

## **Terms of reference**

### **Office Secretary**

#### **Background**

Punjab Tourism for Economic Growth Project of World Bank Group (WBG) is a five year project to assist the Government of Punjab (GoPb) in its 5- Year Medium Term Growth Framework which is aimed to optimally exploit the potentials of Recreational, Adventure, Cultural, Historical and Heritage Tourism. A good tourism program can contribute towards economic growth through creation of jobs, foreign exchange earnings, opening up trade, knowledge sharing, regional development and much needed portrayal of a soft image for Pakistan.

#### **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**

- Maintain all official record related to all projects
- Arrangement of Official meeting, coordination with relevant staff, issuance of meeting notices
- Preparation of working paper, issuance of minutes of meeting
- Shall also make necessary data entry and file management in the Computer
- Any other duty that may be assigned by Officer In-charge during working hours.

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

- Qualification: Graduation from recognized university. Excellent computer proficiency
- Experience: Must have at least 3 years of experience of office management in public sector or a reputable organization. Shorthand and good typing speed will be preferred.

#### **Selection Method:**

Through open competition after advertisement in the Press Selection to be made by Recruitment Committee of PMU (PTEGP).

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