

**Government of Pakistan  
Finance Division**

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**Vacancy Announcement**

Federal Government established Debt Management Office (DMO) in the Ministry of Finance under Fiscal Responsibility and Debt Limitation (FRDL) (Amendment) Act, 2022 to put in place institutional arrangement for reviewing, monitoring and implementing the Government's Debt Policy and Overseeing Debt Management.

2. Finance Division intends to hire the services of following finance and management professionals, on contract basis, initially for a period of three (03) years, extendable subject to satisfactory performance and approval by relevant authority:

Name of Post	Pay Package	No of Posts
Director (Risk Management)	MP-I	01
Director (Data Management & Analytics)	MP-I	01
Assistant Director (Borrowing)	MP-III	01
Assistant Director (Data Management & Analytics)	MP-III	01

3. Details of required qualification and professional experience can be downloaded from the website of Finance Division ([www.finance.gov.pk](http://www.finance.gov.pk)).

4. Qualified and eligible interested candidates **should apply online through "National Job Portal"** (<http://njp.gov.pk/>) till 28.08.2024.

5. The terms and conditions as contained in Establishment Division's O.M. dated 12.01.2021 (MP Scales Policy, 2020) (<https://establishment.gov.pk/SiteImage/Misc/files/MP%20Policy.pdf>) and Finance Division's O.M. dated 14.07.2017 (Revision of MP Scales), as amended from time to time ([https://www.finance.gov.pk/circulars/circular\\_14072017.pdf](https://www.finance.gov.pk/circulars/circular_14072017.pdf)) shall apply.

6. Incomplete applications and those received after the closing date will not be entertained. Only short-listed candidates fulfilling the laid down criteria will be called for interview. No TA/DA will be admissible.

7. Finance Division reserves the right to cancel the recruitment process at any time without assigning any reason.

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Post Title	Grade	Wing	Section
Director (Risk Management)	MP-I	Debt Management Office	Debt Management Office
Reporting to			
Director General (Debt)			
Duties			
<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• To ensure preparation of Medium – Term Debt Strategy (MTDS) on periodic basis;</li> <li>• Assist in formulation and execution of MTDS;</li> <li>• Assist in preparation of annual Debt management Plan in line with MTDS</li> <li>• Assist in determining the pricing/maturity of Government Domestic Securities in line with sovereign yield curve and keeping in consideration various risk factors including rollover/refinancing risk, interest rate risk;</li> <li>• Preparation of "Annual Debt Review" and "Public Debt Bulletin" on semi-annual basis;</li> <li>• Assist in operationalizing and performing functions as required by the Risk Management Unit;</li> <li>• Assist in preparation of statement of fiscal Risk and contingent liabilities;</li> <li>• Policy advice on GoP Guarantees/Contingent Liabilities;</li> <li>• Assist in preparation of Public Debt Management Risk Reports;</li> <li>• Assist in conducting periodical debt sustainability analysis;</li> <li>• Monitor external and domestic borrowing strategies and suggest changes according to changing market dynamics;</li> <li>• Close coordination with monetary and fiscal authorities;</li> <li>• Ensure timely response to relevant media clippings;</li> <li>• Assist in preparation of auction calendar of wholesale debt instruments;</li> <li>• Policy advice and support on cost and risk of external borrowings and input on appropriate currency mix;</li> <li>• To ensure preparation/completion of publications in economic surveys of Pakistan with respect to Public Debt and contingent Liabilities;</li> <li>• Any other duty as assigned by the Finance Ministry.</li> </ul> <p><b>Education Qualification:</b> PhD or Masters/MBA in Finance, Economics or related field from HEC recognized/affiliated university or reputable international institution. Candidates with following professional qualifications will be preferred:</p> <ul style="list-style-type: none"> <li>- Financial Risk Management (FRM) Certification;</li> <li>- Chartered Financial Analyst (CFA) Charter holder;</li> <li>- Associate of Society of Actuaries (ASA) or equivalent;</li> </ul> <p><b>Experience Requirements:</b> Minimum relevant experience of 07 years in case of PhD and 09 years in case of Masters.</p>			

Post Title	Grade	Wing	Section
Director (Data Management & Analytics)	MP-I	Debt Management Office	Debt Management Office
Reporting to			
Director General (Debt)			
Duties			
<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Ensure Data Validation and Reporting's in relation to Public Debt and Contingent Liabilities.</li> <li>• Ensure Data Transparency Methodologies are adopted for Public Debt Reporting.</li> <li>• Timely provision of Public Debt Data including Domestic &amp; External Debt.</li> <li>• Timely provision of Data pertaining to Contingent Liabilities.</li> <li>• Ensure data Integration of Public Debt from SBP, EAD, EF Wing, CDNS etc.</li> <li>• Ensure availability of Information in DMFAS and other Database software.</li> <li>• Ensure the proper implementation of Debt Management Software's and tools.</li> <li>• Ensure periodic update of in-house data sheets related to Public Debt, Government Guarantees, Borrowing Plans (domestic and external) and other.</li> <li>• Ensure data analytical tools are properly utilized and fulfil the analytical purpose of the Office and the Government.</li> <li>• Ensure timely availability of information and publication of MTDS, Risk Reports, Debt Bulletins and other Publications.</li> <li>• Ensure that the Debt Management systems are secure, correct, updated, and well-functioning.</li> <li>• Any other duty as assigned by the Management.</li> </ul> <p>i) <b>Education Qualification:</b> PhD or Masters in Computer Science, Economics, Statistics or related field from HEC recognized/affiliated university or reputable international institution. Candidates with the following professional qualifications will be preferred:</p> <ul style="list-style-type: none"> <li>• Specialization in Data Analytics;</li> <li>• Chartered Financial Analyst (CFA) Charter holder ;</li> <li>• LEAN/Six Sigma certification;</li> </ul> <p><b>Experience Requirements:</b> Minimum relevant experience of 07 years in case of PhD and 09 years in case of Masters.</p>			



Post Title	Grade	Wing	Section
Assistant Director (Borrowing)	MP-III	Debt Management Office	Debt Management Office
Reporting to			
Director Borrowing			
Duties			
<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>To assist the Director (Borrowing) in the following matters; <ul style="list-style-type: none"> <li>Preparation of annual "Borrowing Plan";</li> <li>Preparation of "Government Domestic Securities Auction Calendar";</li> <li>In domestic borrowing operations (Government Securities);</li> <li>In external borrowing operations (Eurobonds, Commercial Loans);</li> <li>In preparation of "Annual Debt Review";</li> <li>In preparation of "Debt Bulletin";</li> <li>In investor relation functions;</li> </ul> </li> <li>Generate market MIS to assist in financial decision making;</li> <li>Close coordination with monetary and fiscal authorities;</li> <li>Any other duty assigned by the management of the Debt Office.</li> </ul> <p><b>Education Qualification:</b> 16 years of formal education including Masters/ MBA in Finance or Finance related disciplines from HEC recognized/ affiliated university or reputable international institution or any one of the following professional qualifications:</p> <ul style="list-style-type: none"> <li>Passed all three exams of Chartered Financial Analyst (CFA) Program</li> <li>Passed all exams of Associate of Society of Actuaries (ASA) or equivalent</li> </ul> <p><b>Experience Requirements:</b> The applicant should have minimum 5 years experience in the relevant field.</p>			

Post Title	Grade	Wing	Section
Assistant Director (Data Management & Analytics)	MP-III	Debt Management Office	Debt Management Office
Reporting to			
Director Data Management & Analytics			
Duties			
<b>Job Description:</b> <ul style="list-style-type: none"> <li>To assist the Director (Data Management &amp; Analytics) in the following matters: <ul style="list-style-type: none"> <li>Maintain and update records of total public debt including domestic and external debt;</li> <li>Maintain and update records of all guarantees issued by the Federal Government;</li> <li>Maintain records of government securities sold through auctions;</li> <li>Maintain records of domestic and external debt servicing;</li> <li>Inclusion of domestic debt data/ other debt data in Debt Management and Financial Analysis System (DMFAS) with the approval of competent authority;</li> <li>Ensure data authenticity of domestic and external debt and government guarantees;</li> <li>Ensure accurate and timely provision of debt and guarantees information to internal and external stakeholders;</li> <li>Assist in bringing improvements in the debt databases and integration of debt data subject to the approval of competent authority;</li> <li>Any other duty as assigned by the management of the Debt Office.</li> </ul> </li> </ul> <p><b>Education Qualification:</b> 16 years of formal education including Masters/ MBA in Finance or Finance related disciplines from HEC recognized/ affiliated university or reputable international institution or any one of the following professional qualifications:</p> <ul style="list-style-type: none"> <li>- Passed all three exams of Chartered Financial Analyst (CFA) Program</li> <li>- Passed all exams of Institute of Chartered Accountants of Pakistan or equivalent</li> </ul> <p><b>Experience Requirements:</b> The applicant should have minimum 5 years experience in the relevant field.</p>			