



GOVERNMENT OF SINDH
INDUSTRIES & COMMERCE DEPARTMENT
Karachi dated the 03rd July, 2023

JOB OPPORTUNITIES

The "Strategy Management Unit (SMU)" is hereby established under the administrative control of Industries & Commerce department, Government of Sindh, for implementation, coordination, programming & monitoring of Small & Medium Enterprises (SME) Competitiveness Strategy Sindh.

2. Accordingly, various posts are required to be filled in through hiring from open market through "Selection Committee" for a fixed period of 05 years. All the interested candidates may apply against the said posts, having the requisite eligibility criteria given as under:

Sr.#	DESIGNATION	NO. OF POSTS	Eligibility Criteria
01	Manager (Data Collection, Tracking & Monitoring)	01	Education: Master's degree in business administration or related area such as economics, law, social science Experience: Minimum of 10 years of experience in SME competitiveness, business development, enterprise promotion, enterprise development, Experience in project design, monitoring, results-based management, and good analytical skills to identify linkages between project outcomes/outputs and the Strategy priorities.
02	Manager (Coordination, Planning & Programming)	01	Education: Master's degree in business administration or related area such as economics, law, social science Experience: Minimum of 10 years of experience in SME competitiveness, business development, enterprise promotion & enterprise development, Experience in strategy planning, and project management. Knowledge & experience in fund raising, advocacy, and establishing public and private sector partnerships.
03	Manager (Communications, Research & Outreach)	01	Education: Master's degree or equivalent in Mass Communication, Journalism or social sciences Experience: Minimum of 10 years of experience in communication, advocacy, media, public relations. Excellent writing, spoken, presentation and networking skills are required. A track record of engaging with media. Proven leadership, advocacy and management skills and ability to operate in multi-stakeholder context.
04	Manager (Audit & Accounts)	01	Education: Master's degree in business administration, MBA (Finance)/ Master's in Commerce (M.Com), ACCA, ACMA or related area such as economics. Experience: Minimum of 10 years of progressively responsible experience in relevant sector especially financial management, excellent accounting and finance reporting skills, QuickBooks and Microsoft Excel. Presentation and networking skills are required.
05	Coordination Officers	03	Education: Master's degree in social sciences or related fields such as economics, English literature, political sciences Experience: Minimum of 05 years of experience in business development, enterprise development, projects management & coordination. Moreover, the interested candidates must have sound knowledge & skills in MS office specially Excel.
06	Data Management Officer	01	Education: Master's degree in Economics, Statistics, political science or other related field. Experience: Minimum of 05 years of experience in Data Management, Record keeping, business development, enterprise development, Moreover, the interested candidates must have sound knowledge & skills in MS office specially Excel.
07	Reporting Officer	01	Education: Master's degree in Journalism, English literature, MSc/ MA or other related field. Experience: Minimum of 05 years of experience as reporting officer, report writing skill in advance level, coordination, team player & task oriented.
08	Communication Officer	01	Education: Master's degree in Mass Communication, MSc/ MA or other related field Experience: Minimum of 05 years of experience in communication, producing high quality communication material, information communication technologies.
09	Research Officer	01	Education: Master's degree in Economics, MSc/ MA, Statistics or other related field. Experience: Minimum of 05 years of experience in research, writing proposals & research papers, concept notes.
10	Accounts & Audit Officer	01	Education: Master's degree in business administration, MBA (Finance)/ Master's in Commerce (M.Com), ACCA, ACMA or related area such as economics. Experience: Minimum of 05 years of progressively responsible experience in relevant sector especially financial management, audit financial transactions, excellent accounting and finance reporting skills, hands-on experience with QuickBooks, FreshBook and Microsoft Excel. Presentation and networking skills are required.
TOTAL		12	

Terms & Conditions:

- Recruitment will be purely on contract basis, initially for a period of one year with 03 months of probation period (extendable upto the completion of the project subject to satisfactory performances).
- Recruitment will be made on open merit.
- No TA/DA will be admissible for interview.
- This department reserves the rights to withdraw the process at any time or accept / reject any application at any stage.
- Interested candidates having the domicile of Sindh province may apply with the attested copies of education and experience certificates as required with CNIC & 02 latest passport size photographs through courier and should reach the office of the Section Officer (Commerce), Industries & Commerce department, Govt. of Sindh, 1st Floor, Tughlaq House, Sindh Secretariat, Karachi, within 15 days from the publication of this advertisement.
- Incomplete applications and received after due date will not be entertained.
- Only shortlisted candidates will be called for the interview.

-Sd/-
(MUHAMMAD FAZIL HINGORO)
SECTION OFFICER (COMMERCE)
For Secretary to Govt. of Sindh