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TERMS OF REFERENCE (TORS) FOR THE POST OF TECHNICAL ADVISOR MP-I
SCALE IN MINISTRY OF MARITIME AFFAIRS

1. **Short title and Commencement:** These TORs may be called the TORs for appointment of Technical Advisor on Ports & Shipping in Ministry of Maritime Affairs (MOMA).
2. **Qualification and Experience:** The candidate shall have Ph.D. degree in Ports/Shipping/Naval Sciences / Maritime Sciences/Maritime Business & Management from a globally recognized university / HEC with at least fourteen (14) years professional experience or Master degree in relevant subjects with 18 years experience in the relevant field.
3. **Age:** Maximum age limit is Sixty-two (62) years (to be calculate as on the closing date of submission of application).
4. **Disqualification:** No person shall be eligible for appointment as Technical Advisor, who: -
 - a) has been or is dismissed or removed from service as a consequence of disciplinary proceedings;
 - b) has been or is convicted, by a court of competent jurisdiction, for an offence involving moral turpitude and corrupt practices;
 - c) either at the time of appointment as Technical Advisor or thereafter during such appointment was not or is not a citizen of Pakistan; or
 - d) has been beneficiary of the National Reconciliation Ordinance, 2007(LX of 2007).
5. **Manner of Appointment:** The appointment shall be made as per prescribed procedure for appointment in MP-I scale position.
 - (i) The vacancy of the Technical Advisor shall be uploaded by the Maritime Division on its website and also advertised at least in two national leading newspaper of wide circulation (one in English and other in Urdu).
 - (ii) The scrutiny Committee shall be constituted with the approval of the Secretary Maritime Affairs for scrutinizing applications and prepare a list of all eligible candidates for interview by the Selection Committee.
 - (iii) The Selection Committee after conducting the interviews shall recommend to the appointing authority a panel of minimum three suitable candidates for each position, in order of merit for appointment against the position. The Summary for the Prime Minister shall invariably be moved through Establishment Division.

6. Tasks and Objectives to be achieved/Job description:

Under the overall supervision of the Minister-in-Charge and the concerned Secretary, Technical Advisor will be responsible to carry out, but will not be limited to, the following tasks for the Ministry of Maritime Affairs and its allied Organizations (Department/Corporation/Company):

- i. Review the existing Ports & Shipping related Policies, Frameworks, Constitutional Provisions and Rules of Business to identify the issues/gaps and suggest improvements / revisions thereof to optimally implement the mandate of the Ministry.
- ii. Study the latest Global and regional Best Practices in the field of Ports & Shipping, with special focus on countries with similar socio-economic background and to develop the roadmap along with implementation strategies for augmenting the capacity of the said Sector.
- iii. To oversee development programs of Sector in respect of the Ministry of Maritime Affairs and the organizations under its administrative control with a view to:
 - a. Holistically examine the Public Sector Development Programme (PSDP) related to M/o Maritime Affairs and extend technical advice on prioritizing the key components in the overall programme,
 - b. Initiate and facilitate regular technical meetings on national level to review program implementation and identify the measures/strategies to overcome implementation bottlenecks,
 - c. Review Monitoring & Evaluation mechanism for Ports & Shipping related development projects.
- iv. Review the existing framework for promotion of research and innovation in the field of Ports & Shipping and suggest measures for upgrading the same.
- v. Undertake the review of existing H.R policies/ programs to assess their maturity, effectiveness and suitability and to suggest measures for capacity building of the Human Resource in the sector.
- vi. Extend technical advice to the Ministry on all the matters pertaining to Ports & Shipping, including but not limited to development/ updation of the Ports National Plans and MoUs/Agreements with the foreign countries in the Sector.
- vii. Render technical advice relating to drafting/Amendments of various Ports & Shipping Acts and their implementation.

viii. Any other task linked to TORs which may arise during contract period or assigned by the Secretary, MoMA.

7. Deliverables & Time Line.

Deliverable No.	Deliverable	Time Frame
1	A comprehensive report on the latest Global and regional Best Practices in the field of Ports & Shipping and subsequently developing the roadmap along with implementation strategies for augmenting the capacity of the Sector in Pakistan.	upto 6 months from Contract Signing
2	Identifying the issues/gaps in the legislative framework of various Port Acts and their implementation.	upto 12 months from Contract Signing
3	Working paper for identifying the areas of cooperation which can be tapped for international assistance and suggest comprehensive implementation mechanism.	Upto 18 months from Contract Signing
4	Working paper for upgrading frame work for promotion of research and innovation in the field of Ports & Shipping and to suggest measures for improving industry academia linkages.	upto 36 months from Contract Signing
5	Extend technical advice on matters referred by the organizations under the control of Ministry Maritime Affairs.	to be disposed of on the basis of as and when received
6	Render technical Advice relating to drafting of various Acts/Ordinances, Rules & Regulations etc pertaining to Ports & Shipping.	to be disposed of on the basis of as and when received

8. **Pay Package:** The Technical Advisor shall receive pay package of MP-I Scale in accordance with the Management Position Scale Policy. He will be also provided required staff and technical equipment by the administrative Division.

9. **Tenure:** The tenure of the Technical Advisor shall be initially for a period of three (03) years, which shall be extendable for a maximum period of two (02) years on annual basis, subject to satisfactory performance.

10. **Leave:** The Technical Advisor shall earn leave in accordance with the Management Position Scales Policy 2020.

11. **Conflict of interest:** The candidate for appointment as Technical Advisor shall have to seek retirement from his existing Department and post or his appointment shall be subject to acceptance of resignation from designated authority and shall not, during his term of office, engage himself in any other service, business, vocation or employment which may have any direct or indirect effect on his performance as Technical Advisor. In this regard the candidate shall submit an affidavit declaring his/her non-involvement in any other relevant job/business which may tantamount to conflict of interest.

12. **Technical Advisor to be public servant:** The Technical Advisor appointed under these rules when acting or purporting to act in pursuance of any of the provisions of these rules shall be deemed to be a public servant within the meaning of section 21 of the Pakistan Penal Code (Act XLV of 1980).

13. **Termination of contract:** The contract of Technical Advisor may be terminated by one month's on either side or payment of one month's basic pay in lieu thereof.

14. **Monitoring and evaluation:** The Technical Advisor shall be directly report to Secretary/Additional Secretary In-charge of the Administrative Division. Moreover, the performance evaluation shall be carried by the Performance Evaluation Committee, annually as per criteria given in Schedule-II of MP Scales Policy-2020.

15. **Applicability of rules:** In respect of matters not specified in the above TORs MP Scales Policy-2020 shall be applicable on the service of Technical Advisor.
