**CERTIFICATION INCENTIVE PROGRAMME FOR SMEs**

**UNDER PQI INITIATIVE 2025**

**PROJECT MANAGER**

**Qualification:** Masters in the field of Natural Science / Bachelor of Engineering from HEC/PEC recognized institution.

**Experience:** At least 20 years managerial experience in relevant field & must possess sound knowledge of ISO related standards, Quality Management & Certification / Accreditation Systems. Have good knowledge of Project management, planning procedures etc. Persons who have worked as assessor/ auditor of internationally recognized standards & certifications systems will be given preference.

**Age Limit:** 45 – 62 Years.

**Mode of Appointment:**

Project Manager will be appointed on contract basis initially for a period of two years extendable on yearly basis.

**TERMS OF REFERENCE ( TORs)**

1. Be responsible to execute the project as per the provisions of the PC-1.
2. Be responsible to coordinate the project activities between Project Management Unit (PMU)/ Provincial Technical Management Unit (PTMU) / Federal Technical Management Unit (FTMU).
3. Be responsible to arrange all project meetings of Steering Committee (SC) including Training Sessions/ Seminars etc. & maintain the relevant records.
4. Be responsible for the processing of applications of applicant SMEs / Firms and their selection for this scheme through a transparent process and adherence to all financial & technical parameters.

1. Manage resources for the execution of the project through MoST and keep a strong

check on time and cost over-runs, monitor the inputs, process and output of the project.

1. Arrange & manage training programmes in various certification disciplines in various cities of Pakistan.
2. Prepare presentations & cases for the consideration of the steering committee as & when required.
3. Be responsible to PMU for the transparent and smooth execution of the project.
4. Prepare report(s), as and when asked by PMU, and submit to the relevant quarters at any implementation stage of the project.
5. Act as member/secretary of the steering committee, record minutes and notify its decisions to the concerned quarters, in a befitting manner, for implementation.
6. Maintain necessary liaison / follow-up for the implementation of the decisions taken by the SC in its various meetings.
7. Be free of personal biases for or against any applicant and demonstrator transparency and integrity at every level of the project execution.
8. Be under obligation to account for all actions, steps and decisions taken during project execution.
9. Be accountable for any lapses under the jurisdiction of his administrative functional and financial control.
10. Be the custodian of all project records, submit the PC-IV upon the successful completion of the project & handing-over the project assets to the concerned quarters.