

MOST IMMEDIATE
BY SPECIAL MESSENGER

No.PWA-5(14)/2022
Government of Pakistan
Ministry of Energy (Petroleum Division)
(Policy Wing)

-:-

Islamabad, the 1st June, 2023

To,

The Director (Advertisement),
Press Information Department (PID),
Information and Broadcasting Division,
Islamabad.

Subject:- **PUBLICAION OF ADVERTISEMENT**

I am directed to enclose herewith an advertisement for inviting applications for recruitment against the following posts in Ministry of Energy (Petroleum Division) for immediate publication:-

| Name of Post | No. of post |
|---|-------------|
| Refinery Engineer | 01 |
| Manager (Logistic and Marketing) | 01 |
| Manager (HR/Admin) | 01 |
| Assistant Geophysicist | 01 |
| LNG Sector Expert | 01 |
| Senior Legal Advisor | 01 |
| Junior Legal Advisor | 02 |
| Specialist (Mining) | 01 |
| Specialists (Mineral Processing & Value Addition) | 01 |

2. The publication/ insertions may be made as under:-

| | | |
|------|-------------------------|--|
| i. | Language | Urdu/English |
| ii. | Region | Islamabad, Lahore, Karachi, Peshawar and Quetta |
| iii. | Date of Insertion | 06-06-2023 |
| iv. | No of Insertion | One |
| v. | Any special instruction | Nil |

3. It is requested to please publish the advertisement as per above schedule at priority under intimation to this Division.

Encl: Five copies of advertisement


(Farooq Minhas)
Assistant Director (Admin)
Ph: 9204683

Cc:

Mr. Faisal Bashir, Network/ System Administrator, Petroleum Division with the request to upload the advertisement and Job Descriptions (attached) on Ministry's website and also forward the same together with requisite documents to National Information Technology Board (NITB) for their publication on the National Job Portal's website; <https://njp.gov.pk> on 06-06-2023.



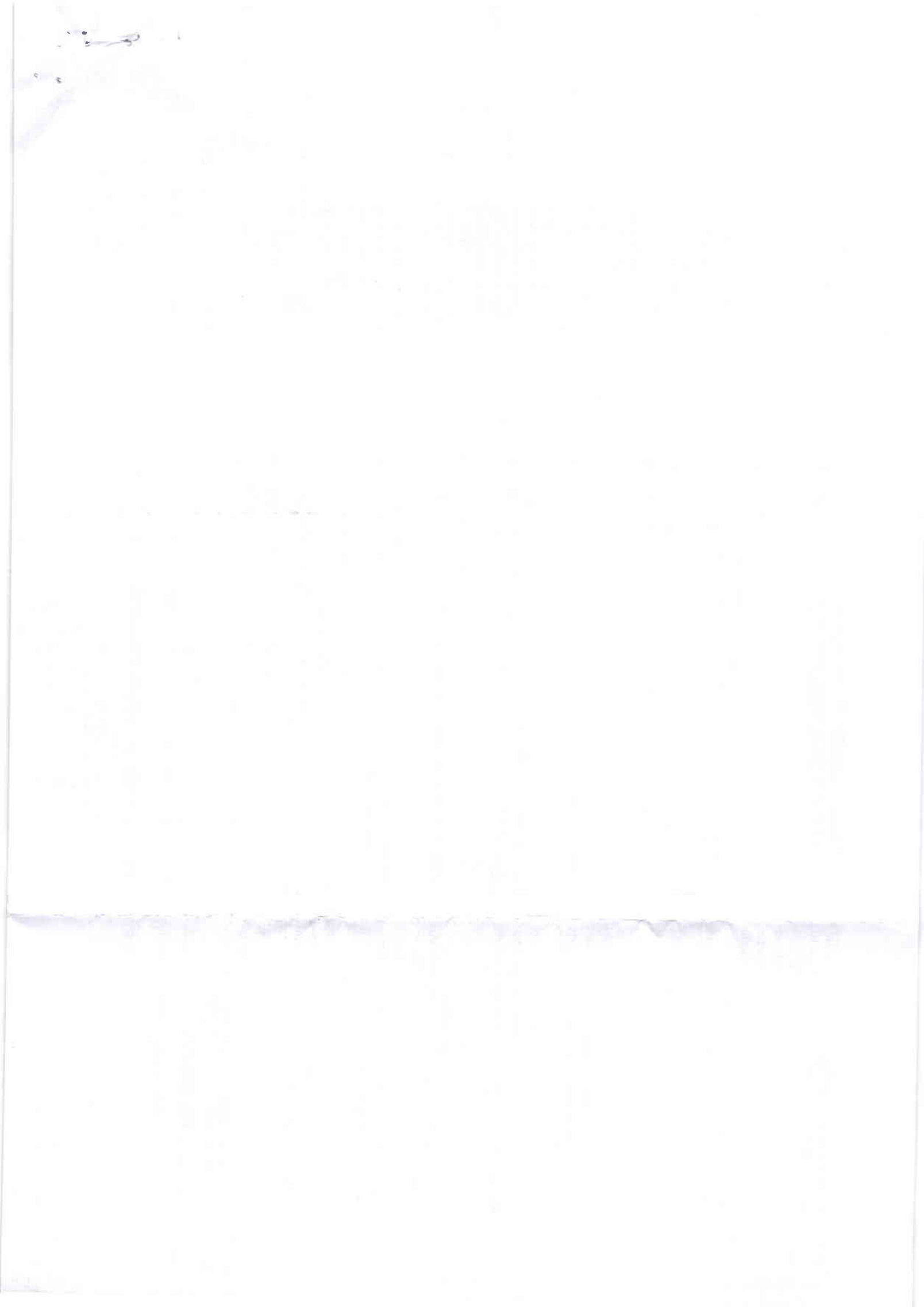


Government of Pakistan
Ministry of Energy (Petroleum Division)

JOB OPPORTUNITIES: MINISTRY OF ENERGY (PETROLEUM DIVISION)

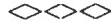
The Ministry of Energy (Petroleum Division) is seeking applications from suitable / qualified Pakistani professionals for the following positions on contract basis:

| S. NO. | NAME OF POST & SALARY | QUALIFICATION | EXPERIENCE / AGE |
|--------|---|---|--|
| 1. | Refinery Engineer (One Position) Lump sum salary: Rs.300,000/month | <ul style="list-style-type: none">Bachelor of Engineering in Refining/ Mechanical/ Chemical/ Petroleum from any HEC recognized Institution/ University.Valid membership of Pakistan Engineering Council. | <ul style="list-style-type: none">Minimum 03 years of post-qualification experience in petroleum refining sector.Max Age: 35 years |
| 2. | Manager (Logistics and Marketing) (One Position) Lump sum salary: Rs.300,000/month | <ul style="list-style-type: none">16 years qualification in Business Administration with specialization in Marketing/Supply Chain from any HEC recognized Institution/ University. | <ul style="list-style-type: none">Minimum 03 years of post-qualification experience in marketing/supply chain/ logistics.Max Age: 35 years |
| 3. | Manager (HR/Admin) (One Position) Lump Sum Salary: Rs. 300,000/ month | <ul style="list-style-type: none">16 years qualification in Business/Public Administration with specialization in HR or Finance from any HEC recognized Institution/ University. | <ul style="list-style-type: none">Minimum 03 years of post-qualification experience in Finance, Accounting, HR, Administration and Project Management.Max Age: 35 years. |
| 4. | Assistant Geophysicist (One Position) Lump sum salary: Rs.300,000/month | <ul style="list-style-type: none">16 years qualification in Geophysics from any HEC recognized Institution/ University. | <ul style="list-style-type: none">Minimum 03 years of post-qualification experience in petroleum exploration.Max Age: 35 years. |
| 5. | LNG Sector Expert (One Position) Lump sum salary: Rs.600,000-700,000/month | <ul style="list-style-type: none">Bachelor of Engineering in Refining/ Mechanical/ Chemical/ Petroleum/ Gas/ Process from any HEC recognized Institution/ University.Valid membership of Pakistan Engineering Council. | <ul style="list-style-type: none">Minimum 07 years of post-qualification experience with 05 years in LNG sector.Max Age: 40 years |
| 6. | Senior Legal Advisor (One Position) Lump sum salary: Rs.600,000/month | <ul style="list-style-type: none">Bachelor of Law from any HEC recognized Institution/ University.Valid Bar License. | <ul style="list-style-type: none">Minimum 07 years of post-qualification experience with 05 years in Petroleum/Energy sectors.Max Age: 40 years. |
| 7. | Junior Legal Advisor (Two Positions) Lump sum salary: Rs.400,000/month | <ul style="list-style-type: none">Bachelor of Law from any HEC recognized Institution/ University.Valid Bar License. | <ul style="list-style-type: none">Minimum 05 years of post-qualification experience with 03 years in Petroleum/Energy sectors.Max Age: 35 years. |
| 8. | Specialist (Mining) (One Position) Lump sum Salary: Rs.700,000-800,000/month | <ul style="list-style-type: none">Bachelor of Engineering in Mining Engineering from any HEC recognized Institution/ University.Valid membership of Pakistan Engineering Council. | <ul style="list-style-type: none">Minimum 20 years of post-qualification experience primarily in mineral exploration, planning, development, operations, extraction, mineral economics and mineral sector related frameworks (laws/ Acts, policy, regulatory and fiscal).Max Age: 62 years. |
| 9. | Specialist (Mineral Processing & Value Addition) | <ul style="list-style-type: none">Bachelor of Engineering in Mining/ Metallurgical/ Chemical Engineering from any HEC recognized Institution/ University. | <ul style="list-style-type: none">Minimum 20 years of post-qualification experience primarily in mineral processing, industrial utilization, coal |



| | | |
|---|---|---|
| (One Position) Lump Sum Salary: Rs. 700,000-800,000/month | <ul style="list-style-type: none"> Valid membership of Pakistan Engineering Council. | <ul style="list-style-type: none"> gasification, mineral economics and mineral sector related frameworks (laws/ Acts, policy, regulatory and fiscal). Max Age: 62 years. |
|---|---|---|

- i. The positions are purely need based, contractual and therefore not worth for any claim for extension/ regularization or permanency in view of the fact that no such sanctioned or permanent position exist in Policy Wing or Petroleum Division.
- ii. The indicated age and experience requirements will be counted as on the closing date.
- iii. The initial period of contract will be two years, further extendable subject to need, budget availability and satisfactory performance.
- iv. Interested candidates are directed to fill-up/submit the Application Form on National Job Portal's website (www.njp.gov.pk) within fifteen (15) days of the publication of this advertisement. No other modes of application will be entertained.
- v. Interested candidates are advised to must go through the Job Description uploaded on the Ministry's website (<https://petroleum.gov.pk>) before applying for the position for better aligning with their qualification and experience.
- vi. The Government servants and employees of corporate/ autonomous/ semi-autonomous bodies need to submit NOC from their employer at the time of interview if shortlisted.
- vii. The candidates shall present/provide original degrees and other documents/testimonials along with experience certificate at the time of their interview.
- viii. Selected candidate will have to join within forty (40) days of issuance of offer letter, failing which the position will be offered to the next candidate.
- ix. Successful candidates shall provide/ submit HEC verified degrees/ qualification or HEC equivalence certificate where applicable before joining i.e. within forty (40) days of issuance of offer letter, failing which the position will be offered to the next candidate.
- x. Only shortlisted candidates will be called for interview. No TA/DA will be paid for interview.
- xi. The Petroleum Division reserves the right to accept or reject any/all applications without assigning any reason(s).
- xii. For any queries/clarification contact Assistant Director (Admin) or Deputy Director (Admin) on Landline: 051-9218083 or 051-9204683 and email: policywing77@gmail.com



JOB DESCRIPTION FOR REFINERY ENGINEER

- Drafting of the Refining Policy and its revision from time to time.
- Examination of technical and commercial issues of the existing refineries.
- Examination of matters relating to policy issues of the existing refineries.
- Review of expansion / modernization plans of existing refineries.
- Formulation/Determination/Notification of POL specifications and its revisions as per environmental standards.
- Input relating to anti POL adulteration measures i.e. inspection of Refineries/OMCs installation/depots and Lube Oil Blending/reclamation plants.
- Input with regard to ex-refinery prices POL products.
- Examination of matters relating to import of equipment/ machinery by oil refineries.
- Matters relating to installation of new refineries.
- Input regarding allocation of local crude oil/condensate to oil refineries.
- Collection and monitoring of data pertaining to refineries crude oil import/export and prices thereof.
- Technical issues relating to import of crude oil by the refineries.
- Production and marketing of environmentally friendly fuels in the country.
- Input regarding duty/tax structure on crude oil and products.
- Gathering and compilation of exploration data from the E&P Companies.
- Contribute to team effort by accomplishing related results as needed.
- Comply with all regulatory, environmental and safety rules and standards, as well as statutory policies.
- Performing other functions / duties as required.
- Maintain confidentiality of all data under the Federal Government custody.

Government of Pakistan
Ministry of Energy (Petroleum Division)



JOB DESCRIPTION FOR MANAGER (LOGISTICS AND MARKETING)

- Analyzing demand and supply of petroleum products and working out deficit import requirements.
- Review of POL stock maintenance by oil marketing companies.
- Review of supply logistics and movement of petroleum products from main installations/ bulk oil depots to various locations.
- Establishment and operation of strategic oil storages.
- Policy formulation in relation to POL transportation through various modes, inland freight equalization margin and supplies to special areas.
- Matters relating to POL carriage contractors.
- Examination of proposals for establishment of new oil depots and improvements in existing depots.
- Forecasting demand / supply and import of petroleum products on short term and long term basis.
- Development of data base in the Directorate General of Oil on imports, production, supply and prices of petroleum products in the country.

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JOB DESCRIPTION FOR MANAGER (HR/ADMIN)

Responsibilities and Job Description of Manager (HR/Admin), includes but not limited to assisting, handling and undertaking the following assignments:

- Administrative matters (HR, Budget, O&M etc.) of Policy Wing;
- Internal coordination within Ministry and Inter-ministerial coordination;
- HR planning and management (needs, hiring, trainings etc.);
- Budgetary planning and management (needs, disbursement, re-appropriation, supplementary grants etc.);
- Operations and Management (vehicles, office accessories, HVAC, lifts/elevators, power generators, cafeteria, day-care center, issues of Petroleum House building etc.);
- Digitization/ computerization of HR/ budget records;
- Miscellaneous HR/Admin assignments/ tasks assigned by Policy Wing.

Government of Pakistan
Ministry of Energy (Petroleum Division)



JOB DESCRIPTION FOR ASSISTANT GEOPHYSICIST

- Gathering and compilation of Exploration Data from the E&P Companies.
- Generating specific reports from raw E&P data as per requirements.
- Properly maintaining Exploration Data in accessible form.
- Contributes to team effort by accomplishing related results as needed.
- Comply with all regulatory, environmental and safety rules and standards, as well as statutory policies to accomplish goals.
- Performing all job duties in an efficient manner.
- Adhering to all Directorate's policies and procedures.
- Performing other functions / duties as required.
- Maintain confidentiality of all data under the Federal Government custody.
