



GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
AND INTERFAITH HARMONY

VACANCY
ANNOUNCEMENT

Chairman Evacuee Trust
Property Board (ETPB)

Evacuee Trust Property Board (ETPB) is a statutory body working under the administrative control of the Ministry of Religious Affairs & Interfaith Harmony. It functions under the ETPB's Act, 1975 for *management and disposal of evacuee trust properties attached to the charitable, religious or educational trusts or institutions or any properties which form part of the 'Trust Pool'*. The general supervision & control of all evacuee trust properties vest in the Board, which is headed by a Chairman who is appointed by the Federal Govt and works as the administrative & executive head of the Board. In line with the reform agenda of the Government to transform the public sector entities, the Ministry initiated a multi-pronged strategy to transform ETPB into a dynamic Asset Management Entity to meet the demands of its mandate entrusted in ETPB's Act and efficiently respond to the emerging challenge of ET properties management on modern contemporary lines. The Ministry intends to appoint the **CHAIRMAN, EVACUEE TRUST PROPERTY BOARD** on contract basis and invites applications from professionals/experts who fulfill the following job description & eligibility criteria:

JOB DESCRIPTION

1. Act and perform as Head of the Board for running administrative, financial, legal and technical functions as defined in ETPB's Act, 1975 and Schemes made thereunder;
2. Assist the Federal Government in planning execution, operating and maintenance of ETPB Lands, Properties, Mandirs and Gurdwaras under the mandate given in ETPB's Act, 1975;
3. Dealing with national agencies, departments, regulatory and judicial authorities for effective coordination in terms of ETPB functions;
4. Preparation of strategic business plan and rationalization of organizational structure; establishing the mechanism for streamlining processes and procedures for timely completion of ETPB projects;
5. To hold the court under section 8, 10, 16, 18, 21 and 25 of ETPB's Act, 1975 for declaration / validation of property as evacuee trust property and exercise quasi-judicial powers;
6. To institute and defend suits and legal proceedings, ensuring that ETP Board's interests are safeguarded;

QUALIFICATION & EXPERIENCE

- a. Holds a Master's Degree or equivalent of minimum of sixteen (16) years of education in a discipline relating to Business Administration, Law, Public Administration, Finance, Economics, Engineering or Social Sciences from Universities/institutions recognized by

Higher Education Commission.

- b. The candidate must have a minimum of **twenty (20) years** of professional experience in a large-scale Public Sector or Corporate Sector Organizations out of which **three (03) years'** experience preferably be at senior management positions such as MD/CEO/ Chairman. In case of Govt. servants, experience against the position of MD/CEO/ Chairman will be considered in BS-20 & above only.
- c. Preference will be given to candidates with extensive professional experience in fields most relevant to the functions and job description of the position.

ELIGIBILITY CRITERIA & REMUNERATION

- i. Must be a citizen of Pakistan, has not been declared defaulter by a court of law; has not been declared as insolvent by a court of law; has not been convicted for an offence involving moral turpitude by a court of law;
- ii. Must possesses impeccable reputation, financial integrity, judicious devotion and moral propriety
- iii. Initial contract of the Chairman shall be for a period of three years extendable by two years on recommendation of Performance Evaluation Committee.
- iv. The Chairman shall be entitled to such pay, allowances and privileges as are admissible to the Government servants in BS-21 on contract or equivalent to minimum of MP-I scale subject to approval of the Federal Government.
- v. The candidate should not be less than **42 years** and more than **62 years** of age on the closing date of this advertisement.

HOW TO APPLY

- A. Interested candidates fulfilling the above criteria should send their applications through courier to the address given below, enclosing a detailed Curriculum Vitae (CV) along with attested copies of all degrees/testimonials, showing name, date of birth, qualifications, experience certificates, photograph, CNIC, etc and should reach this Ministry within **fifteen (15)** days of publication of this advertisement.
- B. Candidates currently in government service should apply through proper channel. However, they may send advance copy of their application. In case of selection, he/she will have to resign or retire from Government service.
- C. Incomplete applications will not be entertained.
- D. Only top ten (10) of the short-listed candidates (in the order of merit) will be called for interview by the Selection Board.
- E. No TA/DA will be admissible.

(SAEED AHMED RAHOOJO), Section Officer (ET-I),
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