

## **VACANCY ANNOUNCEMENT**

Finance Division, Government of Pakistan Invites applications from the interested candidates fulfilling the prescribed eligibility criteria for various positions on contract basis for approved PSDP funded project titled “ **Capacity Building of Finance Division for implementation of Policy Framework in Federal Government**” for a period of two years extendable for further one year. The prescribed terms and conditions/ Requirements regarding the requisite qualification and experience, pay package etc are available on Finance Division’s website at [https://www.finance.gov.pk/jobs\\_active.html](https://www.finance.gov.pk/jobs_active.html). The interested applicants fulfilling the prescribed eligibility criteria may submit applications by post/ courier service along-with their CVs, copies of testimonials and recent photographs addressed to the office of undersigned i.e. Room No 130, Q-Block, Pak Secretariat, Islamabad, within 15 days of the publication of this advertisement.

Only Shortlisted candidates will be called for interview.

No TA/DA will be paid to the candidates.

  
(Saeed Akhter)  
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Finance Division  
Islamabad  
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**Project Staff: Positions, Job Details, and Qualification and Experience Requirements**

<b>Position Title:</b>	<b>Fiscal Forecasting Specialist (PPS-9/10)</b>
<b>Qualification and Experience Requirement</b>	<ul style="list-style-type: none"> <li>i. Masters Degree in Finance, Accounting, Economics, Statistics, or equivalent from a recognized University. Higher qualification will be preferred;</li> <li>ii. Minimum 10 years of post-qualification experience in public financial planning &amp; budgeting, revenue management and budget allocation, tax specialization, public or private procurement, and internal and external audit at the central/ or provincial government levels,</li> <li>iii. A strong understanding of the current PFM landscape in Pakistan, including relating donor-funded programs;</li> <li>iv. Demonstrated ability to liaise and develop successful working relationships with key stakeholders;</li> <li>v. Excellent written and oral communications skills required</li> <li>vi. Experience in the usage of computers and office software packages (MS Office) and advance knowledge of spreadsheet and database packages, as well as experience in handling of web-based management systems is required</li> <li>vii. Maximum Age 50</li> </ul>
<b>Job Detail</b>	<ul style="list-style-type: none"> <li>i. Undertaking forecasting of revenues and expenditures on periodic basis i.e. annual, half yearly, quarterly, monthly and weekly.</li> <li>ii. Assist in establishing revenue utilization framework for autonomous bodies that generate their own-source revenue and implement this framework effectively.</li> <li>iii. Assist ministries/divisions in identifying, quantifying and reporting on fiscal risks arising because of changes in (a) macroeconomic variables; (b) policy and budget execution; (c) contingent and accrued liabilities; and (d) long term spending commitments.</li> <li>iv. Assist the Finance Division in developing and presenting to the National Assembly a Fiscal Policy Statement in consultation with the stakeholders.</li> <li>v. Devise and roll out initiatives to promote budget transparency—including the requirement of fiscal risk disclosure, budget</li> </ul>

	<p>strategy paper, citizens' budget, contingent liabilities reports, statement of tax expenditure etc.</p> <p>vi. Provide comprehensive statistical support and prepare key periodical reports.</p> <p>vii. Perform any other duties assigned by the Project Director, PMU to facilitate the working of PMU.</p>
<b>Position Title:</b>	<b>PFM Strategy &amp; Reforms Specialist (PPS-9/10)</b>
<b>Qualification and Experience Requirement</b>	<p>i. Masters Degree in Public Finance, Economics or equivalent from a recognized University. Higher qualification will be preferred;</p> <p>ii. Minimum 10 years of post-qualification experience in public financial planning &amp; budgeting, revenue management and budget allocation, tax specialization, public or private procurement, and internal and external audit at the central/ or provincial government levels,</p> <p>iii. A strong understanding of the current PFM landscape in Pakistan, including relating donor-funded programs;</p> <p>iv. Demonstrated ability to liaise and develop successful working relationships with key stakeholders;</p> <p>v. Excellent written and oral communications skills required</p> <p>vi. Experience in the usage of computers and office software packages (MS Office) and advance knowledge of spreadsheet and database packages, as well as experience in handling of web-based management systems is required</p> <p>vii. Maximum Age 50</p>
<b>Job Detail</b>	<p>i. <b>Objectives and Targets under PFM Act</b></p> <p>ii. <b>PFM Strategy</b></p> <p>iii. <b>PFM Reforms Agenda</b></p> <p>iv. <b>Action Plan to Implement</b></p> <p>v. <b>Role over the plan in Ministry/Division/Department</b></p>

<b>Position Title:</b>	<b>Cash Forecasting &amp; Management Specialist (PPS-9/10)</b>
<b>Qualification and Experience Requirements</b>	<ul style="list-style-type: none"> <li>a) Masters Degree in Finance, Accounting, Statistics or equivalent from a recognized University. Higher qualification will be preferred;</li> <li>b) Minimum 10 years of post-qualification experience cash management/treasury management preferably in NBP/SBP, ,</li> <li>c) Excellent written and oral communications skills required</li> <li>d) Experience in the usage of computers and office software packages (MS Office) and advance knowledge of spreadsheet and database packages, as well as experience in handling of web-based management systems is required</li> <li>e) Maximum Age 50</li> </ul>
<b>Job Details</b>	<ul style="list-style-type: none"> <li>i. Review of existing institutional and administrative arrangements for CM&amp;CF, and streamline as part of implementing the CM&amp;CF system</li> <li>ii. Develop a mechanism to obtain monthly data on all cash inflows and cash outflows from Central Account No. 1 (Non Food) maintained in SBP.</li> <li>iii. Undertaking cash forecasting on periodic basis i.e. annual, half yearly, quarterly, monthly and weekly.</li> <li>iv. Integration of Cash management with debt management</li> <li>v. management of cash buffer with SBP Provide guidance, feedback, and training to relevant officials at line ministries to improve the quality of cash forecast and cash management;</li> <li>vi. Closely monitor the monthly forecasts by line ministries and help relevant officials there in systematizing the process for improved quality of forecasting;</li> <li>vii. Assist in compiling, updating, and presenting the forecast on the aggregated cash forecasts based on the above mentioned process;</li> <li>viii. Assist relevant officials in line ministries in evaluating risks associated with forecast through scenario/sensitivity analysis;</li> <li>ix. Help the relevant government agencies in cash forecasting</li> <li>x. Prepare and introduce simple templates requiring PAOs to provide Finance Division information that is necessary for effective operations of cash management.</li> <li>xi. Devise and implement a mechanism for use of idle funds with autonomous bodies.</li> </ul>

	<ul style="list-style-type: none"> <li>xii. Devise a framework for the management of Special Purpose Funds under the Cash Management and TSA Policy.</li> <li>xiii. Maintain a liaison with key stakeholders within the federal government.</li> <li>xiv. Provide comprehensive statistical support and prepare key periodical reports.</li> <li>xv. Perform any other duties assigned by the Project Director, PMU to facilitate the working of PMU.</li> </ul>
<b>Position Title:</b>	<b>O&amp;M SAP Specialist / PFM reform computerization specialist (PPS-9/10)</b>
<b>Qualification and Experience</b>	<ul style="list-style-type: none"> <li>a) Master Degree in Finance, Accounting, Auditing or Business Administration, Computer Science, Information Technology, Software Engineering, Computer Engineering or equivalent from a recognized university,</li> <li>b) At least 25 years' progressively responsible experience in handling the public sector accounting, financial policies and procedures including, planning, design, development, implementation, maintenance and support of ERP system and infrastructure in public sector at provincial /national level including the implementation of SAP O&amp;M Module in a Federal Government or Provincial Government or a District Government or a large organization.</li> <li>c) Demonstrated ability to liaise and develop successful working relationships with key stakeholders;</li> <li>d) Excellent written and oral communications skills required</li> <li>e) Ability to extract, interact, analyze data and resolve operational and functional problems;</li> <li>f) Maximum Age 50</li> </ul>
<b>Job Details</b>	<ul style="list-style-type: none"> <li>i. Liaise closely with the Deputy CGA/DG MIS, in developing/strengthening of IFMIS/SAP and its interfaces with public sector entities to improve the quality and real time availability of financial data.</li> <li>ii. Propose measures to promote and enhance usage by the PAOs/CFAOs, of IFMIS /SAP for day to day and long term budget related decision making in the Federal Ministries/Divisions/Departments</li> <li>iii. Facilitate in preparing plans for capacity Building of relevant officers of Finance Division, Planning Division, CFAOs, EAD and others</li> <li>iv. Facilitate in developing and using the SAP system for (a) cash</li> </ul>

	<p>management and cash forecasting; (b) TSA regime; and (c) debt management in line with the provision of the Fiscal Responsibility and Debt Limitation Act.</p> <ul style="list-style-type: none"> <li>v. In collaboration with the Communication and Change Management Specialist, propose change interventions such as seminars, policy dialogue, workshops, etc. to soften the ground for the adoption of new practices/regulations within public sector entities.</li> <li>vi. Provide guidance in the development and use of users-friendly interfaces with SAP-based IFMIS. Periodically review the internal controls for budget Master Data of the federal government in IFMIS for any inconsistencies and propose remedial action to remove such inconsistencies.</li> <li>vii. Plan and prescribe measures for data integrity review of the IFMIS from time to time in coordination with Dy. CGA/DG MIS to improve data integrity of IFMIS.</li> <li>viii. Review IFMIS functionalities and—in coordination with the DG MIS, and implement a plan to exploit the full potential of IFMIS at federal level (e-g asset and liability recording, commitment accounting, online submission of bills to AGPR, link with e-procurement etc.)</li> <li>ix. Any other task that may be assigned by the Project Director.</li> <li>x. Assist PMU in disposing of its day to day duties and report to the Project Director on all official matters.</li> </ul>
<b>Position Title:</b>	<b>SAP Specialist (Budgeting and Reporting) (PPS-9/10)</b>
<b>Qualification and Experience Requirement</b>	<ul style="list-style-type: none"> <li>a) Master Degree in Computer Science, Information Technology, Software Engineering, Computer Engineering, Finance, Accounting, Auditing or Business Administration or equivalent from a recognized university</li> <li>b) SAP Certifications in Financial Module</li> <li>c) Knowledge of Public Sector Budgeting Process will be added advantage</li> <li>d) At least 10 years' progressively responsible experience in planning, design, development, implementation, maintenance and support of ERP system and infrastructure in public sector at national/provincial level</li> <li>e) Demonstrated ability to liaise and develop successful working relationships with key stakeholders;</li> <li>f) Excellent written and oral communications skills required</li> </ul>

	<p>g) Ability to extract, interact, analyze data and resolve operational and functional problems (<i>maximum age = 50 years</i>)</p>
<p><b>Job Details</b></p>	<ul style="list-style-type: none"> <li>i. Facilitate in developing and using the SAP/IFMIS system for (a) Budget preparation and execution reporting; (b) Monthly/Quarterly/Mid-Year and yearly Budget/Expenditure Reporting; (c) Performance Based Budgeting (PBB)/Output Based Budgeting (OBB) &amp; Reporting (d) Performance Based Monitoring (PBM)/Output Based Monitoring (OBM) &amp; Reporting (e)IFMIS Linkage of Autonomous Bodies -Budgeting etc.</li> <li>ii. Liaise closely with the Budget and Expenditure Wings, CGA and FABS/MIS in developing/strengthening of IFMIS/SAP reporting</li> <li>iii. Review IFMIS functionalities and—in coordination with the FABS/MIS, and implement a plan to exploit the full potential of IFMIS at federal level (Budget including OBB/PBB/PBM/OBM Preparation, Reporting and Budget Execution etc.)</li> <li>iv. Propose measures to promote and enhance usage by the PAOs/CFAOs, of IFMIS /SAP for budget preparation/execution including PBB/PBM in the Federal Ministries/Divisions/Departments</li> <li>v. Facilitate in preparing plans for capacity Building of relevant officers of Finance Division, Planning Division, CFAOs, EAD and others</li> <li>vi. Provide guidance in the development and use of users-friendly interfaces with SAP-based IFMIS. Periodically review the internal controls for budget Master Data of the federal government in IFMIS for any inconsistencies and propose remedial action to remove such inconsistencies.</li> <li>vii. Plan and prescribe measures for data integrity. Review of the IFMIS from time to time in coordination with Budget and Expenditure Wings, CGA and FABS/MIS to improve data integrity of IFMIS.</li> <li>viii. Any other tasks that may be assigned by the Project Director. Assist PMU in disposing of its day to day duties and report to the Project Director on all official matters.</li> </ul>

<b>Position Title:</b>	<b>Non-Taxation Specialist (PPS-9/10)</b>
<b>Qualification and Experience</b>	<ul style="list-style-type: none"> <li>a) Masters Degree in Taxation, Law, Finance or equivalent from a recognized University. Higher qualification will be preferred;</li> <li>b) Minimum 10 year post-qualification experience in tax policy, tax administration, tax policy/administration reforms</li> <li>c) Demonstrated ability to liaise and develop successful working relationships with key stakeholders;</li> <li>d) Excellent written and oral communications skills required</li> <li>e) Experience in the usage of computers and office software packages (MS Office) and advance knowledge of spreadsheet and database packages, as well as experience in handling of web-based management systems is required.</li> <li>f) Maximum Age 50 years</li> </ul>
<b>Job Details</b>	<ul style="list-style-type: none"> <li>i) Review and rationalize the existing non-tax revenue regime in public sector entities covering—among others, mark up on loans lent by the government, dividends against the government's equity investment, surplus profits as per the provisions of relevant laws, and any other amount owed to the government as accrued.</li> <li>ii) Facilitate the approval of new policies/non-tax revenue regime, and lead the implementation process.</li> <li>iii) Establish reporting mechanisms—including reporting templates, for ministries /division/autonomous bodies for timely accounting and reporting of non-tax revenue as part of modernized cash management and TSA system.</li> <li>iv) Facilitate ministries/division/autonomous bodies in developing basic research and analysis capacity for implementing new non-tax revenue regime.</li> <li>v) Assist ministries/division/autonomous bodies in assessing non-tax revenue potential in their respective jurisdiction based on the established principles equity, efficiency, and other best practices. Support in implementation of such proposals.</li> <li>vi) Assist Finance Division in making recommendations for tax policy changes to Government on the basis of analytical research, and implementation experience;</li> <li>vii) Establish a robust within Finance Division for monitoring and reporting of non-tax revenue by revenue collection offices to ensure immediate availability of such revenue for CM/CF and TSA system;</li> <li>viii) Liaise with the CGA to establish a unique accounting code for</li> </ul>



	<p>deposit of non-tax revenue to the Federal Consolidated Fund.</p> <p>ix) Institutionalize suitable mechanisms/practices within the public sector entities for levy of penalties on defaulters and referral of default cases to the relevant Commissioner, In-Land Revenue.</p> <p>x) In collaboration with the Communication and Change Management Specialist, implement change interventions such as seminars, policy dialogue, workshops, etc. to soften the ground for the adoption of new practices/regulations within public sector entities.</p> <p>xi) Assist and provide support to the Project Director in disposing of his day to day functions and report to him on all official matters.</p>
<b>Position Title:</b>	<b>Communication and Change Management Specialist (PPS-9/10)</b>
<b>Qualification and Experience Requirements</b>	<p>a) Masters Degree in Mass Communications, Journalism, Public Relations, Marketing or equivalent from a recognized University. Higher qualification will be preferred.</p> <p>b) At least 10-years of post-qualification experience related to public relations experience and change management. Experience of a financial PR agency or a large financial institution or provincial / federal government would be ideal;</p> <p>c) Ability to synthesize large amounts of information effectively and strategically</p> <p>d) Excellent written and oral communications skills required</p> <p>e) Experience in the usage of computers and office software packages (MS Office) and advance knowledge of spreadsheet and database packages, as well as experience in handling of web-based management systems is required.</p> <p>f) Maximum Age 50 years</p>
<b>Job Detail</b>	<p>i) Implement PFM Communication Strategy in collaboration with the stakeholders</p> <p>ii) Manage public relations and agency relationship(s).</p> <p>iii) Identify opportunities to raise the public profile and drive the vision and values of the organization.</p> <p>iv) Develop communication products/contents in consultation with the technical experts i.e. brochures, publicity material, leaflets etc.</p> <p>v) Assist in promoting and improving public understanding of the ongoing initiatives under PFM reforms and facilitate the mainstreaming processes through developing and diffusing</p>

	<p>awareness products through print, electronic and social media;</p> <ul style="list-style-type: none"> <li>vi) Facilitate the PMU in organizing policy dialogue, workshops, seminars etc. at national and provincial levels as needed to promote the acceptance of new PFM systems and processes</li> <li>vii) Facilitate in budget publications e.g. Budget Speech, White Paper, and Citizen's Budget etc.</li> <li>viii) Assist and provide support to the PMU in disposing of his day to day functions and report to him on all official matters.</li> <li>ix) Any other task that may be assigned by the Project Director from time to time.</li> </ul>
<b>Position Title:</b>	<b>Internal Audit Specialist (PPS-9/10)</b>
<b>Qualification and Experience Requirements</b>	<ul style="list-style-type: none"> <li>a) Masters Degree in Accounting, Finance, or equivalent from a recognized University. Higher qualification will be preferred.</li> <li>b) Internal Audit certification</li> <li>c) At least 10-years of post-qualification experience in relevant field;</li> <li>d) Maximum Age 50 years</li> </ul>
<b>Job Detail</b>	<ul style="list-style-type: none"> <li>i) Prepare Internal Audit Policy</li> <li>ii) Execution of Internal Audit Policy in the Federal Government</li> <li>iii) Action Plan for Internal Audit</li> <li>iv) Roll over Internal Audit Scheme</li> <li>v) Operationalization of the Offices of CIA in the Ministries/Divisions</li> <li>vi) Any other tasks that may be assigned by the Project Director from time to time.</li> </ul>

<b>Position Title:</b>	<b>Federal Secretariat PFM Reforms Specialist (PPS-9/10)</b>
<b>Qualification and Experience Requirements</b>	<ul style="list-style-type: none"> <li>i. Masters Degree in Public Finance, Economics or equivalent from a recognized University. Higher qualification will be preferred;</li> <li>ii. Minimum 10 years of post-qualification experience in public financial planning &amp; budgeting, revenue management and budget allocation, tax specialization, public or private procurement, and internal and external audit at the central/ or provincial government levels,</li> <li>iii. A strong understanding of the current PFM landscape in Pakistan, including relating donor-funded programs;</li> <li>iv. Demonstrated ability to liaise and develop successful working relationships with key stakeholders;</li> <li>v. Excellent written and oral communications skills required</li> <li>vi. Experience in the usage of computers and office software packages (MS Office) and advance knowledge of spreadsheet and database packages, as well as experience in handling of web-based management systems is required</li> <li>vii. Maximum Age 50</li> </ul>
<b>Job Detail</b>	<ul style="list-style-type: none"> <li>i. Federal Secretariat Reforms</li> <li>ii. Public Finance Management in Secretariat</li> <li>iii. Functioning of offices of PAO, CFAO &amp; CIA along with other</li> <li>iv. Sectoral AFSs/JSs in Finance Division</li> <li>v. Assistance to Ministry of Planning &amp; Development and others</li> <li>vi. Action Plan to Implement</li> <li>vii. Role over the plan in Ministry/Division/Department</li> </ul>

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