

**No.F.1(10)-RM/2017**  
**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF STATES & FRONTIER REGIONS**

Ministry of SAFRON is seeking applications from potential candidates for the post:

**Commissioner (BS-20)**  
**Afghan Refugees Organization, Balochistan**  
**(Permanently Based in Quetta)**

**Qualification & Experience:**

- Application must hold a Master's Degree (MS/MBA/MA/MSc) in a relevant discipline or its equivalent form Institutions recognized by the Higher Education Commissioner (HEC).
- Applicants should possess a minimum of 15 years of post-qualification experience in the field of Public Administration, with a specific focus on overseeing program management funded by Donors or UN Agencies. Preference will be given to candidates who have demonstrated experience working in the relevant field and province.
- Substantial experience in a leadership or managerial role, preferably refugee related work.
- Demonstrated experience of working closely with United Nations and well versed with protection, Program, development and social programs required for Refugees Management.
- Proven experience in project management, strategic planning and decision making and strong diplomatic and communication skills.
- Knowledge of International humanitarian law, human rights, and refugees protection issues will be taken as additional qualification.
- Excellent communication and negotiation skills, including the ability to engage with various stakeholders, INGOs, UN and local communities (Host and Refugees).
- Efficient multitasking and organizational skills.
- Knowledge of Pashto/Dari/Persian languages will be an added advantage.
- Flexibility to Travel to Far Flung Areas to visit Refugees Camp in Balochistan.

**Responsibilities & Duties:**

- i. The person will work under the Chief Commissionerate for Afghan Refugees Islamabad as well as Ministry of SAFRON.
- ii. Monitoring and evaluation of Provincial Afghan Refugees Program, implemented by INGOs and UN Agencies.
- iii. Work to strengthen partnerships and collaboration with local authorities and organization to enhance protection measures.
- iv. Ensure compliance with financial regulations, guidelines, and reporting requirements in line with Government & UN project partnership requirements.
- v. Establishment of Refugees Camps in coordination with the UNHCR and Chief Commissionerate.
- vi. Monitoring and Maintaining Statistical Data.
- vii. Overall Administration and Relief Management of Afghan Refugees residing in Camps in Balochistan Province.
- viii. Coordination with UNHCR, WFP, NGO's and other agencies for development projects.
- ix. Repatriation of Afghan Refugees in coordination with Chief Commissionerate of Afghan Refugees and UNHCR.

Tenure of Service	:	Two Years on Contract Basis.
Age	:	Min: 38 years      Max: 50 Years
Salary Package	:	As admissible under the Government Rules

- Interested candidate may submit their detailed Curriculum Vitae along with covering letter to the following address within 15 days of advertisement. Only shortlisted candidates will be called for an interview.

**Section Officer (RWM)**  
**Room No.232**  
**2<sup>nd</sup> Floor "S" Block Pak Secretariat, Islamabad**