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## Career Opportunities at Pakistan Software Export Board | PSEB Jobs | IT Jobs | Software Developer

### Description

**Pakistan Software Export Board (PSEB)** Invites applications from Pakistani Nationals for the following positions.

### Vacant Positions

1. Director Business Development & Partnership
2. Manager Events & Delegations
3. Assistant Manager Research & Publications
4. Office Driver
5. Director Skills & Capacity Development
6. Manager HR
7. Senior Executive Skills & Capacity Development
8. Executive Secretary

[National University of Sciences & Technology \(NUST\) Jobs](#)

[Federal Government Organization Islamabad Jobs](#)

### Qualifications

The aforesaid Job announcement is published in **The Express Tribune Newspaper**. Last date to submit the applications is **November 30, 2021**. For more details about the vacancies, Please see below Job Advertisement for job descriptions, job requirements (e.g. experience, qualification, and age limit), and other perks and privileges' offered by the department.

[COMSATS University Islamabad, Lahore Campus Jobs](#)

[Ministry of Science & Technology, Pakistan Science Foundation Jobs](#)

### Contacts

### Hiring organization

Pakistan Software Export Board (PSEB)

### Employment Type

Full-time

### Industry

Government of Pakistan

### Job Location

PSEB, 44000, Islamabad, All Pakistan, Pakistan

### Date posted

November 17, 2021

### Valid through

12.12.2021

# CAREER OPPORTUNITIES PAKISTAN SOFTWARE EXPORT BOARD

Pakistan's IT and ITeS sector is experiencing phenomenal growth in export revenues and generating high paying employment opportunities for the talented youth of the country. Pakistan Software Export Board (PSEB), the Apex body of Ministry of IT and Telecommunication, is responsible for the development of IT and IT-enabled Services (ITES) sector in Pakistan, ensuring accelerated exports growth, and brand building of Pakistan and its IT and ITeS industry globally. PSEB requires services of dynamic and high caliber professionals for the following posts:

## Director Business Development & Partnerships

**Reports to:** Chief Marketing Officer (CMO), PSEB  
**Work Location:** Islamabad (national & international travel, as and when required)  
**Maximum Age:** 45 years  
**About the Role:**  
 The incumbent will work closely with CMO on the global marketing and branding strategy development and implementation to project Pakistan as a preferred Tech Destination for IT & IT-enabled Services. Develop and implement business development strategy with the responsibility of attracting international clients and investors for Pakistan's IT and ITeS sector, building new business channels on the basis of strategic alignment of IT & ITeS sectors, actively engaging Pakistani diaspora, bringing new players with potential buyers of technology products and services globally, and developing international partnerships at B2B, B2C and B2G levels. Ensure continuous international presence, retention, and engagements for Pakistan's IT & ITeS sector in relevant trade events, exhibitions, conferences, and organize round and outbound trade delegations. B2B/B2C market research.  
**Qualification & Experience:**  
 - Minimum 10 years of education from HEC recognized local or international University, ideally with a degree in marketing, international business/marketing, or strategic planning. MBA from top class international University is highly desirable.  
 - Minimum 7 years of demonstrable experience in marketing, strategic partner development, brand development and business development, within the technology industry is a requirement. Relevant international experience and expertise in developing B2B, B2C, and B2G international relations, will be advantageous. Minimum three years of experience in relevant leadership role is required.

## Manager Events & Delegations

**Reports to:** Director Business Development & Partnerships, PSEB  
**Work Location:** Islamabad (national & international travel, as and when required)  
**Maximum Age:** 40 years  
**About the Role:**  
 The incumbent will work closely with Director Business Development & Partnerships. Manage and build a strong international presence, interactions, and engagements for Pakistan's IT & IT-enabled Services sector in relevant trade events, exhibitions, conferences. Organize round and outbound trade delegations and roadshows. Coordinate B2B/B2C/B2G meetings in existing and emerging international markets. Assist in development and implementation of global marketing and branding strategy to project Pakistan as a preferred Tech Destination. Assist in building new business channels, engage potential international buyers of technology products and services, and attract investors for Pakistan's IT and ITeS sector.  
**Qualification & Experience:**  
 - Minimum 10 years of education from HEC recognized local or international University, ideally with a degree in marketing, international business/marketing, communications, or business administration. MBA or a higher degree in Marketing is highly desirable.  
 - Minimum 3 years of experience in technology market research, international marketing, business analytics and consulting, ideally in technology research and/or consulting organization or in international technology firm.  
**Key Responsibilities:**  
 - Assist in designing, developing and publishing in depth research studies and reports, including quantitative and qualitative research on the Pakistan's IT & ITeS sector and its sub-sectors encompassing both demand side and supply side. Assist in coordination with research and consulting firms as and when required to carry out the research studies and reports, and assist in enabling outreach of publications in international markets and brands.  
 - Assist in designing, developing and publishing whitepapers, surveys and reports on Pakistan's IT & ITeS sector covering multiple aspects and areas of interest, including case studies and success stories etc.  
 - Assist in generating in depth trade & intelligence reports and guides on existing, emerging and potential markets, highlighting the opportunities and challenges as well as recommendations on how to enter and expand business in these markets.  
 - Assist in ensuring availability of intelligence on competing countries to support strategic decision making, by gathering intelligence on marketing and business development strategies of competitor countries for IT & ITeS sector, their products and services, sales, policies, and incentives being offered to IT & ITeS sector.  
 - Coordinate with the relevant public and private entities within the country and abroad to carry out given assignments.  
 - Carry out any other duties and responsibilities as and when directed.

## Assistant Manager Research & Publications

**Reports to:** Chief Marketing Officer, PSEB  
**Work Location:** Islamabad  
**Maximum Age:** 35 years  
**About the Role:**  
 The incumbent will work closely with Director Business Development & Partnerships. Manage and build a strong international presence, interactions, and engagements for Pakistan's IT & IT-enabled Services sector in relevant trade events, exhibitions, conferences. Organize round and outbound trade delegations and roadshows. Coordinate B2B/B2C/B2G meetings in existing and emerging international markets. Assist in development and implementation of global marketing and branding strategy to project Pakistan as a preferred Tech Destination. Assist in building new business channels, engage potential international buyers of technology products and services, and attract investors for Pakistan's IT and ITeS sector.  
**Qualification & Experience:**  
 - Minimum 10 years of education from HEC recognized local or international University, ideally with a degree in marketing, international business/marketing, communications, or business administration. MBA or a higher degree in Marketing is highly desirable.  
 - Minimum 3 years of experience in technology market research, international marketing, business analytics and consulting, ideally in technology research and/or consulting organization or in international technology firm.  
**Key Responsibilities:**  
 - Assist in designing, developing and publishing in depth research studies and reports, including quantitative and qualitative research on the Pakistan's IT & ITeS sector and its sub-sectors encompassing both demand side and supply side. Assist in coordination with research and consulting firms as and when required to carry out the research studies and reports, and assist in enabling outreach of publications in international markets and brands.  
 - Assist in designing, developing and publishing whitepapers, surveys and reports on Pakistan's IT & ITeS sector covering multiple aspects and areas of interest, including case studies and success stories etc.  
 - Assist in generating in depth trade & intelligence reports and guides on existing, emerging and potential markets, highlighting the opportunities and challenges as well as recommendations on how to enter and expand business in these markets.  
 - Assist in ensuring availability of intelligence on competing countries to support strategic decision making, by gathering intelligence on marketing and business development strategies of competitor countries for IT & ITeS sector, their products and services, sales, policies, and incentives being offered to IT & ITeS sector.  
 - Coordinate with the relevant public and private entities within the country and abroad to carry out given assignments.  
 - Carry out any other duties and responsibilities as and when directed.

## Officer Driver

**Reports to:** Manager Administration  
**Work Location:** Islamabad  
**Maximum Age:** 35 years  
**Qualification:** Minimum Middle.  
**Experience:**  
 Minimum 3 years of experience in driving motor vehicles for public or private organization(s), holding valid driving license. Fully conversant with traffic rules and city routes. Maintains vehicles and keeps them safe and clean. Must fulfill all the tasks assigned by the management and willing to work late hours.

## Director Skills & Capacity Development

**Reports to:** Chief Industry Development Officer (CIDO), PSEB  
**Work Location:** Islamabad (occasional travel, as and when required)  
**Maximum Age:** 45 years  
**About the Role:**  
 The incumbent will work closely with CIDO on the planning, development and execution of projects and programs for skills development and capacity building of IT & ITeS sector. Identify high-potential talents, trainees, and company trainees/officers. Assist in Pakistan's localization initiatives etc. Responsible for building strong industry-academia linkage and actively engaging relevant government and private sector organizations to create a supportive environment and synergies for the development of IT & ITeS sector.  
**Qualification & Experience:**  
 - Minimum 10 years of education in engineering, computer science or management disciplines from HEC recognized local or international University, preferably with a higher degree in project management, engineering management or business administration. PSPP certification would be an advantage.  
**Key Responsibilities:**  
 - Minimum 7 years of demonstrable experience in building and managing skills development programs and projects, and leading an organizations international certifications and compliance, with in the technology industry is required. International experience in a similar role will be advantageous. Minimum three years of experience in relevant leadership role is required, preferably in a technology driven organization.

## Manager HR

**Reports to:** Director Administration, PSEB  
**Work Location:** Islamabad  
**Maximum Age:** 40 years  
**About the Role:**  
 The incumbent will work closely with Director Administration in managing human resource function of the organization, including formulating and implementing policies, regulations and procedures, established practices, implementing and monitoring performance against KPIs, creating opportunities for learning and development, and aligning compensation and benefits to attract and retain the talent and build a highly motivated workforce. Ideal candidate must have a demonstrable track record of successfully managing human resource function to build high performance culture in organization based on results and meritocracy.  
**Qualification & Experience:**  
 - Minimum 10 years of education with a degree in human resource management, business administration, or relevant management discipline from HEC recognized University. MBA or a higher degree in human resource management is highly desirable.  
 - Minimum 5 years of demonstrable experience in human resource management is required, ideally in progressive public sector enterprise(s).

## Senior Executive Skills & Capacity Development

**Reports to:** Director Skills & Capacity Development  
**Work Location:** Islamabad  
**Maximum Age:** 35 years  
**About the Role:**  
 The incumbent will work closely with Director Skills & Capacity Development in managing human resource function of the organization, including formulating and implementing policies, regulations and procedures, established practices, implementing and monitoring performance against KPIs, creating opportunities for learning and development, and aligning compensation and benefits to attract and retain the talent and build a highly motivated workforce. Ideal candidate must have a demonstrable track record of successfully managing human resource function to build high performance culture in organization based on results and meritocracy.  
**Qualification & Experience:**  
 - Minimum 10 years of education with a degree in human resource management, business administration, or relevant management discipline from HEC recognized University. MBA or a higher degree in human resource management is highly desirable.  
 - Minimum 5 years of demonstrable experience in human resource management is required, ideally in progressive public sector enterprise(s).  
**Key Responsibilities:**  
 - Assist in planning, development and execution of skills development and capacity building programs and projects for Pakistan's IT & ITeS sector, including technology trainees/officers, management trainees, and skills development, on the job training and mentoring, company level international certifications and compliance to international standards and regulations. Work in Pakistan's localization initiatives etc.  
 - Assist in building a strong industry-academia linkage to develop jointly certified trainees etc.  
 - Assist in coordination with PSEB registered IT & ITeS companies, call centers, freelancers.  
 - Assist in coordination with relevant public and private entities, and industry associations.  
 - Assist in creating and carrying out surveys, collecting and compiling data at industry/company/individual level to enable informed planning and decision making process, programs and projects for development of IT & ITeS sector.  
 - Any other responsibilities assigned from time to time.

## Executive Secretary

**Reports to:** Managing Director  
**Work Location:** Islamabad  
**Maximum Age:** 35 years  
**Qualification & Experience:**  
 - Minimum 10 years of education with degree in Mass Communication, Business Administration, Marketing or equivalent from HEC recognized University.  
 - Minimum 3 years of working experience in a similar post managing office of the Head of organization. Fully conversant with organizational procedures, rules & regulations. Fully aware of office routine of public/private sector companies.  
**Key Responsibilities:**  
 - Provide administrative support to the Managing Director. Attention to detail, excellent organizational skills, and discretion with confidential information is required.  
 - Responsible for maintaining Managing Director's calendar, itineraries, and coordinating in-country and overseas visits and travel arrangements.  
 - Must have excellent communication skills and able to handle pressure and maintain a cordial demeanor. Project a professional company image in all communications and interactions.  
 - Keep track of correspondence with various stakeholders in line with the guidance of MD. Arrange appointments of local and foreign dignitaries, maintain computerized schedule for seminars, workshops and conferences, prepare agenda, working papers, draft minutes of meetings, and carry out follow-up actions within the company and with public and private entities.  
 - Responsible for maintaining office files and records. Proficiency in office productivity tools, MS office and related word applications is required.

**Director, Operations & Administration**  
 Pakistan Software Export Board (P) Ltd.  
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