/title</u>	<u>Institution/Organization /Date</u>
<u>1.</u>		
<u>2.</u>		
<u>3.</u>		

<u>X</u>	<u>Any other Information</u>	
<u>#</u>	<u>Description</u>	
<u>1.</u>		
<u>2.</u>		
<u>3.</u>		

<u>XI</u>	<u>References (Minimum two)</u>
<u>1.</u>	
<u>2.</u>	
<u>3.</u>	

Additional pages can be attached in case of more information.
