



GOVERNMENT OF PAKISTAN
NATIONAL VOCATIONAL & TECHNICAL TRAINING
COMMISSION
NAVTTTC HQs, Plot No. 38, Kirthar Road, Sector H-9/4, Islamabad



Position:	International Certifications Specialist (SPPS-II)
Reporting to:	Director General (Accreditation & Certification)

Terms of Reference:

Coordinates partnerships with global certifying bodies to integrate international qualifications into NAVTTTC programs and enhance the global employability of Pakistani graduates. Further to Facilitate partnerships with global certifying bodies and enable youth to gain internationally recognized certifications.

Qualification

- **Minimum Education:** Master's degree or equivalent (16 years of education) in Education, International Relations, Business Administration, Technical and Vocational Education and Training (TVET), Public Policy / Public Administration or Any relevant discipline from a reputed national or international university
- **Preferred Certifications:**
 - Internationally recognized TVET/Assessment qualifications (e.g., City & Guilds, Pearson, IHK)
 - Any additional certification in Quality Assurance or Educational Partnerships will be an added advantage.

Experience:

- **Minimum 7 years** of post-qualification professional experience, with at least:
 - 3-5 years in managing or facilitating **international certifications or qualifications** within the TVET, education, or skills development sector.
 - Experience working with **international awarding bodies**, regulatory authorities, or **accreditation councils**.
 - Demonstrated experience in **international collaboration, partnership building, or MoU execution** with certifying agencies.
- **Desirable Experience:**
 - Familiarity with **recognition of prior learning (RPL)**, qualification frameworks (e.g., NSQF/TVET frameworks), and **quality assurance** mechanisms.
 - Track record in **project documentation**, report writing, and liaison with **development partners** (e.g., ILO, GIZ, British Council).

Key Tasks, Deliverables & Timelines:

Key Tasks	Quantifiable Targets	Deliverables	Timeline
Identify relevant international certification partners	Minimum 5 partnerships explored	Partner Scoping Report	Month 1–2
Negotiate certification recognition or MoUs	3 formal MoUs signed	Signed Agreements / MoUs	Month 3–4
Align national curricula	At least 2 certifications	Curriculum	Month 5–7

with global standards	aligned	Mapping Reports	
Coordinate certification exams & logistics	2 certification pilot exams conducted	Exam Logistics Plan & Completion Report	Month 8–10
Monitor global best practices in TVET	Quarterly updates shared	Global Practice Briefs	Quarterly

Performance Indicators:

- i. Percentage of activities completed on schedule
- ii. Stakeholder satisfaction score (above 80%)
- iii. Quality of planning documents (peer-reviewed)
- iv. Timeliness and accuracy of progress reports
- v. Utilization of monitoring tools developed

Reporting & Supervision:

- i. Submit monthly updates to Director General (A&C), NAVTTC HQs.
- ii. Participate in various Committee and review meetings as and when required.
- iii. Maintain documentation for internal/external audits and evaluations.