

TORS – PAKISTAN ACCELERATED VEHICLE ELECTRIFICATION (PAVE) PROGRAM

Contract Type: Open Contract (01 years) – extendable on satisfactory performance

Duty Station: Islamabad (with nationwide visits as required)

Reporting Line: CEO, Engineering Development Board (EDB), who is the Competent Authority

Overall Objective: To support implementation of the Pakistan Accelerated Vehicle Electrification (PAVE) Program through program management, policy coordination, monitoring & verification, compliance, stakeholder facilitation, digital systems, procurement, and financial oversight.

1) Project Manager – PAVE Program (01 Position)

Purpose

To lead and manage overall execution of the PAVE Program, ensure coordinated implementation of EV/NEV policy measures, supervise technical and operations teams, and act as the principal focal person for all stakeholders.

Key Responsibilities

- i. Lead Overall PAVE Program execution strategy, annual work plan, deliverables, and timelines.
- ii. Ensure smooth coordination with Finance Division, FBR, SBP, partner banks, MoCC, provincial departments, and private sector stakeholders.
- iii. Oversee implementation frameworks for:
 - a. incentives/subsidy administration,
 - b. eligibility criteria and compliance enforcement,
 - c. verification and audit readiness mechanisms,
 - d. localization and certification monitoring.
- iv. Supervise preparation of:
 - a. quarterly progress reports,
 - b. incentive disbursement oversight reports,
 - c. implementation dashboards and scorecards,
 - d. stakeholder consultation outputs and follow-up action plans.
- v. Ensure strong governance, transparency, and risk mitigation (double claiming, misuse, fraud controls).
- vi. Represent PAVE Program in meetings, committees, task forces, and inter-ministerial forums.

Qualification

- i. Minimum 16 years of education in Engineering (Mechanical/Electrical), Business Administration / Finance or relevant field/discipline

Experience

- ii. Minimum 10–12 years' post-qualification experience in public sector programs, program management, EV/energy sector, or large-scale incentive programs.
- iii. Proven leadership, stakeholder coordination and strong drafting/report-writing experience.
- iv. Age Limit: Preferably 35–65 years.

2) Financial / Banking Specialist – PAVE Program (01 Position)

Purpose

To lead banking coordination and financial structuring for PAVE Program financing facilitation, incentive disbursement workflows, verification, and compliance.

Key Responsibilities

- i. Develop financial workflows/SOPs for incentive/subsidy implementation.
- ii. Coordinate with SBP, BoP and commercial banks for program-aligned financing frameworks.
- iii. Review financing proposals and recommend improvements for outreach and uptake.
- iv. Develop safeguards against misuse, fraud risk, and double claiming.
- v. Prepare financial dashboards (disbursement status, claims, pending cases, exposure).
- vi. Coordinate with accounts/audit resources for reconciliations and compliance documentation.
- vii. Prepare financial Statements including trial balance and audit reports

Qualification

- i. Minimum 16 years' education in Finance / Accounting / Economics / Business/CA/ACCA or relevant field/discipline.

Experience

- i. Minimum 4–7 years’ experience in banking, structured finance, SME lending, incentive programs, or risk management.

Age Limit

- i. Preferably 25–50 years.

3) Accounts / Audit Specialist – PAVE Program (01 Position)

Purpose

To ensure transparent financial controls, reconciliations, compliance, audit readiness and documentation integrity for PAVE Program operations.

Key Responsibilities

- i. Establish accounting controls and documentation protocols.
- ii. Maintain records of expenditures, claims, approvals and payments.
- iii. Prepare reconciliation statements and periodic financial summaries.
- iv. Support internal/external audits and respond to audit observations.
- v. Ensure compliance with relevant SOPs, rules and procurement/payment documentation requirements.
- vi. Assist budget preparation and utilization monitoring.

Qualification

- i. Minimum 16 years’ education in Accounting / Finance (CA/ACCA/CMA/MBA Finance preferred) or relevant field/discipline.

Experience

- i. Minimum 4-7 years’ experience in accounts, audit, financial compliance, or public sector finance operations.

Age Limit

- i. Preferably 25–50 years.

4) Monitoring & Evaluation (M&E) Specialist – PAVE Program (01 Position)

Purpose

To design and manage M&E system for PAVE Program including KPIs, verification, compliance tracking, performance scorecards and evaluations.

Key Responsibilities

- i. Develop KPI framework (annual/quarterly targets) for PAVE implementation performance.
- ii. Build monitoring templates for:
 - a) OEM production/assembly performance,
 - b) localization/DVA progress (where applicable),
 - c) incentives utilization,
 - d) compliance with eligibility criteria.
- iii. Plan field monitoring/verification protocols and evidence collection systems.
- iv. Create dashboards, analytical reports and performance scorecards.
- v. Provide evaluation inputs for program improvements and mid-course corrections.

Qualification

- i. Minimum 16 years' education in Economics / Engineering / Statistics / MBA.

Experience

- i. Minimum 4–7 years' experience in M&E for public programs/industrial/energy/incentive schemes.

Age Limit

- i. Preferably 25-50 years.

5) Information Technology Specialist – PAVE Program (01 Position)

Purpose

To develop and maintain digital systems for PAVE Program including registration, verification, tracking, dashboards and secure data management.

Key Responsibilities

- i. Design and manage database for OEMs, claims, incentives and compliance logs.
- ii. Develop dashboards for KPIs and management reporting.
- iii. Support online application portals, document uploads and tracking modules.
- iv. Ensure data protection, controlled access, backups and continuity protocols.
- v. Integrate systems with verification and payment workflows (as required).
- vi. Provide IT support and training to program users/staff.

Qualification

- i. Minimum 16 years' education in Computer Science / IT / Software Engineering, or relevant field/discipline.

Experience

- i. Minimum 4-7 years' experience in MIS/database systems, dashboards or government digital systems.

Age Limit

- i. Preferably 25–50 years.

6) Financial / Banking Analyst – PAVE Program (01 Position)

Purpose

To support financial/banking operations of PAVE Program through analysis, tracking, reporting and coordination.

Key Responsibilities

- i. Maintain disbursement trackers, bank coordination logs, and reporting templates.
- ii. Support analysis of financing uptake and data reporting.
- iii. Assist preparation of SOPs, templates and progress dashboards.
- iv. Assist verification documentation related to financial claims and case processing.

Qualification

- i. Minimum 16 years' education in Finance / Economics / Business, CA, ACCA or relevant field/discipline.

Experience

- i. Minimum 2–5 years' experience in banking operations/credit analysis/finance support roles.

Age Limit

- i. Preferably 25–45 years.

7) Accounts / Audit Analyst – PAVE Program (01 Position)

Purpose

To support record keeping, reconciliations and audit preparedness through documentation and accounting support.

Key Responsibilities

- i. Maintain vouchers, invoices, receipts, payment registers and audit trails.
- ii. Assist monthly reconciliations and budget tracking.
- iii. Support audit file readiness and compliance filing.
- iv. Support procurement/payment workflow documentation completeness.

Qualification

- i. Minimum 16 years' education (CA/ACCA), MBA or relevant field/discipline.

Experience

- i. Minimum 2–5 years' experience in accounts/audit support roles.

Age Limit

- i. Preferably 25–45 years.

8) Procurement / Contracts Analyst – PAVE Program (01 Position)

Purpose

To support procurement and contract administration through documentation, vendor coordination and tender workflow management.

Key Responsibilities

- i. Maintain procurement files, tender logs and evaluation records.
- ii. Support preparation of RFQs/RFPs and comparative statements.
- iii. Track contract deliverables, milestones, warranties and payment readiness.
- iv. Coordinate with finance/accounts for document completeness.

Qualification

- i. Minimum 16 years' education in Business / Management / Supply Chain / Engineering / Law, or relevant field/discipline.

Experience

- i. Minimum 2–5 years' relevant experience in procurement support/contract administration.

Age Limit

- i. Preferably 25–45 years.

9) M&E Assistants – PAVE Program (02 Position)

Purpose

To support performance tracking and reporting functions of PAVE Program through data compilation, KPI reporting and field verification support. To provide confidential, professional, and efficient secretarial, administrative and coordination support to the Program Director/Project Director and senior management of the PAVE Program for smooth day-to-day functioning.

Key Responsibilities

- i. Compile OEM/industry performance data and incentive uptake statistics.
- ii. Maintain evidence logs, compliance records and verification checklists.
- iii. Support quarterly KPI reporting, analysis and summary dashboards.
- iv. Support field verification schedules and documentation.

Secretarial & Executive Support

- i. Provide full secretarial support including drafting, typing, formatting and proofreading of official correspondence, letters, summaries, meeting minutes and presentations.
- ii. Maintain confidential files, correspondence, and record management (hard and soft copies) in an organized manner.
- iii. Handle official emails, inbound/outbound communications and timely follow-up on pending matters.

Scheduling & Coordination

- i. Manage daily schedule, appointments, meetings, and engagements of the Program Director/Project Director.
- ii. Coordinate with internal teams, ministries, departments, vendors, consultants and stakeholders for meetings, briefings and follow-ups.
- iii. Arrange meetings, prepare agendas, circulate relevant documents, and record/action minutes.

Documentation & Record Management

- i. Maintain office record of approvals, directives, decisions, and task trackers.

- ii. Prepare and maintain logs of letters, dispatches, receipts, and file movement.
- iii. Compile reports, briefs, and summaries as per instructions for higher management.

Administrative Support

- i. Support in official protocol, logistics arrangements, and coordination for delegations/visits.
- ii. Assist in procurement documentation, quotations, and routine administrative matters where required.
- iii. Ensure timely submission of documents for approvals and maintain compliance with official procedures.

3. Deliverables / Outputs

- i. Timely preparation of official correspondence, summaries, and record of meeting minutes.
- ii. Updated trackers and filing system (dispatch/receipts/decisions/follow-ups).
- iii. Effective coordination of meetings and official engagements.

4. Qualification & Experience

- i. Minimum Intermediate or equivalent with (12 years' education) from relevant board/authority.
- ii. Minimum 02 years' relevant experience in government/semi-government project environment preferred.
- iii. Proficiency in MS Office (Word, Excel, PowerPoint) and official drafting.

5. Competencies

- i. Excellent official writing and drafting skills (Govt/office language).
- ii. Strong organization, time management, and coordination skills.
- iii. Discretion, confidentiality, integrity and professionalism.
- iv. Ability to work under pressure and meet deadlines.
- v. Age limit is 25-45

10. Assistant (Accounts, IT, Banking and M&E) (04 Positions)

1. Qualification & Experience

- i. Minimum Intermediate or equivalent with (12 years' education) from relevant board/authority.
- ii. Minimum 02 years' relevant experience in government/semi-government project environment preferred.
- iii. Proficiency in MS Office (Word, Excel, PowerPoint) and official drafting

2. Documentation & Record Management

- i. Maintain office record of approvals, directives, decisions, and task trackers.
- ii. Prepare and maintain logs of letters, dispatches, receipts, and file movement.
- iii. Compile reports, briefs, and summaries as per instructions for higher management.

3. Key Responsibilities

- i. Provide office/secretarial support to PAVE management and technical teams in day-to-day operations.
- ii. Maintain official record/file system (hard copy & soft copy) including correspondence, notes, approvals, and notifications.
- iii. Draft, type, and format official letters, meeting minutes, summaries, and routine office documents as assigned.
- iv. Manage incoming/outgoing dispatch, diarizing, filing, and routing of official communications.
- v. Coordinate meeting arrangements including scheduling, agenda circulation, attendance sheets, and meeting logistics.
- vi. Assist in compilation of reports, progress updates, and supporting annexures for internal and external submissions.
- vii. Maintain inventory and record of office stationery, printing requirements, and consumables; prepare requisitions when required.
- viii. Support coordination with stakeholders through calls, emails, and follow-ups under supervision.
- ix. Maintain confidentiality of official documents and project-related information.
- x. Any other task assigned by the Competent Authority in line with program requirements.

Required Skills

- i. Basic computer skills (MS Word/Excel, email, printing/scanning).
- ii. File management, record keeping, and office coordination.
- iii. Ability to work under deadlines and follow official instructions.
- iv. Ability to perform physical tasks (lifting files, moving items, etc.).
- v. Polite attitude and ability to follow instructions.
- vi. Basic understanding of office environment and discipline.
- vii. Age limit is 25-45