



**High Commission for
Pakistan London**

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Chancery Division
London

VACANCY NOTICE

For The Post of Office Secretary

High Commission for Pakistan, London is looking for a suitable candidate to work as Office Secretary in Economic Department at the High Commission for Pakistan, London:

The candidate should:

- 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.

Suitable candidates may apply with their C.V. by 31st July 2024 to the email: jobs@phclondon.org

Short listed candidates will be contacted for interview.

(Fahad Saleem)
Head of Chancery