



# Ministry of Finance

## (Debt Policy Coordination Office)

### PROFESSIONAL REQUIRED

1. A project titled "Debt Management Strengthening Programme at Ministry of Finance" is being launched with the view to improve quality of the public debt by strengthening debt management functions, timely and effective monitoring and evaluation of borrowing strategies and improved coordination among different institutions involved in debt management in Pakistan.
2. Accordingly, applications are invited for the following posts on contract basis for three year as per the following details:

S#	Name of Posts	No. of Posts	Academic Qualifications	Age	Experience
1	Financial and Market Risk Specialist	2	Master or higher degree in Economics, Finance, commerce, Business Administration or equivalent in related fields from a reputed Foreign/ Local University.	Minimum 30 year	1. At-least 4 year experience with National and/or international Organization/s in the field of market/financial risk management. 2. Operational knowledge of treasury and cash management would be advantageous.
2	Credit Risk Specialist	2	Master or higher degree in Economics, Finance, commerce, Business Administration or equivalent in related fields from a reputed Foreign/ Local University.	Minimum 30 year	1. At-least 4 year experience with National and/or international Organization/s in the field of credit risk management. 2. Operational knowledge of treasury and cash management would be advantageous.
3	Consultant (Balance of Payments and external financing )	1	Master or higher degree in Economics, Finance, Statistics, commerce, Business Administration or equivalent in related fields from a reputed Foreign/Local University.	Minimum 30 year	1. At-least 5 year experience in dealing with Balance of Payments, Commercial Borrowing, Euro Bonds experience with National and/or International Organization/
4	Research Associate	7	Master or higher degree in Economics, Finance, commerce, Business Administration or equivalent in related fields from a reputed Foreign/Local University	Maximum 30 year	1. Well conversant with software used for data analysis. Working experience on MS Office, 2. Have good analytical ability and aptitude to handle quantitative as well as qualitative assignments
5	Finance and HR Officer	1	Bachelor Degree	Minimum 30 year	At least 3 year experience in handling foreign funded projects, e.g. financial matter, preparation/generation of quarterly reports on project implementation, proper maintenance project record, working knowledge of computer, "Word" and "Excel"
6	Naib Qasid	2	Matriculation	Minimum 18 year	

3. Interested candidates may send their applications and detailed resume along with attested copies of relevant educational/experience certificates, two passport size photos copy of CNIC to the undersigned at room number 105, S Block, Pak Secretariat, Islamabad within 15 days of publication of this advertisement. Detailed TORs can be downloaded from Finance Division's website [www.finance.gov.pk](http://www.finance.gov.pk). Only shortlisted candidates will be called for test/interview (s) for which no TA/DA will be paid.

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Deputy Secretary (debt)  
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## **TERMS OF REFERENCE FOR FINANCIAL AND MARKET RISK SPECIALIST**

### **QUALIFICATION & EXPERIENCE**

- i. Master or higher degree in Economics, Finance, Commerce, Business Administration or equivalent in related fields from a reputed foreign/local university.
- ii. At least 4 year experience with National and/or International Organization/s in the field of market risk management;
- iii. Knowledge of treasury and cash management would be advantageous;
- iv. Conversant with MS Office, data analysis software, statistical tools etc.;
- v. Have good analytical ability and aptitude to handle quantitative as well as qualitative assignments

### **DUTIES AND RESPONSIBILITIES**

- i. Analysis, preparation and monitoring of Medium Term Debt Strategy (MTDS);
- ii. Analysis and execution of Debt Sustainability Analysis (DSA);
- iii. Preparation of risk reports to ensure compliance with MTDS;
- iv. Financial and operational analyses of domestic and external loans proposals;
- v. Analysis of foreign currency exposure of external debt portfolio and provide framework for foreign exchange risk management;
- vi. Assist in determining the pricing/maturity of wholesale debt securities in-line with sovereign yield curve and keeping in consideration various risk factors including rollover/refinancing risk, interest rate risk;
- vii. Assist in preparation of auction calendar of wholesale debt instruments;
- viii. Preparation of Debt Policy Statement;
- ix. Close coordination with monetary and fiscal authorities;
- x. Development of framework / guidelines for effectively performing market risk management function;
- xi. Prepare training manual in the above areas for the capacity building of officials of Ministry of Finance
- xii. Any other duty as assigned.

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## TERMS OF REFERENCE FOR CREDIT RISK SPECIALIST

### **QUALIFICATION & EXPERIENCE**

- i. Master or higher degree in Economics, Finance, Commerce, Business Administration or equivalent in related fields from a reputed foreign/local university;
- ii. At least 4 year experience with National and/or International Organization/s in the field of credit risk management;
- iii. Knowledge of treasury or cash management would be advantageous;
- iv. Conversant with MS Office, data analysis software, statistical tools etc.;
- v. Have good analytical ability and aptitude to handle quantitative as well as qualitative assignments;

### **DUTIES AND RESPONSIBILITIES**

- i. Advice on financing proposals covered by sovereign guarantees;
- ii. Financial analysis of public sector enterprises and monitor the credit risk from sovereign guarantees;
- iii. Analysis of contingent liabilities and provide future directions keeping in view default risk;
- iv. Develop credit risk framework and ensure its implementation;
- v. Write periodic reports on instruments and working of the financial markets and associated risks;
- vi. Report on interest rate and exchange rate statistics including comparison with regional economies;
- vii. Generate market MIS to assist in financial decision making;
- viii. Preparation of fiscal policy statement;
- ix. Preparation of medium term budgetary statement;
- x. Close coordination with monetary and fiscal authorities;
- xi. Development of framework/guidelines for effectively performing credit risk management function
- xii. Prepare training manual in the above areas for the capacity building of officials of Ministry of Finance
- xiii. Liaise with local and foreign rating agencies
- xiv. Any other duty as assigned.

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**TERMS OF REFERENCE FOR CONSULTANT (BALANCE OF  
PAYMENTS AND EXTERNAL FINANCING)**

**QUALIFICATION & EXPERIENCE**

- i. Master or higher degree in Economics, Finance, commerce, Statistics, Business Administration or equivalent in related fields from a reputed Foreign/Local University.
- ii. At least 4 year experience with National and /or International Organizations in the fields of Balance of Payments and external financing e.g. Bilateral , multilateral and commercial Borrowing

**DUTIES AND RESPONSIBILITIES**

- i. Preparation of country's balance of payments and its major as well as minor items.
- ii. Forecasting/analyzing balance of payments on monthly and annual basis for submission to IMF, World Bank and other international agencies.
- iii. Compilation and forecasting of exchange rates of Pak rupee viz-a-viz other world currencies for budgetary purpose.
- iv. Preparation of foreign exchange budget of ministries, divisions and government entities.
- v. Coordination with all relevant stakeholders/departments for collection of data.
- vi. Preparation of all the tables on balance of payments/statements.
- vii. Drafting response on questions related to balance of payment emanating from the senate and national assembly.
- viii. Any other responsibility as assigned relating to the balance of payments.
- ix. To assist external finance in preparation of external financing of the budget i.e euro bond and other multilateral, bilateral *and commercial* financing in respect of external debt.
- x. Prepare a manual for training in the field of balance of payments , commercial borrowing and to the relevant officials
- xi. Any other duty assigned

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## **TERMS OF REFERENCE FOR RESEARCH ASSOCIATES**

### **QUALIFICATION & EXPERIENCE**

- i. Master or equivalent degree in Economics, Finance, commerce, Business Administration or equivalent in related fields from a reputed Foreign/Local University;
- ii. Knowledge of treasury or cash management would be advantageous;
- iii. Conversant with MS Office, data analysis software, statistical tools etc.
- iv. Should be able to assist specialists/experts in their responsibilities;

### **DUTIES AND RESPONSIBILITIES**

- i. Assist in preparation of publications as required by Fiscal Responsibility and Debt Limitation Act;
- ii. Assist in preparation of medium term debt management strategy and risk reports;
- iii. Assist in financial analysis of public sector enterprises;
- iv. Assist in macroeconomic analysis and writing debt reports/briefs;
- v. Maintain database related to public debt and government guarantees;
- vi. Any other duties as assigned.

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## **TERMS OF REFERENCE FOR FINANCE AND HR OFFICER**

### **DUTIES AND ACCOUNTABILITIES**

#### **Qualification /Experience**

- Minimum Bachelor Degree
- At least 3 year experience of handling HR, Finance and Accounts of foreign funded projects,
- Experience of dealing with AGPR/PIFRA would be advantageous
- working experience on computer, MS Office e.g. “Word” and “Excel Power Point”

#### **Responsibilities**

- Responsible for maintenance of HR and Admin related work Maintaining updated record of inventory stock;
- Procurement of project related stationary/ other items;
- Preparation/ generation of quarterly financial reports on project implementation and furnishing to the concerned quarters;
- Liaise with the related quarters e.g. AGPR, World Bank Planning and Development and Reform;
- Monitoring and preparation of reports for the implementation schedule of project related activities;
- Processing the cases of financial matters;
- Any other duty assigned

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