



High Commission for
Pakistan London

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Chancery Division
London

5th February 2024

VACANCIES NOTICE

High Commission for Pakistan, London is seeking suitable candidates for temporary positions including Senior Messenger, Driver, and Cleaner.

Criteria is as under:

The candidate for the post of Senior Messenger should:

- Possess valid residence visa of the UK or be a British National.
- Possess valid driving license of UK.
- Be able to communicate both in English and Urdu.
- Possess knowledge of Computer especially MS Office.
- Possess experience of office & event management.
- Be medically fit and flexible with working hours.
- High school diploma or equivalent.

The candidate for the post of Driver should:

- Possess valid residence visa of the UK or be a British National.
- Be able to communicate both in English and Urdu.
- Valid driver's license with a clean driving record.
- Minimum 3 years of professional driving experience.
- Knowledge of local routes and traffic patterns.
- Excellent time management and organizational skills.
- Be medically fit and flexible with working hours.
- High school diploma or equivalent.

The candidate for the post of Cleaner should:

- Possess valid residence visa of the UK or be a British National.
- Be able to communicate both in English and Urdu.
- Proven experience as a Cleaner or Housekeeper.
- Integrity and ability to work independently.
- Be medically fit and flexible with working hours.
- High school degree or equivalent is preferred but not required.

The candidate for the post of Office Secretary (Economic Department) should:

Secretary to the Economic Minister-Job Description

- Support the Economic Minister to deliver on Pakistan's economic objectives in the UK.
- Facilitate linkages and connections with relevant public offices and funding agencies for promotion of Pakistan-UK economic ties.
- Review the existing agreements and recommend on policies and legislations to establish favourable environment to facilitate investment, double taxation avoidance and other financial services.
- Assist the Economic Minister to develop and implement a coherent plan for the coordination of UK's development assistance, removing trade barriers and mobilize resources for economic priorities of the country.
- Assist in the negotiation of free trade and preferential trade agreements and accords and ensure that trade priorities are properly sequenced, monitored and reported while advising the minister of any potential problems.
- Guide better budget documentation, including through inclusion of macroeconomic outlook, macro-fiscal targets and strategy, new trade policy initiatives, savings measures, fiscal risks, commitments, guarantees and other contingent liabilities.
- Conduct research and policy analysis on economic cooperation between Pakistan and UK, particularly in the fields of services trade, IT and entrepreneurial potential of Pakistan.
- Provide macro and micro economic reporting and analysis on Pakistan-UK trade landscape for timely information to inform policy choices.
- Assist in the preparation of quarterly report to the Finance Division stating progress and achievements in the above mentioned duties. This includes preparing briefs for Finance Division on relevant economic issues.
- Coordinate economic and trade policy events and visits.

Competencies and Qualification

- Master's degree in trade, investment or related fields from a reputable institution.
- Minimum of 8 years of relevant experience in economic policy research trade and investment policy making.
- Relevant experience in trade policy development, implementation and strong knowledge of investment climate and policy issues in both UK and Pakistan.
- Relevant experience in investment policy development and implementation. Experiences working in investment promotion and facilitation would be beneficial.
- Knowledge of development projects and programs especially programs financed and implemented by international development partners.
- Ability to work under pressure and good team work skills.
- Excellent communication and interpersonal abilities, ability to relate to stakeholders at all level.

Suitable candidates may apply with their C.V. by **29th February 2024** to our email at jobs@phclondon.org

Only short listed candidates will be contacted for interviews.

Fahad Saleem
(Second Secretary /DDO)