

## Technical Specialist (Confidential)

PKR. 150,000 - 170,000 per month, all inclusive

### Job Description

A reputable organization, based in Islamabad has set up a Center to develop public and private sector climate change mitigation and adaptation proposals to access international and national climate change funds. The organization is initiating a recruitment process.

### 1. Scope

Support Technical Team Lead with the following:

#### a. Concept preparation

- Research and propose new concepts as initiatives vis a vis climate mitigation or adaptation with relevant ministries, departments and other stakeholders

#### b. Proposal development

- Proposal writing which includes designing key components, overseeing preparation of required (outsourced) feasibility studies as supplementary information to proposals
- Budget preparation
- Fulfilling all requirements related to documentation for submission

#### c. Coordination

- Coordination with assigned ministries/departments/accredited entities on a regular basis for the development and submission of proposals to national and international funding opportunities
- Data analytics, particularly with reference to monitoring, reporting and verification

### 2. Qualification

- Minimum required qualification is master's degree, however, Bachelors from a reputed/foreign University will also be considered.
- Strong research, data analytical and communication skills
- 1 to 3 years of experience working with the Government and International Development Partners will be preferred.

### 3. Other Terms & Conditions

- Duration of the contract will be one year, with a three-month probationary period. The contract can be extended for the project period on a yearly basis
- Laptops will not be provided. Staff will be required to use their own with licensed versions of Windows and Microsoft Office]. IT support will be available for troubleshooting.

### Job Details

Functional Area:	Planning & Development
Job Type:	Full Time/Permanent
Job Shift:	First Shift (Day)
Job Location:	Blue Area, Islamabad, Pakistan
Gender:	No Preference
Age:	25 - 35 Years
Minimum Education:	Master

Degree Title: Minimum required qualification is master's degree, however, Bachelors from a reputed/foreign University will also be considered.

Career Level: Experienced Professional

Required to manage team?: No

Experience: 1 - 3 Years (Strong research, analytical and communication skills)

**Apply By:**

Please send electronic submissions of your CV and cover letter when you apply to [RecruitmentCRCCell@gmail.com](mailto:RecruitmentCRCCell@gmail.com) by Feb 21, 2023. Please include the position you are applying for in the subject line. Applications without these items may not be considered. No telephone inquiries, please. Finalists will be contacted.

**Cover Letter**

In no more than 500 words, please share why you feel you are best suited for this position, covering; Technical Expertise, Specific Achievement, Experience of working with Govt of Pakistan