

PROFESSIONALS REQUIRED

The Government of Pakistan, Finance Division, intends to hire the services of following professionals/staff having relevant qualifications 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	Age Limit	Academic Qualifications	Experience
1	Energy Sector Specialist	1	55 years	CA / ACMA / ACCA	Minimum 10 years post qualification experience related to Energy Sector preferably in public sector. Experience in privatization of public energy sector organization would be an added qualification.
2	Cost Accountant	1	55 years	CA / ACMA / ACCA	Minimum 10 years post qualification experience preferably in public sector.
3	Banking and Investment Sector Specialist	1	55 years	CFA/CA / MBA (Finance)/ MSc or MA (Eco)	Minimum 10 years post qualification experience in financial sector research, policy and regulation.
4	Capital and Foreign Exchange Analyst	1	45 years	CFA / CA/ MBA (Finance)/ MSc or MA (Eco)	Minimum 3 years post qualification experience in Financial Sector
5	Procurement Expert	1	55 years	Master or a higher Degree in Economics, Business Admn. or related fields	Minimum 15 years post qualification experience in the public sector. Experience in project procurement will be an added qualification.
6	Expert on Public Financial Management	1	45 years	MBA (Finance), MA/MSc (Eco.) or related fields.	Minimum 10 years post qualification experience preferably in public sector organizations.
7	Financial Analyst	1	45 years	Master or a higher Degree in Economics, Business Admn. or related fields	Minimum 3 years post qualification experience.
8.	Risk Management Specialist	1	45 years	Master or a higher Degree in Mathematics, Economics, Business Admn. or related fields	Minimum 7 years post qualification experience at national and/or international level.

9	Social Sector Analyst	1	45 years	Master or a higher degree in Social Sciences or a related field	Minimum 3 years post qualification experience in public sector preferably dealing with Poverty Reduction Initiatives
10	Poverty Economist	2	45 years	Master's or a higher degree in Economics or a related field	Minimum 5 years post qualification experience in public sector preferably dealing with Poverty Reduction Initiatives
11	Public Finance Consultant	1	45 years	MBA (Finance) / MA/MSc. (Economics) or related field.	Minimum 2 years post qualification experience in a reputed organization/ Public sector (Inter Governmental Finance).
12.	Research Associates	4	45	Master or a higher degree in Economics / Social Sciences / Business Admn. or a related field	-
12	Data Officer	1	45 years	MCS or BCS / BBA with diploma in (IT)	Minimum 2 years post qualification experience in data processing & management in a reputed organization
13	Publication and Propagation Assistant	1	35 years	BA/BSc.	Minimum 2 years post qualification experience preferably in the public sector/media
14	Stenographer	1	45 years	FA	Minimum 7 years post qualification experience with 50 typing and 100 shorthand speed
15	Assistant	3	55 years	BA/BSc.	Minimum 7 years post qualification experience in Public sector
16	Driver	3	50 years	Primary	Minimum 5 years experience in public sector and a valid driving license
17	Dispatch Rider	1	35 years	Primary	Minimum 5 years experience in public sector and a valid driving license for motorcycle.
18	Naib Qasid	3	35 years	Primary	Experienced/trained individuals would be preferred.

Detailed TORs for the positions from Sr. No. 1 to 13 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 relevant field, date of birth and copy of NIC along with the recent photograph within 15 days from the publication of advertisement. Short listed candidates will be interviewed by a Committee.

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**Government of Pakistan
Finance Division**

TERMS OF REFERENCE FOR ENERGY SECTOR SPECIALIST

- i. Analyzing financial statements of Energy Sector Entities.
- ii. Analyzing and identifying existing and potential problems in the Energy Sector Institutions and developing area-wise specific solutions for consideration and decision by the competent authority.
- iii. Analyzing and monitoring financial proposals, investment plans and tariff proposals prepared by the Entities.
- iv. Analyzing and monitoring local and foreign borrowings by the Entities and ascertaining their capacity to repay the debts.
- v. Analyzing and monitoring the privatization process of the Entities.
- vi. Analyzing financial models prepared by the Energy Sector Entities.
- vii. Analyzing and monitoring Financial Improvement Plans (FIPs) of the Energy Sector Entities.
- viii. Maintaining and monitoring financial and operational profiles of the Public Energy Sector Entities.
- ix. Prepare modules on the above activities and impart training to concerned employees.
- x. Any other duty as assigned.

Qualification & Experience

- i) The candidate should be at least CA/ACMA/ACCA from a reputable and recognized foreign/local university.
- ii) Minimum 10 years post qualification experience related to Energy Sector preferably in Public Sector. Experience in privatization of public energy sector organization would be an added qualification.
- iii) Proficient in the use and application of modern IT technology.
- iv) Should not be more than 55 years of age.
- v) Salary package negotiable and commensurate with better qualification and experience.

TERMS OF REFERENCE FOR COST ACCOUNTANT

- i. Analyzing financial statements of Public Sector Entities.
- ii. Analyzing and identifying existing and potential problems in the Public Sector institutions and developing area-wise specific solutions for consideration and decision by the competent authority.
- iii. Analyzing and monitoring financial proposals, investment plans and tariff proposals of Public Sector Corporate Entities.
- iv. Analyzing and monitoring local and foreign borrowings by the Public Sector Entities and ascertaining their capacity to repay the debts.
- v. Analyzing and monitoring Financial Improvement Plans.
- vi. Analyzing economic viability of the unbundled Public Sector Corporate Entities.
- vii. Maintaining and monitoring financial and operational profiles of the Public Sector Corporate Entities.
- viii. Prepare modules on the above activities and impart training to the concerned employees.
- ix. Any other duty as assigned.

Qualification & Experience

- i) The candidate should be at least CA/ACMA/ACCA from a reputable and recognized foreign/ local university.
- ii) Minimum 10 years post qualification experience preferably in Public Sector.
- iii) Proficient in the use and application of modern IT technology.
- iv) Should not be more than 55 years of age.
- v) Salary package negotiable and commensurate with better qualification and experience.

**Government of Pakistan
Finance Division**

TERMS OF REFERENCE FOR BANKING AND INVESTMENT SECTOR SPECIALIST

- i. Tracking performance of financial institutions and financial markets.
- ii. Identifying existing and potential problems in financial institutions and developing sector-wise and/or institution specific solutions for consideration and decision by competent authority.
- iii. Overseeing, coordinating, and monitoring progress of approved measures/programmes including taking appropriate action to remove bottlenecks.
- iv. Analyzing financial statements and portfolio analyses of financial institutions and suggesting improvements.
- v. Analyzing and monitoring performance of Banks and DFIs.
- vi. Portfolio analysis and scrutiny of financial statements.
- vii. Conducting research and developing models to analyze, explain and forecast economic behaviour, patterns, and devise methods for collection and analysis of financial institutions data.
- viii. Prepare modules on the above activities and impart training to the concerned employees.
- ix. Any other duty as assigned.

Qualification & Experience

- i) The candidate should be CFA/CA/MBA (Finance)/MA/MSc (Economics) from a reputable and recognized foreign/local university with specialization in Banking & Finance.
- ii) Minimum 10 years post qualification experience in Financial Sector Research, Policy and Regulation.
- iii) Should not be more than 55 years of age.
- iv) Candidate should have good English communication and written skills with proficiency in the use of Modern Information Technology.
- v) Salary package negotiable and commensurate with better qualification and experience.

**Government of Pakistan
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TERMS OF REFERENCE FOR CAPITAL AND FOREIGN EXCHANGE ANALYST

- i. Tracking performance and trends in domestic capital market and relevant regulatory institutions alongwith their links with global capital market; and recommend solutions.
- ii. Identifying weaknesses and issues in the domestic capital market, developing appropriate form measures / programs for consideration and decision of competent authorities.
- iii. Monitoring progress of and coordinating implementation of capital market reform measures / programmes.
- iv. Assisting in the establishing and maintenance of Financial Sector Database.
- v. Analyze and monitor Forex Market and suggest policy action.
- vi. Analyze the factors contributing towards deterioration in the balance of payments and to suggest remedial measures for improvement.
- vii. Macroeconomic policy analysis.
- viii. Suggest policy actions on trade, fiscal, monetary and exchange rates.
- ix. Keep track on international capital markets movement and foreign exchange dealing.
- x. Analyze sovereign bond issues and make recommendations for improvement.
- xi. Analyze policies adopted by the GoP in issuing bonds and suggest measures for improvement.
- xii. Prepare modules on the above activities and impart training to the concerned employees.
- xiii. Any other duty as assigned.

Qualification & Experience

- i) The candidate should be CFA/CA/MBA (Finance)/MSc or MA (Economics) from a reputable and recognized foreign/ local university with specialization in Capital Market / Finance.
- ii) Minimum 3 years post qualification experience in Financial Sector. He/She should have command on foreign currency hedging and derivatives.
- iii) Should not be more than 45 years of age.
- iv) Salary package negotiable and commensurate with better qualification and experience.

**Government of Pakistan
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TERMS OF REFERENCE OF PROCUREMENT EXPERT

- i) Assist in procurement of goods and services including planning, managing and implementing the overall procurement strategy i.e. preparation and release of EOIs, TORs, RFPs, Bid Documents, Evaluation of Proposals, Award of Contracts, Delivery, etc. in accordance with the PPRA rules.
- ii) Prepare necessary SOPs and documents to Maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring cost effectiveness and soundness of all procurements carried out.
- iii) Proper documentation of all procurement as per PPRA instructions including selection and preparation of Standard Documents/Formats meant for various stages of procurement.
- iv) Ensure quality assurance of procurement deliveries.
- v) Prepare modules and train the relevant staff enabling them to comply with contemporary tools/methods of procurement.
- vi) Any other duty as assigned.

Qualification & Experience

- i) The candidate should have Master or higher degree in Economics/Business Administration or related field from a reputable and recognized foreign/local university.
- ii) Minimum 15 years post qualification experience in Public Sector. Experience in project procurement would be an added qualification.
- iii) Should not be more than 55 years of age.
- iv) Salary package negotiable and commensurate with better qualification and experience.

**Government of Pakistan
Finance Division**

TERMS OF REFERENCE FOR EXPERT ON PUBLIC FINANCIAL MANAGEMENT

- i) Review of public expenditure to address gaps.
- ii) Monitoring of outflows to help avoid unnecessary borrowing.
- iii) Recommend measures for maintenance of financial discipline
- iv) Suggest policy guidelines for utilization of funds within the available resources.
- v) Analyze International experiences and make recommendation for better financial management.
- vi) Prepare modules on the above activities and impart training to the concerned employees.
- vii) Any other duty as assigned.

Qualification & Experience

- i) The candidate should have a Master or higher degree in Business Administration/Economics or related fields from a reputable and recognized foreign/ local university.
- ii) Minimum 10 years post qualification experience preferably in Public Sector.
- iii) Should not be more than 45 years of age.
- iv) Salary package negotiable and commensurate with better qualification and experience.

**Government of Pakistan
Finance Division**

TERMS OF REFERENCE FOR FINANCIAL ANALYST

- i. Providing leadership on debt data questions and ensures compliance with agreed reporting requirements.
- ii. Make financial analysis on debt situation on monthly / quarterly basis.
- iii. Market research and generate statistical reports.
- iv. Micro and macro economic analysis and writing reports.
- v. Compile and analyze data for periodic reports in the context of Pakistan's debt portfolio.
- vi. Establish and manage required statistics, arrange conduct of surveys and present surveys/results.
- vii. Support the building and updating of forms, generation of reports and help design of surveys and manage the collation, analysis, interpretation and presentation of data.
- viii. Monitor and report compliance with conditions and targets stipulated in FRDLA, 2005.
- ix. Prepare modules on the above activities and impart training to the concerned employees.
- x. Any other duty as assigned.

Qualification & Experience

- i) The candidate should have a Master or a higher degree in Economics, Business Administration or a related field from a reputable and recognized foreign/local university.
- ii) Minimum 3 years post qualification experience.
- iii) Proficient in the use and application of modern IT technology.
- iv) Should not be more than 45 years of age.
- v) Salary package negotiable and commensurate with better qualification and experience.

**Government of Pakistan
Finance Division**

TERMS OF REFERENCE FOR RISK MANAGEMENT SPECIALIST

- i. Market Risk Analysis of debt portfolio i.e. price and liquidity risks.
- ii. Conduct Periodic debt sustainability and scenario analysis.
- iii. Advise on external and domestic borrowing strategies in the light of changing market dynamics.
- iv. Establish and manage statistical model for measuring market risk of the debt portfolio.
- v. Write periodic reports on instruments and working of the financial markets and associated risks in the context of Pakistan's debt portfolio.
- vi. Measure and monitor imbedded market risk in the debt portfolio.
- vii. Quantify government exposure in contingent liabilities.
- viii. Generate market MIS to assist in financial decision making.
- ix. Maintain debt data base and generate debt statistics.
- x. Prepare modules on the above activities and impart training to the concerned employees.
- xi. Any other duty as assigned.

Qualification & Experience

- i) The candidate should have a Master or a higher degree in Mathematics/ Economics/Business Administration or a related field from a reputable and recognized foreign/local university.
- ii) Minimum 7 years post qualification experience with national and/or international organizations in the field of treasury, market risk management and financial modeling. Additional qualification i.e. FRM/CFA would be of advantage.
- iii) Proficient in the use and application of modern IT technology
- iv) Should not be more than 45 years of age.
- v) Salary package negotiable and commensurate with better qualification and experience.

**Government of Pakistan
Finance Division**

TERMS OF REFERENCE FOR SOCIAL SECTOR ANALYST

- i. Review and recommend changes in social sector ministries' MISs at federal and provincial level constraining the compilation and release of data on PRSP indicators.
- ii. Identify barriers which stifle regular compilation of data.
- iii. Evaluate data on social sector indicators from PIHS, HIES, CWIQ etc and to compare the same with data from line ministries MISs.
- iv. Develop mechanisms for streamlining, tracking, monitoring, and evaluating PRSP intermediate social indicators and anti-poverty outcome indicators from the federal and provincial government agencies.
- v. Help develop mechanisms for generating district level information on intermediate social indicators and anti-poverty outcomes.
- vi. Prepare analytical mid-year review reports on the government's social safety initiatives.
- vii. Prepare mid-year review reports on the PRSP intermediate social outcomes.
- viii. Prepare annual updates on the PRSP with an evaluation of anti-poverty outcome indicators.
- ix. Prepare modules on the above activities and impart training to the concerned employees.
- x. **The above activities are to be accomplished in coordination with Strengthening PRS Monitoring Project (SPRSMP), Finance Division.**
- xi. Any other duty as assigned.

Qualification & Experience

- i) The candidate should have a Master or a higher degree in Social Sciences from a reputable and recognized foreign/ local university.
- ii) Minimum 3 years post qualification experience in Public Sector preferably dealing with Poverty Reduction Initiatives.
- iii) Should not be more than 45 years of age.
- iv) Salary package negotiable and commensurate with better qualification and experience.

**Government of Pakistan
Finance Division**

TERMS OF REFERENCE FOR POVERTY ECONOMIST

- i. Assist the PRSP Secretariat, Finance Division in monitoring and evaluation of PRSP targets, and prepare progress reports.
- ii. Assist in building capacity for a system to monitor input, intermediate (output) and outcome (impact) indicators in poverty and human development.
- iii. Outline existing poverty monitoring mechanisms and identify gaps in poverty monitoring capacity.
- iv. Develop mechanisms for streamlining, tracking, monitoring and evaluation of PRSP intermediate social indicators and anti-poverty outcome indicators from the federal and provincial government agencies.
- v. Assist in further refining the indicators of the monitoring framework for the Poverty Reduction Strategy.
- vi. Assist in preparing PRSPs.
- vii. Coordinate information on the government's social safety nets at the federal, provincial, and district levels.
- viii. Prepare modules on the above activities and impart training to the concerned employees.
- ix. **The above tasks will be performed in coordination with Strengthening PRS Monitoring Project (SPRSMP), Finance Division.**
- x. Any other duty as assigned.

Qualification & Experience

- i) The candidate should have a Master or a higher degree in Economics or a related field from a reputable and recognized foreign/local university.
- ii) Minimum 5 years post qualification experience in Public Sector preferably dealing with Poverty Reduction Initiatives.
- iii) Should not be more than 45 years of age.
- iv) Salary package negotiable and commensurate with better qualification and experience.

**Government of Pakistan
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TERMS OF REFERENCE FOR PUBLIC FINANCE CONSULTANT

- i) Timely monitoring of development expenditure and other releases / transfers of funds to the Provinces;
- ii) Make a compendium of Policy guidelines on the NFC award.
- iii) Assist in dealing with the provincial issues on NFC award and resolution.
- iv) Support NFC Secretariat in examining of NFC award and strategy to deal with the demands of the provinces within the overall resources.
- v) Make impact analysis of fiscal decentralization.
- vi) Support NFC Secretariat in preparation of working papers including forecasting projections of federal/provincial government receipts and expenditure for NFC meetings.
- vii) Assist in arranging meetings of the Commission/quarterly review meetings on the implementation of NFC award.
- viii) Support NFC Secretariat in preparation of working papers/reports on the implementation of NFC award. This report is required to be laid before the Parliament biannually.
- ix) Derivation of the financial impact of the federal and provincial governments combined in line with the agreed arrangements of resource distribution and parameters to be adopted for deficit targets.
- x) Prepare modules on the above activities and impart training to the concerned employees.
- xi) Any other duty as assigned.

Qualification & Experience

- i) The candidate should have an MBA (Finance)/ MA/MSc. (Economics) or related fields, from a reputable and recognized foreign/ local university.
- ii) Minimum 2 years post qualification experience in a reputed organization / Public Sector (Inter Governmental Finance).
- iii) Should not be more than 45 years of age.
- iv) Salary package negotiable and commensurate with better qualification and experience.

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TERMS OF REFERENCE FOR RESEARCH ASSOCIATES

The candidate is expected to perform research in any of the relevant areas such as Public Financial Management, Circular Debt, International Finance, Stock Market, Portfolio Management, etc., keeping in view the following broad guidelines:

- i. Conduct research studies as assigned.
- ii. Collection of Primary & Secondary Data and Analysis.
- iii. Identify weakness in areas under research and suggest improvements.
- iv. Any other duty as assigned.

Qualification & Experience

- i) The candidate should have a Master or a higher degree in Economics/Social Sciences/Business Administration or related fields from a reputable and recognized foreign/ local university.
- ii) Should not be more than 45 years of age.
- iii) Salary package negotiable and commensurate with better qualification and experience

**Government of Pakistan
Finance Division**

TERMS OF REFERENCE FOR DATA OFFICER

- i. Collection and computerization of financial statements of Public Sector Entities.
- ii. Collection of data on local and foreign borrowings by the Public Sector Entities to ascertain their capacity to repay the debts.
- iii. Keeping record of Financial Improvement Plans of Public Sector Entities.
- iv. Maintaining and monitoring financial and operational profiles of the Public Sector Corporate Entities.
- v. Any other duty as assigned.

Qualification & Experience

- i) The candidate should have an MCS or BCS / BBA with diploma in IT from a reputable and recognized foreign/local university.
- ii) Minimum 2 years post qualification experience in data processing and management in a reputed organization.
- iii) Should not be more than 45 years of age.
- iv) Salary package negotiable and commensurate with better qualification and experience.
