

Government of Pakistan

Finance Division

PROFESSIONALS REQUIRED

The Government of Pakistan, Finance Division, intends to hire the services of following professionals/staff having relevant qualification/experience from recognized universities on contract basis initially for a period of one year with possibility of extension under the Project titled 'Institutional Strengthening of Finance Division' (ISFD):

S.No	Name of Post	No. of posts	Max Age Limit	Academic Qualifications	Experience
1	Consultant for Digitalization of Economic Surveys of Pakistan	1	65 years	MA (Eco) preferably foreign degree in Economics or Eco. Dev. or Agricultural Economics from a university recognized by HEC.	15 years experience of Economic Research including 10 years experience of research work/report writing and handling Economic data
2	Law Expert	1	55 years	BA, LLB from a university recognized by HEC, Licensed to practice as Advocate of High Courts and Supreme Court, having sound knowledge of civil, administrative & constitutional laws.	10 years of legal experience including 05 years of litigation experience in the High Court/Supreme Court.
3	Assistant Web Developer	1	55 years	BA/BSc second class or Grade 'C' Diploma/Certificate in E-Commerce from a recognized Institute with compulsory knowledge of ASP, DHTML and JAVA Scripting/Photoshop.	02 years experience in Website Development and Maintenance of data preferably in a Public Sector Organization
4	Computer Operator	2	45 years	BA/BSc/B.Com with two years experience of working in customized computer software and typing speed upto 40 words per minute.	02 years experience of data entry.

Detailed TORs for the positions from Sr. No. 1 to 3 can be downloaded from the Finance Division's Website: www.finance.gov.pk Interested candidates should apply with their complete CV showing qualification, experience in the relevant field, date of birth and copy of CNIC alongwith a recent photograph within 15 days from the publication of advertisement. Only shortlisted candidates will be called for interview by a Committee.

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**Government of Pakistan
Finance Division**

**TERMS OF REFERENCE FOR CONSULTANT FOR DIGITALIZATION OF
ECONOMIC SURVEYS OF PAKISTAN**

- i. Coordinate/supervise the work of digitalization of Economic Surveys of Pakistan from 1947-48 onward (50-55 years data) according to the present developed format covering all the sectors of economy
- ii. Collect the data/information from various agencies i.e. PBS, SBP, Agricultural Census and other relevant departments since 1947-48 till 1961 when the 1st Economic Survey was published
- iii. Report writing/analysis of economic reports of economic journey of Pakistan.
- iv. Coordinate with all relevant ministries, divisions, federal/provincial departments./organizations for collection of data.
- v. Maintain data available in various issues of Economic Surveys of Pakistan in chronological order.
- vi. Prepare/design tables from various issues of Economic Surveys and coordinate with federal/provincial governments and other departments in connection with preparing tables/statements.
- vii. Report writing and analysis of various sectors of the economy and prepare presentations regarding progress of the project.
- viii. Liaise with other Sections of the E.A. Wing in preparing a data base on the available information.
- ix. Any other responsibility as assigned.

Qualification & Experience

- MA (Economics) preferably foreign degree in Economics or Economic Development or Agricultural Economics from recognized university by HEC.
- Computer Literate (MS Office)
- Minimum 15 years experience of Economic Research including Ten years experience of research work/report writing and handling economic data.
- Should not be more than 55 years of age.
- Salary package negotiable and commensurate with qualification and experience.

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TERMS OF REFERENCE FOR LAW EXPERT

- I. Streamline the case management system, prepare computerized record along with necessary details of all the Court cases involving the Employer and keep the record constantly updated.
- II. Attend hearings of the court cases before various courts, update the Employer on the progress and, where required, represent the employer.
- III. Prepare, draft, review and oversee the pleadings, reports, comments and other documents required to be submitted in the Courts in consultation with the employer, other government departments and dealing counsel.
- IV. Liaise with the dealing counsel about the progress of the cases involving the employer and will extend technical/legal support to the concerned officials of the employer.
- V. Bring efficiency in the case handling and will strengthen the process of representation of the employer in the courts.
- VI. Any other responsibility as assigned

Qualification & Experience

- BA, LLB from university recognized by HEC;
- Licensed to practice as Advocate of High Courts and Supreme Court;
- Legal experience of at least ten years, including at least five years of litigation experience in the High Court and Supreme Court;
- Sound knowledge of civil, administrative & constitutional laws;
- Should not be more than 55 years of age;
- Ability to manage and follow up Court cases and process case updates;
- Proficiency in the English language and use of computer; and
- Salary package negotiable and commensurate with qualification and experience but not more than Rs. 150,000/- per month.

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TERMS OF REFERENCE FOR ASSISTANT WEB DEVELOPER

- I. Coordination with Internet Service Providers for Online connectivity and maintenance and Designing of Front Page Interface.
- II. Verification/authentication of data of Economic Survey.
- III. Identification of flaws in data.
- IV. Supervision of Computer Operators.
- V. Any other duty as assigned.

Qualification & Experience

- BA/BSc second class or Grade 'C' Diploma/Certificate in E-Commerce from a recognized Institute with compulsory knowledge of ASP, DHTML and JAVA Scripting/Photoshop
- 02 years experience in Website Development and Maintenance of data preferably in a Public Sector Organization
- Should not be more than 55 years of age.
- Salary package negotiable and commensurate with better qualification and experience.
