



No. 10(613)IT/P&D/2024-25  
GOVERNMENT OF THE PUNJAB  
PLANNING AND DEVELOPMENT BOARD  
(GOVERNANCE & IT SECTION)

Dated Lahore the 21<sup>st</sup> April, 2025

To

The Assistant Chief, (Coord-II),  
Government of the Punjab,  
Planning and Development Board,  
Lahore.

*[Handwritten signature in green ink]*  
21/4

Subject:

POSITION PAPER FOR PDWP REGARDING SALARY PACKAGES OF  
HR AND VEHICLES UNDER THE SCHEME "CHIEF MINISTER'S  
PROGRAM FOR PROMOTION OF EXPORTS AND INTERNATIONAL  
TRADE" (GS NO. 3439) ADP 2024-25.

I am directed to **enclose** herewith **05 copies** of subject cited position paper  
for consideration by upcoming PDWP please.

CC:

*[Handwritten signature in blue ink]*  
v/c.

ASSISTANT CHIEF (IT)

*[Handwritten signature in blue ink]*  
21/4/25

*[Handwritten signature in blue ink]*

- i. PA to Member (Governance), P&D Board, Lahore
- ii. PA to Chief (IT), P&D Board, Lahore

o



GOVERNMENT OF THE PUNJAB  
PLANNING & DEVELOPMENT BOARD  
(GOVERNANCE & IT SECTION)

Date of receipt of Position Paper in IT Section, P&DB:- **17-03-2025**

**POSITION PAPER FOR THE PDWP**

**Project Profile:-**

1.	Issue for PDWP	Approval of Pay Package for HR and Vehicles for the project titled "Chief Minister's Program for Promotion of Exports and International Trade"
2.	Location:	Lahore
3.	Sponsoring Agency	I&C Wing, S&GA Department
4.	Executing Agency	I&C Wing, S&GA Department
5.	Total Approved Cost	Rs.251.000 Million
6.	Allocation in ADP 2024-25 (GS No. 3439)	Rs.200 million
7.	Utilization	-
8.	Gestation Period	01.03.2025 - 30.06.2026

**9. Project Description and Background:**

The scheme titled "Chief Minister's Program for Promotion of Exports & International Trade" was included in ADP 2024-25 at GS No. 3439, with a cost of Rs.1,000.000 million. Amid of huge trade deficit and depletion of foreign reserves, it is imperative to launch this program to enable Potential exporters (SMEs) in order to:

- increase export led sustained economic growth
- Decent job creation
- Foreign exchange earnings
- Transfer of green technology through boosting local and foreign investments
- Diversification in export base

In this regard, the I&C Wing, S&GAD, after consulting different stakeholder including P&D, had proposed establishing a Program Management Unit (PMU) at an initial cost of Rs. 216.512 million. The proposed PMU would consist of 06 experts, including a Project Director, Deputy Project Director (Admin & Finance), Deputy Project Director (Policy Research & Business Development), an Assistant Project Director, and two Research Analysts (Policy Research & Business Development). These professionals would have an extensive experience in economic policy, trade,



regulatory frameworks, customs, and SME financing. The PMU would draft a project document for the Chief Minister's Program (*ibid*) based on global best practices. The PMU would operate for 18 months, followed by launching of a full-fledged project based on the recommendations and study. The scheme's objectives would include enhancing the export volume of goods and services through value addition, broadening the export base by exploring new markets, and fully capitalizing on export potential of both existing and emerging sectors. The job description of PMU would include:

- i. Conducting meetings with District Administrations and Business Associations
- ii. Creating district-wise directories detailing export facilities, products, and contributions to Punjab's exports
- iii. Identifying exporters and potential exporters in each district,
- iv. Listing products eligible for export
- v. Identifying export instruments needed in each district to boost selected products
- vi. Highlighting infrastructural and operational facilities required for export promotion in each district
- vii. Developing TORs for linking industries, departments, trade missions, and international agencies
- viii. Creating a directory of export documentation for targeted destinations along with the recommendations for funding options to expand or establish export facilities.

The Scheme was discussed in the 56<sup>th</sup> PDWP meeting held on 27.12.2024. The concept was appreciated by the forum and after deliberations (recorded in the enclosed Minutes of the meeting), the PDWP made the following decisions:

- i. Administrative Department i.e. I&C Wing, S&GAD shall get the approval of PC-I from respective forum.
- ii. Administrative Department i.e. I&C Wing, S&GAD shall reframe the HR of PMU in light of discussion of PDWP.
- iii. Administrative Department i.e. I&C Wing, S&GAD shall review and rationalize the pay packages of HR and vehicle component.
- iv. After approval of PC-I from respective forum, I&C Wing, S&GAD shall submit the position paper for approval of rationalized Human Resource and vehicle components from PDWP.

#### **10. PROJECT OBJECTIVES:-**

- i. **Value Additions:** Enhance export volume of goods and services through value addition.
- ii. **Broaden Export Base:** Broaden the export base by exploring new markets.
- iii. **Optimization of Export Potential:** Fully capitalize on the export potential of existing and emerging sectors.
- iv. **Engagements:** Conduct meetings with District Administrations and Business Associations.
- v. **Export Directory:** Create district-wise directories detailing export facilities, products, and contributions to Punjab's exports.
- vi. **Exporter List:** Identify exporters and potential exporters in each district.

- vii. **Export-Ready Products:** List products eligible for export.
- viii. **Required Instruments / Interventions:** Identify export instruments needed in each district to boost selected products.
- ix. **Infrastructure Needs:** Highlight infrastructural and operational facilities required for export promotion in each district.
- x. **Export Linkages:** Develop TORs for linking industries, departments, trade missions, and international agencies. Create a directory of export documentation for targeted destinations.
- xi. **Funding Sources:** Identify funding options for expanding or establishing export facilities.

#### 11. APPROVAL HISTORY:-

After recommendation of the PDWP, the DDSC in its meeting held on 24.01.2025 considered and approved the scheme at a cost of **Rs.251.000 million** along with gestation period upto June, 2026. Administrative approval was issued on 17.02.2025. The cost of approved PC-I is as under:

Sr.	Head / Component	Year-Wise Cost Estimates		Total
		2024-25	2025-26	
1	Hardware / Equipment	6,500,000	-	6,500,000
2	Pay of Officers	24,750,000	63,864,000	88,614,000
3	Pay of Staff	2,850,000	7,524,000	10,374,000
4	Plant & Machinery	3,930,200	-	3,930,200
5	Transport / Vehicles	41,040,000	-	41,040,000
6	PMU Office Rent	5,000,000	8,000,000	13,000,000
7	Furniture & Fixtures	12,991,800	-	12,991,800
8	Other Rendered Services	5,000,000	10,000,000	15,000,000
9	Others	5,000,000	8,000,000	13,000,000
10	Conference, Seminars, Symposia, Sessions and Trainings	2,000,000	5,000,000	7,000,000
11	Operations Expenses	9,750,000	29,800,000	39,550,000
	<b>Grand Total</b>	<b>118,812,000</b>	<b>132,188,000</b>	<b>251,000,000</b>

The organogram of project posts along with eligibility criteria and job descriptions is attached at **Flag-A**.

#### 12. Proposal by I&C WING, S&GAD.

23 project positions along with 10 No. vehicles were approved in the PC-I. I&C wing, S&GAD has now submitted position paper with pay packages, along with eligibility criteria and job descriptions of each project post, detail for placing before the PDWP for consideration / approval.



### 13. Pre-PDWP Proceedings:-

The position paper, submitted by I&C Wing, S&GAD for approval of pay package of 23 posts along with eligibility criteria, job descriptions and KPIs of each project post and proposal of 10 No. vehicles was discussed in the pre-PDWP meeting held on 25.03.2025 under the chairmanship of Member (Governance) P&D Board. The summary table for HR component of the project after the pre-PDWP meeting is as under:-

#### HR Component

Sr. No.	Name of the Post	PPS	No. of Resource	2024-25			2025-26			Grand Total Salary
				Salary P.M	No. of Month	Total Salary	Salary PM	No. of Month	Total Salary	
	<b>Pay of Officers</b>									
1	Project Director	11	1	800,000	5	4,000,000	840,000	12	10,080,000	14,080,000
2	Director (Fields)	10	1	550,000	5	2,750,000	594,000	12	7,128,000	9,878,000
3	Director (Research)	10	1	550,000	5	2,750,000	594,000	12	7,128,000	9,878,000
4	E-Commerce Specialist	9	1	450,000	5	2,250,000	486,000	12	5,832,000	8,082,000
5	Deputy Director (Value Chain)	9	1	450,000	5	2,250,000	486,000	12	5,832,000	8,082,000
6	Deputy Director (Exports)	9	1	450,000	5	2,250,000	486,000	12	5,832,000	8,082,000
7	Deputy Director (Production)	9	1	450,000	5	2,250,000	486,000	12	5,832,000	8,082,000
8	Assistant Project Director (Admn. & Finance)	8	1	225,000	5	1,125,000	243,000	12	2,916,000	4,041,000
9	Research Associate	7	5	175,000	5	4,375,000	189,000	12	11,340,000	15,715,000
10	Office Manager / Accountant	6	1	150,000	5	750,000	162,000	12	1,944,000	2,694,000
	<b>Total Pay Officers</b>					<b>24,750,000</b>			<b>63,864,000</b>	<b>88,614,000</b>
	<b>Pay of Staff</b>									
11	Computer Operator	4	4	75,000	5	1,500,000	82,500	12	3,960,000	5,460,000
12	Driver	3	3	60,000	5	900,000	66,000	12	2,376,000	3,276,000
13	Office Boy	2	2	45,000	5	450,000	49,500	12	1,188,000	1,638,000
	<b>Total pay of Staff</b>					<b>2,850,000</b>			<b>7,524,000</b>	<b>10,374,000</b>
	<b>Total - HR / Manpower</b>		<b>23</b>			<b>27,600,000</b>			<b>71,388,000</b>	<b>98,988,000</b>

### Vehicles Component

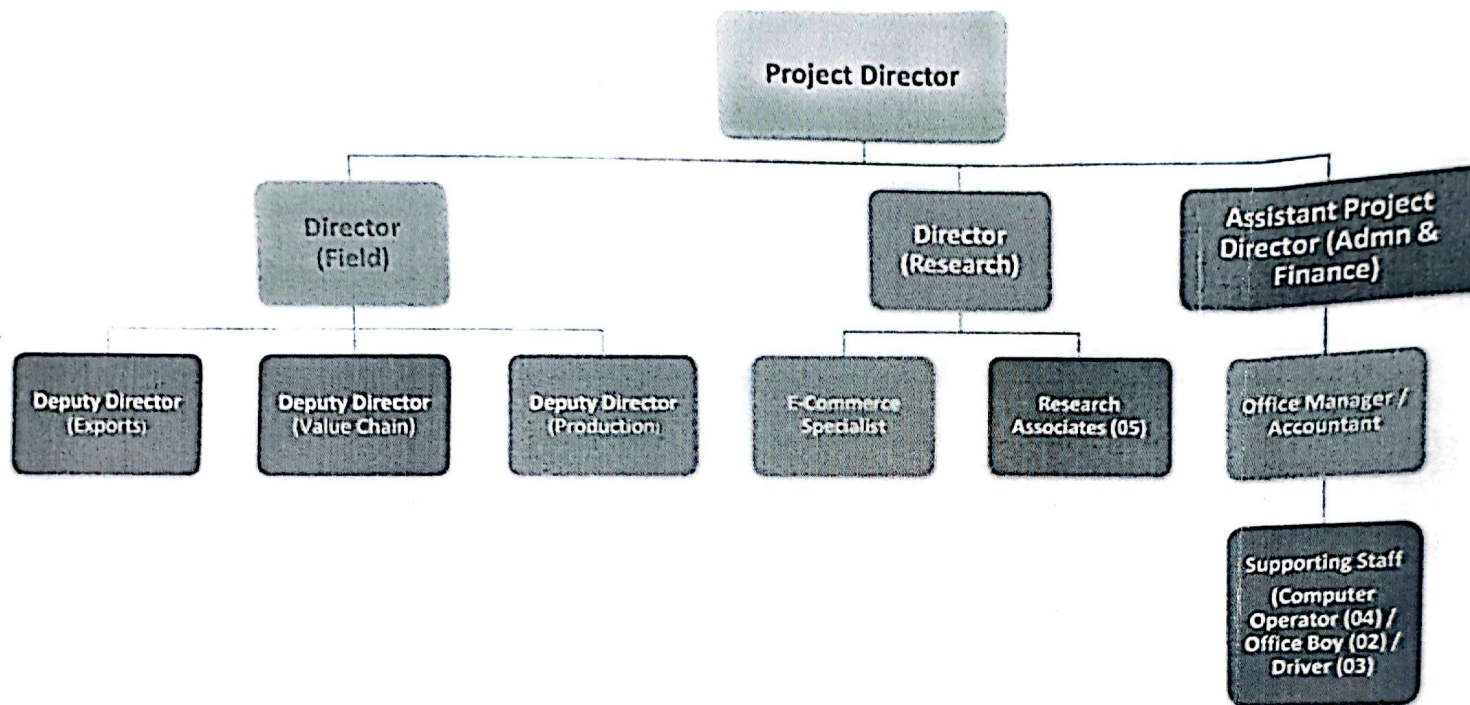
Sr. #	Description	Quantity	Unit Cost	Cost		Grand Total
				2024-25	2025-26	
1	Vehicle 1800 cc	1	8,000,000	8,000,000	-	8,000,000
2	Vehicle 1300 cc	2	5,000,000	10,000,000	-	10,000,000
3	Vehicle 1000 cc	4	4,800,000	19,200,000	-	19,200,000
4	Vehicle 660 cc	1	3,300,000	3,300,000		3,300,000
5	125 CC motorbike	2	270,000	540,000	-	540,000
	<b>Grand Total</b>	<b>10</b>		<b>41,040,000</b>		<b>41,040,000</b>

### Recommendations:-

The Pay Package of project posts of different categories along with their eligibility criteria, job descriptions and Vehicles (**Detail at Annex-A**) may be placed before the PDWP for consideration / approval with the following recommendations:-

- The Administrative Department is to provide a detailed justification for each project position, integrating qualitative KPIs to align with the project's scope.
- The Administrative Department must substantiate the need for 10 vehicles, specifying how they support HR tasks and identifying the staff members to whom they will be assigned.

**CHIEF MINISTER'S PROGRAM FOR PROMOTION OF EXPORTS AND INTERNATIONAL TRADE  
ORGANOGRAM**





**ELIGIBILITY CRITERIA FOR THE PROJECT POSTS OF CHIEF MINISTER'S PROGRAM FOR PROMOTION OF EXPORTS  
AND INTERNATIONAL TRADE**

Sr. No.	Name of the Department	Functional Unit	Name of the Post	Appointing Authority	Qualification/ Experience	Age for Initial Recruitment Min - Max
1	2	3	4	5	6	7
1	I&C Wing, S&GAD	Chief Minister's Program for Promotion of Exports and International Trade	Project Director (PPS-11) Range: Rs.612,500 – Rs.980,000 (Rs.800,000)	Secretary (I&C), S&GAD	Retired Civil Servant from Foreign Service, Commerce & Trade, PAS, PMS having at least 03 years' experience of working in Consulate abroad in Trade / Export.	Upto 65 Years  (Retired Civil Servants)
					OR  Education & Experience: PhD : 10 years post-qualification relevant experience; OR MPhil / MS: 15 years post-qualification relevant experience; OR Masters : 20 years post-qualification relevant experience  * Educational Degree required in: International Trade / Commerce, Finance, Economics, International Business Management / Management, Business Administration, Public Policy, Public Administration, Development Studies from recognized University.	45-55 Years (Private Sector)
2	I&C Wing, S&GAD	Chief Minister's Program for Promotion of Exports and International Trade	Director (Fields) (PPS-10) Range: Rs.437,500 – Rs.700,000 (Rs.550,000)	Secretary (I&C), S&GAD	Education* & Experience:  MPhil / MS: 10 years post-qualification relevant experience; OR Masters : 12 years post-qualification relevant experience  * Educational Degree required in: International Trade / Commerce, Finance, Economics, International Business Management / Business Administration, Public Policy, Public Administration from recognized University.  Should be able to demonstrate practical experience in managerial or leadership role.	40-50 Years



3	I&C Wing, S&GAD	Chief Minister's Program for Promotion of Exports and International Trade	<b>Director (Research) (PPS-10)</b> Range: Rs.437,500 – Rs.700,000 (Rs.550,000)	Secretary (I&C), S&GAD	<p><b>Education:</b> PhD / MPhil / MS in Economics, International Trade / Commerce, International Business Management / Management, Business Administration, Public Policy, Public Administration, Development Studies, Business Analytics, Supply Chain Management from a recognized University</p> <p><b>Experience:</b> 10 years in a formal research setting (think tank, policy institute, university or corporate research unit / division).</p> <p>3–5 peer-reviewed publications in reputable journals, policy reports, or industry studies.</p> <p>Proven leadership in research projects, managing teams, and securing research grants.</p> <p><b>Preferred Experience:</b></p> <p>Expertise in trade policy, value chains, production economics, or e-commerce research.</p> <p>Experience in policy engagement with government bodies, trade organizations, or international agencies.</p>	40-50 Years
4	I&C Wing, S&GAD	Chief Minister's Program for Promotion of Exports and International Trade	<b>Deputy Director (Value Chain) (PPS-9)</b> Range: Rs.306,250 – Rs.502,250 (Rs.450,000)	Secretary (I&C), S&GAD	<p><b>Education:</b> 16-years Education in Economics, Commerce, Finance, Management, Business Administration, Public Policy, Public Administration, Development Studies, Business Analytics, Supply Chain Management, from a recognized University.</p> <p><b>Experience:</b> 8 years post qualification relevant experience.</p> <p><i>MPhil/ MS may be preferred for candidates with research / policy work &amp; practical managerial experience in relevant areas.</i></p>	30-40 Years

Sr. No.	Name of the Department	Functional Unit	Name of the Post	Appointing Authority	Qualification/ Experience	Age for Initial Recruitment Min - Max
1	2	3	4	5	6	7
5	I&C Wing, S&GAD	Chief Minister's Program for Promotion of Exports and International Trade	Deputy Director (Exports) (PPS-9) Range: Rs.306,250 – Rs.502,250 (Rs.450,000)	Secretary (I&C), S&GAD	<p><b>Education:</b> 16-years Education in Economics, Commerce, Finance, Management, Business Administration, Public Policy, Public Administration, Development Studies, Business Analytics, Supply Chain Management, from a recognized University.</p> <p><b>Experience:</b> 8 years post qualification relevant experience</p> <p><i>MPhil/ MS may be preferred for candidates with research / policy work &amp; practical managerial experience in relevant areas.</i></p>	30-40 Years
6	I&C Wing, S&GAD	Chief Minister's Program for Promotion of Exports and International Trade	Deputy Director (Production) (PPS-9) Range: Rs.306,250 – Rs.502,250 (Rs.450,000)	Secretary (I&C), S&GAD	<p><b>Education:</b> 16-years Education in Economics, Commerce, Finance, Management, Business Administration, Public Policy, Public Administration, Industrial Engineering, Manufacturing, Agribusiness, Development Studies, Supply Chain Management, from a recognized University.</p> <p><b>Experience:</b> 8 years post qualification relevant experience</p> <p><i>MPhil/ MS may be preferred for candidates with research / policy work &amp; practical managerial experience in relevant areas.</i></p>	30-40 Years
7	I&C Wing, S&GAD	Chief Minister's Program for Promotion of Exports and International Trade	E-Commerce Specialist (PPS-9) Range: Rs.306,250 to 502,250 (Rs.450,000)	Secretary (I&C), S&GAD	<p><b>Education:</b> 16-years Education in Business Administration, e-Commerce, Business Analytics, Digital Communication, Digital Media Technology, Marketing / Digital Marketing, Computer Sciences, IT or a relevant field, from a recognized University.</p> <p><b>Experience:</b> 5 years of relevant experience e.g. in e-Commerce management / online marketplace operations, developing IT solutions / Digital Trade Facilitation Systems / Market Intelligence Tools</p> <p>Demonstrated expertise in developing or managing successful online platforms for product sales or showcasing.</p>	30-40 Years



Sr. No.	Name of the Department	Functional Unit	Name of the Post	Appointing Authority	Qualification/ Experience	Age for Initial Recruitment Min - Max
1	2	3	4	5	6	7
8	I&C Wing, S&GAD	Chief Minister's Program for Promotion of Exports and International Trade	Assistant Project Director (Admn & Finance) (PPS-8) Range: Rs.218,750 – Rs.385,750 (Rs.225,000)	Secretary (I&C), S&GAD	<b>Education:</b> 16 years Education in Business Administration, Business Management, Accounting & Financial Management and Economics from a recognized university. <b>Experience:</b> 6 years post qualification work experience in private / public sector.	25-35 Years
9	I&C Wing, S&GAD	Chief Minister's Program for Promotion of Exports and International Trade	Research Associate (PPS-7) Range: Rs.157,500 – Rs.258,300 (Rs.175,000)	Secretary (I&C), S&GAD	<b>Education:</b> 16-years Education in Economics, Finance, Business Administration, Public Policy, Public Administration, Development Studies, Business Analytics, Supply Chain Management, Industrial Engineering, Textile Engineering, Manufacturing, Agribusiness, Digital Communication, Digital Media Technology, Marketing / Digital Marketing, Computer Sciences, IT, Data Sciences, from a recognized University.  Should be research-oriented and well-versed in current research trends and dynamics in the relevant field. Should be able to demonstrate strong ability to collect, interpret and synthesize data. Should be proficient in latest quantitative & statistical tools for research.	20-30 Years
10	I&C Wing, S&GAD	Chief Minister's Program for Promotion of Exports and International Trade	Office Manager / Accountant (PPS-6) Range: Rs.105,000 – Rs.172,200 (Rs.150,000)	Project Director	<b>Education:</b> Bachelor Degree in Commerce / Accountancy, Business Administration & Management from recognized university. <b>Experience:</b> Minimum 5 years post qualification work experience in private / public sector.	20-30 Years

Sr. No.	Name of the Department	Functional Unit	Name of the Post	Appointing Authority	Qualification/ Experience	Age for Initial Recruitment Min - Max
1	2	3	4	5	6	7
11	I&C Wing, S&GAD	Chief Minister's Program for Promotion of Exports and International Trade	Computer Operator (PPS-4) Range: Rs.52,500 – Rs.84,000 (Rs.75,000)	Project Director	<p><b>Education:</b> 12 years of education with at least 60% marks in FA/ F.Sc / I.Com / ICS / DAE or equivalent.</p> <p><b>Experience:</b> Minimum 3 year relevant experience</p> <p><b>Certifications:</b> Have a one-year diploma in computer applications or a Computer Foundation Diploma</p> <p><b>Skills:</b> Have excellent attention to detail, computer literacy, and the ability to perform tasks accurately</p> <p><b>Typing speed:</b> Minimum typing speed of 40 words per minute (WPM)</p>	18-25 Years
12	I&C Wing, S&GAD	Chief Minister's Program for Promotion of Exports and International Trade	Driver (PPS-3) Range: Rs.43,750 – Rs.70,000 (Rs.60,000)	Project Director	<p><b>Education:</b> Matriculation (2<sup>nd</sup> Division) having valid LTV License</p> <p><b>Experience:</b> Minimum 5 years driving experience of different vehicles in professional environment.</p>	25-35 Years
13	I&C Wing, S&GAD	Chief Minister's Program for Promotion of Exports and International Trade	Office Boy (PPS-2) Range: Rs.35,000 – Rs.56,000 (Rs.45,000)	Project Director	<p><b>Education:</b> Matriculation (2<sup>nd</sup> Division)</p> <p>Expected to carry a decent appearance &amp; presentable personality.</p>	20-30 Years



56

**JOB DESCRIPTION FOR THE PROJECT POSTS OF CHIEF MINISTER'S  
PROGRAM FOR PROMOTION OF EXPORTS AND INTERNATIONAL TRADE**

**1. Project Director (PD)**

Overall head, ensuring the project / policy study meets its objectives within the prescribed project timeframe.

Leads the research and field teams, ensuring synergy between policy insights and real-world economic dynamics.

Conducts monthly review and joint analysis meetings with all tiers to ensure alignment and progress tracking.

Ensures findings are structured for policy adoption and a seamless transition into a full-fledged government execution program.

Oversees the final policy book, knowledge repository, and structured datasets for future reference.

Acts as a Principal Accounting Officer of the Project

Ensures observance of government rules & regulations towards implementation of the project activities

Presents the final work with concrete policy recommendations

**2. Director Research (DR)**

Heads the research think tank, overseeing Research Associates and the E-Commerce Specialist.

Develops the research framework, ensuring structured research, data collection / validation, and analysis.

Aligns research with global best practices and assesses their local applicability.

Collaborates with Director Field, ensuring structured data-sharing e.g. through templates/dashboards, for integrating field insights.

Guides the E-Commerce Specialist in exploring digital trade solutions and facilitation mechanisms.

Leads the final policy book compilation, ensuring actionable, evidence-backed recommendations.

Translates research into concrete policy proposals for a government-led comprehensive execution program in future.

### 3. Director Field

Leads Deputy Directors (Production, Value Chain, Exports) in extensive fieldwork, ensuring policy recommendations reflect ground realities.

Engages with industrial associations, business chambers, exporters, regulatory bodies, stakeholders for first-hand insights.

Collaborates with district administrations and government stakeholders to identify bottlenecks in trade and production.

Identifies Key Performance Indicators for export growth and assess performance gaps through stakeholder engagement / field insight

Maintains structured reporting formats to ensure field insights are systematically documented and shared with Director Research.

Any other task assigned by PD

### 4. E-Commerce Specialist (Reports to Director Research)

Explores and develops digital solutions, trade facilitation systems, and market intelligence tools to promote indigenous Pakistani products.

Designs a practical digital trade model with measurable benefits, piloting with select exporters or trade bodies before project completion.

Integrates digital innovations with overall policy recommendations, aligning with the research framework and global best practices.

Collaborates closely with Director Research to ensure that digital insights are incorporated into the final policy book/ recommendations.

Any other task assigned by PD / Director Research

### 5. Deputy Directors (Exports, Value Chain, Production) (Report to Director Field)

Conduct deep sector-specific field research, ensuring policy recommendations reflect industry realities.

Engage with business stakeholders, trade bodies, district governments, and policymakers to gather firsthand economic insights.

Validate industry-specific challenges, opportunities, and regulatory concerns through structured field assessments.

Document and share structured reports for integration into policy recommendations.

Any other task assigned by PD / Director Field



## 6. Research Associates (RA) (Report to Director Research)

Conduct comprehensive sectoral / desk research within the framework set by Director Research, primarily drawing on available data sources and integrating relevant field insights, as needed, to focus the relevant themes such as export promotion, value chains, production, and e-commerce.

Judicious use of the secondary sources (e.g., standard international journals, government reports, trade data, policy papers, industry publications).

Analyze global best practices and assess their local applicability for policy formulation.

Validate and synthesize data using structured methodologies & cross-referencing.

Integrate field insights from Director Field's team (received through Director Research)

Prepare research briefs, detailed reports, and contribute to the final policy book with actionable, evidence-based recommendations.

Any other task assigned by Director Research

## 7. Assistant Project Director (Admn & Finance)

- Manage day-to-day, project-based operations of administrative and financial nature, including maintaining records of salaries, expenditures, inventory management, budgets etc.,
- Follow the applicable laws, rules & policies laid down by the management.
- Assist in monitoring expenditures and overseeing procurement processes for supplies, printed material, and office repairs.
- Support meeting arrangements and hospitality for official gatherings and guests.
- Supervise housekeeping activities, ensuring the maintenance of office interiors, cleanliness, and timely repairs.
- Maintain and update administrative databases, ensuring compliance with audit and reporting standards.
- Conduct training programs, prepare resource material, and manage the logistics of these activities.
- Monitor asset maintenance and security, including vehicles, furniture, and equipment.
- Provide operational support in the implementation of the MIS and surveillance systems.
- Draft correspondence, operational manuals, and summaries for internal and external stakeholders.
- Any other tasks assigned by the Project Director.

**8. OFFICE MANAGER / ACCOUNTANT**

- Responsible for the smooth, efficient, and compliant operation of the office, supporting the export promotion team's activities and ensuring all administrative tasks are handled effectively.
- Assist the Assistant Director (Admin & Accounts) in administration and accounts matters.
- Maintain Accounts & Administration files.
- Assist the Assistant Director (Admin & Accounts) in administration and accounts matters.
- Coordinate with filed / attached formations for collection of data regarding funds utilization.
- Any other task assigned by competent authority

**9. Computer Operator**

- Oversees and manages computer systems and related hardware, ensuring smooth and efficient operation by performing tasks like monitoring, troubleshooting, and maintaining equipment, as well as providing technical support to users.
- Any other task assigned by the authority

**10. Driver**

- Safely transporting passengers from one location to another, adhering to traffic laws, maintaining vehicle cleanliness and functionality.
- Any other task assigned by the authority

**11. Office Boy**

- Keeping the office premises, including workstations, meeting rooms, and common areas, tidy and clean
- Providing support to other staff members with tasks like fetching coffee, preparing tea, or answering phones
- Ensure smooth office operations, including cleaning, organizing, errands, and assisting with basic administrative duties
- Any other task assigned by the authority.