

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 three years.

The prescribed terms and conditions/ Requirements regarding the requisite qualification and experience, pay package etc are available on Finance Division's website at http://www.finance.gov.pk/training_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 short listed candidates will be called for interview.

No TA/DA will be paid to the candidates.

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Finance Division
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Appendix-IV

Project Title	Grade	Wing/Office	Section
Capacity Building of Finance Division for Implementation of PFM Policy Framework in Federal Government	Various	Budget Wing	

Position Title:	Fiscal Forecasting Specialist (PPS-9/10)
Qualification and Experience Requirement	<ul style="list-style-type: none"> i. Masters Degree in Finance, Accounting, Economics, Statistics, or equivalent from a recognized University. Higher qualification will be preferred; ii. Minimum 10 years of post-qualification experience in public financial planning & budgeting, revenue management and budget allocation, tax specialization, public or private procurement, and internal and external audit at the central/ or provincial government levels, iii. A strong understanding of the current PFM landscape in Pakistan, including relating donor-funded programs; iv. Demonstrated ability to liaise and develop successful working relationships with key stakeholders; v. Excellent written and oral communications skills required 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 vii. Maximum Age 50
Job Detail	<ul style="list-style-type: none"> i. Undertaking forecasting of revenues and expenditures on periodic basis i.e. annual, half yearly, quarterly, monthly and weekly. ii. Assist in establishing revenue utilization framework for autonomous bodies that generate their own-source revenue and implement this framework effectively. 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. iv. Assist the Finance Division in developing and presenting to the National Assembly a Fiscal Policy Statement in consultation with the stakeholders. v. Devise and roll out initiatives to promote budget transparency—including the requirement of fiscal risk disclosure, budget strategy paper, citizens’ budget, contingent liabilities reports, statement of tax expenditure etc. vi. Provide comprehensive statistical support and prepare key periodical reports. vii. Perform any other duties assigned by the Project Director, PMU to facilitate the working of PMU.

Position Title:	Budget Management Specialist (PPS-9/10)
Qualification and Experience Requirement	<ul style="list-style-type: none"> i. Masters Degree in Finance, Accounting, Economics, Statistics, or equivalent from a recognized University. Higher qualification will be preferred; ii. Minimum 10 years of post-qualification experience in public financial planning & budgeting, revenue management and budget allocation, tax specialization, public or private procurement, and internal and external audit at the central/ or provincial government levels, iii. A strong understanding of the current PFM landscape in Pakistan, including relating donor-funded programs; iv. Demonstrated ability to liaise and develop successful working relationships with key stakeholders; v. Excellent written and oral communications skills required 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 vii. Maximum Age 50
Job Detail	<ul style="list-style-type: none"> i. Reforms in the Budget preparation, both current & development with the assistance of Finance Division and Planning & Development Division ii. Support in transitioning toward an automated/modernized budget execution process to improve efficiency and free up resources. iii. Strengthen budget execution and expenditure controls through introduction of a commitment control system. iv. Explore how to link the budgeting of autonomous bodies with IFMIS—in coordination with SAP Specialist and DG MIS, CGA v. Support PAOs in implementing mid-year budget reporting, performance reporting against the OBB listing budget and actual expenditure by output, and performance against targets. vi. Work with the CFAOs and PAOS in the ministries to mainstream the use of Output Based Budget/Performance Budgeting in internalize the requirements of performance based budgeting. vii. Modernize budgetary practices to improve efficiency and free up resources. viii. Review and update the Budget Manual in line with the requirements of the PFM Act and facilitate the CFAOs in implementing the updated provisions of the manual in their work. ix. Devise and roll out initiatives to promote budget transparency—including the requirement of fiscal risk disclosure, budget strategy paper, citizens’ budget, contingent liabilities reports, statement of tax expenditure etc. x. Devise and implement mechanism to ensure efficient use of grants as part of the budget process xi. Perform any other duties assigned by the Project Director, PMU to facilitate the working of PMU.

Position Title:	PFM Strategy & Reforms Specialist (PPS-9/10)
Qualification and Experience Requirement	<ul style="list-style-type: none"> i. Masters Degree in Public Finance, Economics or equivalent from a recognized University. Higher qualification will be preferred; ii. Minimum 10 years of post-qualification experience in public financial planning & budgeting, revenue management and budget allocation, tax specialization, public or private procurement, and internal and external audit at the central/ or provincial government levels, iii. A strong understanding of the current PFM landscape in Pakistan, including relating donor-funded programs; iv. Demonstrated ability to liaise and develop successful working relationships with key stakeholders; v. Excellent written and oral communications skills required 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 vii. Maximum Age 50
Job Detail	<ul style="list-style-type: none"> i. Objectives and Targets under PFM Act ii. PFM Strategy iii. PFM Reforms Agenda iv. Action Plan to Implement v. Role over the plan in Ministry/Division/Department
Position Title	Cash Forecasting & Management Specialist (PPS-9/10)
Qualification and Experience Requirements	<ul style="list-style-type: none"> a) Masters Degree in Finance, Accounting, Statistics or equivalent from a recognized University. Higher qualification will be preferred; b) Minimum 10 years of post-qualification experience cash management/treasury management preferably in NBP/SBP, , c) Excellent written and oral communications skills required 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 e) Maximum Age 50
Job Details	<ul style="list-style-type: none"> i. Review of existing institutional and administrative arrangements for CM&CF, and streamline as part of implementing the CM&CF system 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. iii. Undertaking cash forecasting on periodic basis i.e. annual, half yearly, quarterly, monthly and weekly.

	<ul style="list-style-type: none"> iv. Integration of Cash management with debt management 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; vi. Closely monitor the monthly forecasts by line ministries and help relevant officials there in systematizing the process for improved quality of forecasting; vii. Assist in compiling, updating, and presenting the forecast on the aggregated cash forecasts based on the above mentioned process; viii. Assist relevant officials in line ministries in evaluating risks associated with forecast through scenario/sensitivity analysis; ix. Help the relevant government agencies in cash forecasting x. Prepare and introduce simple templates requiring PAOs to provide Finance Division information that is necessary for effective operations of cash management. xi. Devise and implement a mechanism for use of idle funds with autonomous bodies. xii. Devise a framework for the management of Special Purpose Funds under the Cash Management and TSA Policy. xiii. Maintain a liaison with key stakeholders within the federal government. xiv. Provide comprehensive statistical support and prepare key periodical reports. xv. Perform any other duties assigned by the Project Director, PMU to facilitate the working of PMU.
Position Title	TSA Management Specialist (PPS-9/10)
Qualification and Experience Requirements	<ul style="list-style-type: none"> a) Masters in Finance, Banking, Accounting or equivalent from a recognized University. higher education in these disciplines and additional qualification in MIS will be preferred; b) Minimum 10 years of post-qualification experience in /Banking treasury preferably in NBP/SBP, , c) Demonstrated ability to liaise and develop successful working relationships with key stakeholders; d) Excellent written and oral communications skills required 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 f) Maximum Age 50
Job Details	<ul style="list-style-type: none"> i. Execution of TSA Policies and Framework in the Federal Government ii. Advise government in implementing a unified structure of the TSA as per law and help the government in expanding the concept into the major exceptions through amendments in the relevant laws/rules.

	<ul style="list-style-type: none"> iii. Devise and implement a mechanism it to consolidate cash balances of all government entities (budgetary and non-budgetary) and to grant exemption where justifiable against established criteria. iv. Implement monthly reporting of complete cash balances of the government within and outside the TSA v. Implement TSA reporting framework for extra-budgetary funds of the government and PSEs. vi. Facilitate in transitioning planning, capacity development and change management as part of implementing the STA system across the federal government. xvi. Devise a framework for the management of Special Purpose Funds under the Cash Management and TSA Policy.
Position Title	Non-Taxation Specialist (PPS-9/10)
Qualification and Experience	<ul style="list-style-type: none"> a) Masters Degree in Taxation, Law, Finance or equivalent from a recognized University. Higher qualification will be preferred; b) Minimum 10 year post-qualification experience in tax policy, tax administration, tax policy/administration reforms c) Demonstrated ability to liaise and develop successful working relationships with key stakeholders; d) Excellent written and oral communications skills required 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. f) Maximum Age 50 years
Job Details	<ul style="list-style-type: none"> i) Review and rationalize the existing non-tax revenue regime in public sector entities covering—among others, mark up on loans lend 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. ii) Facilitate the approval of new policies/non-tax revenue regime, and lead the implementation process. 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 STA system. iv) Facilitate ministries/division/autonomous bodies in developing basic research and analysis capacity for implementing new non-tax revenue regime. 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. vi) Assist Finance Division in making recommendations for tax policy changes to Government on the basis of analytical research, and implementation experience; vii) Establish a robust within Finance Division for monitoring and reporting of non-tax

	<p>revenue by revenue collection offices to ensure immediate availability of such revenue for CM/CF and STA system;</p> <p>viii) Liaise with the CGA to establish a unique accounting code for 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 off his day to day functions and report to him on all official matters.</p>
Position Title	O&M SAP Specialist / PFM reform computerization specialist(PPS-9/10)
Qualification and Experience	<p>a) Master Degree in Finance, Accounting, Auditing or Business Administration, Computer Science, Information Technology, Software Engineering, Computer Engineering or equivalent from a recognized university,</p> <p>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&M Module in a Federal Government of Provincial Government or a District Government or a large organization.</p> <p>c) Demonstrated ability to liaise and develop successful working relationships with key stakeholders;</p> <p>d) Excellent written and oral communications skills required</p> <p>e) Ability to extract, interact, analyze data and resolve operational and functional problems;</p> <p>f) Age not below 50 years</p>
Job Details	<p>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.</p> <p>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</p> <p>iii. Facilitate in preparing plans for capacity Building of relevant officers of Finance Division, Planning Division, CFAOs, EAD and others</p> <p>iv. Facilitate in developing and using the SAP system for (a) cash management and cash forecasting; (b) STA regime; and (c) debt management in line with the provision of the Fiscal Responsibility and Debt Limitation Act.</p> <p>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</p>

	<p>public sector entities.</p> <ul style="list-style-type: none"> 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. 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. 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.) ix. Any other tasks that may be assigned by the Project Director. x. Assist PMU in disposing off its day to day duties and report to the Project Director on all official matters.
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Position Title	Communication and Change Management Specialist(PPS-9/10)
Qualification and Experience Requirements	<ul style="list-style-type: none"> a) Masters Degree in Mass Communications, Journalism, Public Relations, Marketing or equivalent from a recognized University. Higher qualification will be preferred. 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; c) Ability to synthesize large amounts of information effectively and strategically d) Excellent written and oral communications skills required 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. f) Maximum Age 50 years
Job Detail	<ul style="list-style-type: none"> i) Implement PFM Communication Strategy in collaboration with the stakeholders ii) Manage public relations ad agency relationship(s). iii) Identify opportunities to raise the public profile and drive the vision and values of the organization. iv) Develop communication products/contents in consultation with the technical experts i.e. brochures, publicity material, leaflets etc.

	<ul style="list-style-type: none"> v) Assist in promoting and improving public understanding of the ongoing initiatives under PFM reforms and facilitate the mainstreaming processes through developing and diffusing awareness products through print, electronic and social media; 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 vii) Facilitate in budget publications e.g. Budget Speech, White Paper, and Citizen's Budget etc. viii) Assist and provide support to the PMU in disposing off his day to day functions and report to him on all official matters. ix) Any other tasks that may be assigned by the Project Director from time to time.
Position Title	Internal Audit Specialist (PPS-9/10)
Qualification and Experience Requirements	<ul style="list-style-type: none"> a) Masters Degree in Accounting, Finance, or equivalent from a recognized University. Higher qualification will be preferred. b) Internal Audit certification c) At least 10-years of post-qualification experience in relevant field; d) Maximum Age 50 years
Job Detail	<ul style="list-style-type: none"> i) Prepare Internal Audit Policy ii) Execution of Internal Audit Policy in the Federal Government iii) Action Plan for Internal Audit iv) Roll over Internal Audit Scheme v) Operationalization of the Offices of CIA in the Ministries/Divisions vi) Any other tasks that may be assigned by the Project Director from time to time.
Position Title	Federal Secretariat PFM Reforms Specialist(PPS-9/10)
Qualification and Experience Requirements	<ul style="list-style-type: none"> i. Masters Degree in Public Finance, Economics or equivalent from a recognized University. Higher qualification will be preferred; ii. Minimum 10 years of post-qualification experience in public financial planning & budgeting, revenue management and budget allocation, tax specialization, public or private procurement, and internal and external audit at the central/ or provincial government levels, iii. A strong understanding of the current PFM landscape in Pakistan, including relating donor-funded programs; iv. Demonstrated ability to liaise and develop successful working relationships with key stakeholders;

	<ul style="list-style-type: none"> v. Excellent written and oral communications skills required 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 vii. Maximum Age 50
Job Detail	<ul style="list-style-type: none"> i. Federal Secretariat Reforms ii. Public Finance Management in Secretariat iii. Functioning of offices of PAO, CFAO & CIA along with other iv. Sectoral AFSs/JSs in Finance Division v. Assistance to Ministry of Planning & Development and others vi. Action Plan to Implement vii. Role over the plan in Ministry/Division/Department
Position Title.	Assistant Director (Finance and Accounts) (PPS-7)
Qualification and Experience Requirements	<ul style="list-style-type: none"> a) 16-years education or equivalent qualification in Accounting, Finance, Economics, Public Administration ,Mathematics, Computer Science or equivalent from a recognized university. b) Experience in Budgeting, Accounting, Finance and related areas shall be preferred c) Ability to handle accounting software, databases and other IT related applications essential for the job d) Maximum Age 30 years
Job Detail	<ul style="list-style-type: none"> i. Assist in budget preparation and management activities. ii. Conduct periodic financial analysis to identify and resolve issues, gaps or variances. iii. Manage cash controls as well as maintain book keeping up-to-date. iv. Ensure maintenance of the general and subsidiary ledgers. v. Ensure all expenses are within assigned project budget. vi. Oversee the preparation of all financial statements, invoices, proposals, etc. as required. vii. Ensure account receivables and payables activities are performed accurately and timely. viii. Ensure that financial transactions are properly updated and recorded. ix. Ensure data integrity in all financial reporting. x. Update financial records with recent transactions and changes. xi. Performance financial analysis, reporting and management tasks as required.

	<ul style="list-style-type: none"> xii. Identify and resolve invoicing issues, accounting discrepancies and other financial matters. xiii. Review financial paperwork and procedures and make appropriate changes xiv. Any other task assigned by the Competent Authority
Position Title.	Assistant Director (Administration/Coordination) (PPS-7)
Qualification and Experience Requirements	<ul style="list-style-type: none"> e) 16-years education or equivalent qualification in Accounting, Finance, Economics, Public Administration, Mathematics, Computer Science or equivalent from a recognized university. f) Experience in Budgeting, Accounting, Finance and related areas shall be preferred g) Ability to handle accounting software, databases and other IT related applications essential for the job a) Maximum Age 30 years
Job Detail	<p>The incumbent would facilitate Project Director in coordination of work of specialists. S/he will organize meetings/workshops; maintain record of such meetings/workshops, follow-up on actions agreed in such events.</p> <p>S/he will prepare brief update/progress reports for the PD. Further, s/he will maintain log of critical actions and update the PD on time for rectification/remedial actions.</p> <p>S/he will coordinate with the service providers in developing change management products under the direction of the Communication and Change Management Specialist.</p>

Terms & Conditions for the following Posts:

S. No.	Name of Post and PPS	No. of Posts	Qualification	Age Limit
1.	Assistant (PPS-5)	02	i. Graduate. ii. 06 (Six) weeks Basic IT Training Course (Including MS Office) conducted by NITB is mandatory after selection before completion of probation period	18-28 Years
2.	Stenotypist (PPS-5)	02	i. Intermediate ii. Minimum speed of 80/40 w.p.m in shorthand/typing respectively. iii. Must be computer literate.	18-25 Years
3.	Naib Qasid (PPS-01)	02	Middle/Matric	18-25 Years

- All the candidates applying for the above mentioned posts shall be entitled to an upper age limit relaxation of five years in the maximum age limit given above as per Establishment Division 'SRO 586(1)/99m dated 18-05-1999, and F. 9/2/91-R.5, dated 28-11-2000 and clarification dated 24.06.2010. This relaxation shall be over and above any other relaxation in age limit, if admissible under the rules including the service rendered by the candidates in the public sector.