

**Government of Pakistan
Cabinet Division
Islamabad**

PAKISTAN TOURISM DEVELOPMENT CORPORATION, a Public Sector Company, intends to hire the services of a dynamic and qualified full time professional as Managing Director to be based in Islamabad. The position carries the immense responsibility and calls for thorough commitment to the extremely vital goal of promotion of tourism in Pakistan.

CITIZEN & AGE LIMIT

Pakistan Citizen with maximum age of 55 years as on closing date of submission of

applications. **EDUCATION, SKILL & EXPERIENCE**

- Master's degree or equivalent in Management/Business Administration, Public Administration, Economics, Marketing, Finance or related disciplines from HEC recognized University / equivalent foreign qualification;
- 15 years relevant experience of which at least 7 years working at senior management level in reputable national or foreign organizations preferably in tourism related organizations;
- In depth knowledge of human resources management, financial management and public sector organization in the public sector or private sector.
- Excellent leadership, team building, analytical & interpersonal skills;
- Knowledge/ research in tourism sector shall be given preference.

PAY PACKAGE & CONTRACT

- Remuneration package is MP-II Scale along with allowances facilities/privileges/benefits.
 - The position is purely on merit and contract basis for a maximum of three years as defined in Companies Act, 2017.
2. Interested applicants should send their applications on prescribed form without attachment of copies of educational and other documents, to the undersigned within 15 days after the publication of this advertisement. The applicants working in Government institutions should route their applications through proper channel.
3. Eligibility will be determined as per given criteria and selection will be finalized as per Government rule/ policy/regulations. Only shortlisted candidates will be invited for interview. No TA/DA will be admissible for interview.
(In case of selection, the candidate working in Government Department or Autonomous or Semi Autonomous Bodies will have to resign or seek retirement before joining of the new assignment)
4. Application form can be downloaded from Cabinet Divisions website www.cabinet.gov.pk and PTDC's website www.tourism.gov.pk

Deputy Secretary (Org-II)
Cabinet Division
2nd Floor, Cabinet Block,
Cabinet Secretariat
Islamabad
051-9103515

Job Descriptions for the post of Managing Director, PTDC

Job Objective

The Managing Director shall be the Chief Executive Officer of the Corporation and will be responsible to the Board of Directors for carrying out the purposes and functions of the Corporation as mentioned in the Memorandum/ Articles of Association including matters assigned to the Corporation by the Federal Government from time to time. He will be responsible for formulation, planning, execution and evaluation of policies/ strategies and programs to achieve the Corporation's goals and objectives and safeguard the interest of the Shareholders. He will plan, execute and evaluate a National Tourism Strategy to promote tourism potential of Pakistan and bring innovation in to the tourism industry of Pakistan.

Duties & Responsibilities

- Formulate and manage the long term and short term strategy for the Corporation
- Supervise development of policies/ procedures and frameworks in line with the legislation/ statutory regulations and PTDC's objectives and priorities.
- Oversee and manage PTDC's financial budgets, including implementation and supervision of all activities related to the financial aspects in compliance with legislations/ statutory requirements.
- Enforce financial discipline and expenditure control mechanisms and review periodical financial statements and reports of the Corporation to ensure financial propriety and conformance to laws/ rules/ procedures.
- Ensure internal, external and regulatory audits in timely manner and ensure compliance with all laws and regulations.
- Act as Secretary to the board and manage corporate affairs of the Company.
- Provide leadership and direction to the heads of divisions, departments and units towards the achievement of goals and objectives and review their performance from time to time.
- Direct development of national tourism strategy including federal and provincial resource planning to promote PTDC and tourism in line with the operational objectives and priorities.
- Provide strategic guidelines on development of code of conduct, policies, development plans, and community integration guidelines.
- Provide directions on formulation and implementation of strategies for tourism promotion in the country and abroad and supervise data collection, research and knowledge creation in tourism sector.
- Facilitate the Government in implementation of bilateral and multilateral agreement in tourism sector to promote Pakistan's tourism potential.
- Develop global alliances for projecting Pakistan in line with corporate objectives and priorities.
- Direct, guide and oversee tourism investment and promotion strategy.
- Provide strategic guidelines for national outreach strategy and investor experience strategy to foster and attract investments.
- Direct and oversee development of research based marketing and promotional strategy and its implementation for achieving the objectives of tourism industry of Pakistan.

Qualification & Experience

- Master's degree or equivalent in Management/Business Administration, Public Administration, Economics, Marketing, Finance or related disciplines from HEC recognized University / equivalent foreign qualification;
- 15 years relevant experience of which at least 7 years working at senior management level in reputable national or foreign organizations preferably in tourism related organizations;
- In depth knowledge of human resources management, financial management and public sector organization in the public sector or private sector. Excelent leadership, team building, analytical & interpersonal skills;
- Knowledge/ research in tourism sector shall be given preference.

Key behavioral competencies

- Visionary & analytical thinking.
- Building organizational capability.
- Leadership stature.
- Innovation & adaptability.
- Change management.
- Persuasion & influence.
- Financial acumen.
- Diversity & inclusion.
- Problem solving & decision-making.
- Teamwork & collaboration.
- Result oriented.
- Strategic thinking.
- Accountability.

Key technical competencies

- Strategic planning and policy analysis
- Performance monitoring & evaluation.
- Organizational diagnosis & development
- Quality & risk management.
- Corporate governance & communication.
- Human Resource Planning and Management
- Financial Resource Planning and Management
- Stakeholder relationship management.

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APPLICATION FORM FOR THE POST OF
MANAGING DIRECTOR, PAKISTAN TOURISM DEVELOPMENT CORPORATION

Name:	
Father's Name	
CNIC No:	
Postal Address:	
Domicile:	
Date of Birth:	
Age on closing date	
Email:	
Phone (Cell No.)	
Phone (Residence)	

A. Qualification (start with highest qualification)

Degree/ Certificate (Please mention title of degree clearly)	Passing year	Marks obtained/ total marks	Division/ Grade	Distinction	Major subjects	Board/ University/ Institution

B. Specialization Courses/ Seminars/Workshops/ Trainings

Course/ Seminars/Workshops/ Trainings	Duration	Subject	Institution

C. Experience (Professional)

Position/ Post	From - To	Period of service	Organization

D. Experience (Administration and Financial Management)

Position/ Post	From - To	Period of service	Organization

E. Research Work (Books/Articles/ Papers)

Book/Article/ Paper	Title/ Details	Publisher	Year of publication

F. Membership of Professional bodies

- a.
- b.
- c.

G. Three references

- a.
- b.
- c.

H. Citizenship of country (other than Pakistan) _____

Certificate:

It is solemnly affirmed that the information contained in this Form is true and correct to the best of my knowledge, belief and that I:

- i. have not been convicted / declared by any competent court of law / authority for an offense of moral turpitude / un- discharged insolvent / insane or of unsound mind;
- ii. have not been dismissed from any services of Pakistan;
- iii. have not been imposed upon any penalty on the grounds of corruption, indiscipline or misconduct. If so, it shall be served as a valid ground for my removal from employment;
- iv. am not suffering from any diseases or medical condition, physically and mentally, that is unsuitable for the appointment applied for;

Date:

(Name & Signature)