

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION  
MANAGEMENT SERVICES WING

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**SITUATION VACANT**

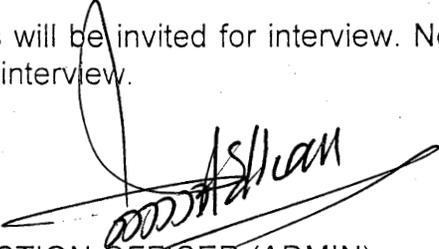
Applications are invited from Pakistani nationals for the post of Director General (Performance Management) (MP-I Scale) in Management Services Wing, Establishment Division, Islamabad. Terms and Conditions of the post are given below:

S. No.	Description	MP-I
i.	Required Educational Qualification and Experience	<p>PH.D in relevant subject(s) with 14 years professional experience or Masters in relevant subject(s) with least 18 years post qualification experience in the relevant field.</p> <p>The candidate has experience in the relevant field inclusive of 05 year's service at senior management level. The experience also includes performance management related work with the ownership and full accountability for managing multiple tasks.</p> <p>The candidate must demonstrate the ability to form strong relationship with the concerned stakeholders of various Government organizations, proactively identify areas of intervention and formulate solutions.</p> <p>To successfully deliver performance management consultancy services to the Federal Government organizations, expected to demonstrate in-depth understanding of the new concepts with strong analytical skills/ experience and exposure to hybrid management practices etc.</p> <p>Excellent communication, negotiation and relationship building skills are mandatory.</p> <p>Proficiency in project and resource planning is essential for fulfilling the job requirement.</p>
ii.	Age Limit	Maximum = 62 years (to be calculated as on the closing date of submission of applications)
iii.	Tenure of Contract	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.
iv.	Termination of Contract	On completion of tenure or one month's notice from either side. In case of notice by the concerned Ministry/Division, it shall be after approval of the appointing authority. In case of proceedings under para-6 (vii & ix) of the policy ibid, the condition of one month's notice shall not be required.
v.	Leave	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 en-cashed.
vi.	Discipline	As applicable in case of contract employees.
vii.	Appointing Authority	Prime Minister on the recommendations of the Selection Committee. Annual extension in contract will also be given by Prime Minister on recommendations of Performance Evaluation Committee.

2. Interested applicants should send their applications alongwith CV and testimonials (all attested copies) to the undersigned within 15 days after the publication of this advertisement. The applicants working in Government sector should submit their applications through proper channel.

3. The post will be filled in accordance with Federal Government's MP Scale Policy 2020. Detailed terms of reference (ToRs) for the post can be downloaded from Establishment Division's website.

4. Only eligible applicants will be invited for interview. No TA/DA shall be admissible to the candidate for appearing in the interview.



SECTION OFFICER (ADMIN)  
MANAGEMENT SERVICES WING  
ESTABLISHMENT DIVISION  
ROOM NO. 1017-D  
CABINET BLOCK, ISLAMABAD  
PH. NO. 051-9103640

TERMS OF REFERENCE

Under the overall supervision of the Secretary Establishment and Member, M.S. Wing, DG (Performance Management) will be assigned to:-

- (a) Develop job description and measurable Key Performance Indicators (KPIs) of BPS-17 and above positions in all Ministries / Divisions in the Federal Secretariat as well as APS Officers serving in the Provincial / Area Governments in consultation with the concerned stakeholders and progress report of the said activity will be generated on monthly basis for submission to authorities concerned;
- (b) make the existing performance management system viable and on modern lines compatible in line with the Civil Services Reforms Agenda of the present Government;
- (c) review the work methodology and evaluate the capacity of the existing manpower of Ministries / Divisions for undertaking said functions (JDs and KPIs) of Performance Management;
- (d) prepare plan of developing / enhancing the capacity of existing officers of M.S Wing in the required functional line for which different modules of training may be designed, developed and training to be imparted;
- (e) hold orientation sessions in the Ministries / Divisions in the Federal Secretariat to brief the participants on how to

evaluate the performance of the reported upon officers based upon KPIs (proposed formula) and to respond to queries, if any, in Q & A Session. This activity will be performed as and when required;

- (f) hold such sessions in the Provincial Secretariat / Area Government for carrying out same exercise as mentioned in sub para (h);
- (g) prepare the report on the orientation sessions held for the Federal Secretariat and Provincial / Area Governments and highlighted the issues confronted by the participants in evaluating the performance of their officers based on KPIs;
- (h) be part of the team of Establishment Division engaged in revising the existing Performance Evaluation Report Form based KPI;
- (i) be part of the team of Establishment Division in revising and developing "A Guide to Performance Evaluation";
- (j) any other assignment given by the Member, M.S Wing and or Secretary Establishment Division from time to time; and
- (k) contribute to Performance Agreement reviews.