



JOB OPPORTUNITIES - PROJECT

NextGen Consulting Inc. (NGCI), requires the services of candidates for the following positions who meet the specified criteria.

Company:	NextGen Consulting Inc. (NGCI), USA
About NGCI:	NextGen Consulting Inc. (NGCI) is a U.S.-based technology and consulting firm supporting government and commercial clients. NGCI is establishing its Lahore operations unit to build a structured growth and capture engine that supports clients.
Position	GROWTH & CAPTURE ANALYST
Role Overview:	The Growth & Capture Analyst will support structured opportunity identification, research, and pipeline development. In addition to research, the role includes building and institutionalizing scalable backend processes, dashboards, and research frameworks.
Key Responsibilities:	<ul style="list-style-type: none"> • Monitor commercial procurement portals • Identify subcontracting and teaming opportunities • Conduct structured bid/no-bid research analysis • Maintain opportunity tracking dashboards • Build and maintain target partner databases • Develop standardized research templates • Create internal SOPs for opportunity tracking • Establish centralized procurement research repository • Support GSA schedule and contract vehicle research
Qualification	<ul style="list-style-type: none"> • Bachelor's or Master's degree in Business, Public Policy, IT, Engineering, or related field • 2–5 years' experience in research, consulting, or procurement support • Strong analytical and documentation skills • Excellent written and verbal English communication • Ability to interpret structured procurement documents
Position	PROPOSAL & COMPLIANCE ANALYST
Role Overview:	The Proposal & Compliance Analyst will draft and manage structured proposal submissions while rebuilding NGCI's proposal infrastructure, templates, compliance matrices, and documentation systems.
Key Responsibilities:	<ul style="list-style-type: none"> • Draft technical and management proposal sections • Prepare compliance matrices and structured response templates • Customize capability statements and company profiles • Review RFP/RFQ requirements for compliance • Build reusable narrative libraries • Establish document version control systems • Develop internal proposal workflow checklists • Create centralized proposal repository • Support documentation groundwork for GSA, ISO, and process readiness
Qualification	<ul style="list-style-type: none"> • Bachelor's or Master's degree in English, Business, IT, Engineering, or related field • 2–6 years' experience in proposal writing or structured documentation • Exceptional written English skills • Strong organizational and deadline management skills • Detail-oriented and compliance-focused mindset
Position	TALENT & DELIVERY PIPELINE ANALYST
Role Overview:	The Talent & Delivery Pipeline Analyst will design and implement structured talent pipeline systems, readiness documentation frameworks, and scalable staffing workflows.
Key Responsibilities:	<ul style="list-style-type: none"> • Build and maintain database of technical professionals • Conduct initial qualification screenings • Maintain structured skills inventory • Coordinate interviews with U.S. leadership • Develop standardized screening templates • Build candidate tracking dashboards • Create onboarding documentation templates • Establish SOPs for talent readiness tracking • Support structured scaling preparation for delivery execution
Qualification	<ul style="list-style-type: none"> • Bachelor's degree in HR, Business, IT, or related field • 2–5 years' experience in recruiting or talent sourcing • Familiarity with technical hiring preferred • Strong communication and coordination skills • Organized and process-oriented mindset

To Apply for above mentioned positions, please visit the following Link: <https://forms.gle/Pi8GBNqtPHsBXQqe8>

Application Deadline: 23rd March, 2026

INSTRUCTIONS:

1. Please fill the specific application form. Only applications received online will be considered. (Applications submitted through other means such as email, Fax, Postal, courier services, walk-in will not be considered.) The correctness of the information is solely the responsibility of the candidate.
2. These are project-based jobs only. So, there is no reason to make them permanent.
3. Only short-listed candidates will be called for a test/interview.
4. No TA/DA will be admissible.
5. All the posts will be filled on OPEN MERIT basis.

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