

## **Terms of reference**

### **Dispatch Rider**

#### **Background**

Government of Punjab, Planning & Development Board in collaboration with World Bank Group (WBG) and multiple implementing agencies is implementing Punjab Tourism for Economic Growth (PTEG) Project with the total project cost of USD 55 million over five years (30th April 2023). The project aims to promote the tourism sector by strengthening the institutional capacity through better skills development, increase private sector participation and improve infrastructure services in support of the tourism sector in the province of Punjab.

#### **Objectives:**

1. To support the Government of Punjab in implementing a cultural, heritage and tourism policy supported by comprehensive institutional reforms for effective implementation framework.
2. Leverage private sector's potential to create new economic opportunities for job creation, revenue generation, innovation, entrepreneurship and production efficiency increase.
3. To promote an environment of pluralism and tolerance in the Province through a raised awareness of a varied culture and heritage.

#### **Major Responsibilities**

- Responsible for delivery of official daak at the destination place.
- Ensure Dispatch of outstation official daak.
- Coordinate with different department regarding submission of meeting notice.
- Any other duty that may be assigned to him by his Officer In-charge.

#### **Qualification & Experience:**

- Minimum matriculation degree.
- Candidate must be well versed of Govt departments address across the Lahore.
- At least 1 year of relevant experience.
- Prior experience of working in government department/Foreign aided project is highly desirable.

#### **Note:**

Dispatch rider is required to bring his own motorcycle to carry out all the official activities for which he will be paid fuel allowance.

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