

**Government of Pakistan  
Management Services Wing  
(Establishment Division)**

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**TERMS OF REFERENCE (TORS) FOR THE POSITION OF TECHNICAL ADVISOR, MP-I  
SCALE IN THE MINISTRY OF ENERGY (PETROLEUM DIVISION)**

1. **Short Title and Commencement:** These ToRs may be called the ToRs for the appointment of Technical Advisor for Ministry of Energy (Petroleum Division).
2. **Qualification and Experience:** The Candidate shall have Ph.D. degree in Energy Management/Policy, Earth Sciences, Petroleum/Chemical/Mining/Mineral or allied Engineering disciplines, from a globally recognized university/HEC with at least fourteen (14) years-professional experience or Master degree in relevant subject(s) with 18 years' experience in the relevant field.
3. **Age:** Maximum age limit is sixty-two (62) years (to be calculated 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 Petroleum 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, Petroleum Division 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, the Technical Advisor will be responsible to carry out, but will not be limited to the following tasks for the Ministry

  
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- a) Review the existing petroleum / gas / mineral 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 Division.
- b) Study the latest global and regional best practices in the field of Petroleum with special focus on countries with similar socio-economic background and to develop the roadmap alongwith implementation strategies for augmenting the capacity of the said sector.
- c) To oversee the development programs of petroleum sector in respect of the Ministry of Energy (Petroleum Division) and Companies / Organizations / Departments under its administrative control, with a view to:
  - i. Holistically examine the Public Sector Development Program (PSDP) related to Petroleum Division and extend technical advice on prioritizing the key components in the overall programme.
  - ii. Initiate and facilitate regular technical meetings on national level to review program implementation and identify the measures / strategies to overcome implementation bottlenecks.
  - iii. Review monitoring and evaluation mechanism for petroleum related development projects.
- d) Review the existing framework for promotion of research and innovation in the field of Petroleum and suggest measures for upgrading the same.
- e) Undertake the review of existing HR polices / programs to assess their maturity, effectiveness and suitability and to suggest measures for capacity building of the human resource in the sector.
- f) Extend technical advice to the Petroleum Division on all the matters pertaining to Petroleum, including but not limited to development / updation of the petroleum plans and MOUs / agreements with the foreign countries in the sector.
- g) Providing professional advice on miscellaneous matters to the Petroleum Division in the discharge of its mandate.
- h) Any other task linked to the TORs which may arise during the contract period or assigned by the Secretary, Petroleum Division.

**7. Deliverables and Timeline:**

Sl. No.	Deliverable	Time frame
i.	A comprehensive report on the latest Global and regional Best Practices in the field of Petroleum and subsequently developing the roadmap along with implementation strategies for augmenting the capacity of the Sector in Pakistan.	Up to six months from contract signing
ii.	Working paper for identifying the issues/gaps in the legislative framework of the Division and suggest revisions.	Up to 12 months from contract signing
iii.	Working paper for identifying the areas of cooperation which can be tapped for international assistance and suggest comprehensive implementation mechanism.	Up to 18 months from contract signing

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iv.	To review the current state of affairs of upstream, midstream and downstream oil and gas sector and render policy advise aimed to attract investment, revisit process of deregulation/liberalization, create fair competition, achieve market efficiencies, etc.	Up to 24 months from contract signing
v.	Formulate implementation framework of development projects by assigning quantifiable targets and affective monitoring mechanism	Up to 30 months from contract signing
vi.	Working paper for upgrading frame work for promotion of research and innovation in the field of Petroleum and to suggest measures for improving industry academia linkages.	Up to 36 months from contract signing
vii.	Extend technical advice on matters referred by the organizations under the control of Ministry of Energy, Petroleum Division.	To be disposed of on 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, 2020. The pay of Technical Advisor (MP-I) will initially be fixed at minimum of MP-I Scale.

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/her term of office, engage himself/herself in any other service, business, vocation or employment which may have any direct or indirect effect on his/her 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 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 notice on either side or payment of one month's basic pay in lieu thereof.

14. **Monitoring and evaluation:** The Technical Advisor shall directly report to the Secretary, Petroleum 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.

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