

GOVERNMENT OF PAKISTAN
Finance Division

VACANCY ANNOUNCEMENT

Finance Division intends to hire the services of finance professionals for its Debt Policy Coordination Office (DPCO) on contract basis initially for a period of 3 years. Extension will be subject to satisfactory performance and approval by competent authority as per rules. The terms and conditions as contained in Establishment Division's O.M. dated 12.01.2021 (MP Scale Policy, 2020) and Finance Division's O.M. dated 14.07.2017 (Revision of MP Scales), as amended from time to time shall apply. The detail of posts is as under:-

#	Name of Post	Pay Package	No of Posts
1	Assistant Director (Borrowing)	MP-III	1
2	Assistant Director (Risk Management)	MP-III	1
3	Assistant Director (Data Management and Analytics)	MP-III	1

2 Details of required qualification and professional experience can be downloaded from the website of Finance Division (www.finance.gov.pk).

3 The interested candidates should send their applications along-with detailed CV, copy of CNIC and recent passport size photograph to the undersigned within fifteen (15) days of the publication of this advertisement. The applications are required to be submitted on the given format:

Applicant's Name	Qualification	Total Experience	Relevant Experience	Age		Present Position
				Date of Birth	Age on the closing date	

4. 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.

5 In case of selection, candidates working in Government Departments or Autonomous or Semi-Autonomous Bodies will have to seek retirement / resignation before joining this assignment.

(MUHAMMAD HAYAT)
Section Officer (HR-IV)
Room No. 129, "S" Block, Pak Secretariat,
Finance Division, Islamabad
Ph: (0092)51-9209930

Post Title	Grade	Wing/Office	Section
Assistant Director (Borrowing)	MP-III	DPCO	DPCO
Reporting to			
Deputy Director Borrowing			
Duties			
<p>Job Description:</p> <ul style="list-style-type: none"> • To assist the Deputy Director (Borrowing) in the following matters: <ul style="list-style-type: none"> • Preparation of annual “Borrowing Plan”; • Preparation of “Government Domestic Securities Auction Calendar”; • In domestic borrowing operations (Government Securities); • In external borrowing operations (Eurobonds, Commercial Loans); • In preparation of “Annual Debt Review”; • In preparation of “Debt Bulletin”; • In investor relation functions; • Generate market MIS to assist in financial decision making; • Close coordination with monetary and fiscal authorities; • Any other duty as assigned by the management of the Debt Office. <p>Education Qualification: 16 years of formal education including either bachelors or Masters/MBA in Finance or Finance related disciplines from HEC recognized/affiliated university or reputable international institution</p> <p style="text-align: center;">OR</p> <p>Any one of the following professional qualifications:</p> <ul style="list-style-type: none"> - Passed all three exams of Chartered Financial Analyst (CFA) program - Passed all exams of Associate of Society of Actuaries (ASA) or equivalent <p>Experience Requirements: The position should have overall experience of 5 years including relevant experience of 3 years.</p>			

Post Title	Grade	Wing	Section
Assistant Director (Risk Management)	MP-III	DPCO	DPCO
Reporting to			
Deputy Director (Publications)			
Duties			
<p>Job Description:</p> <p>To assist the Deputy Director Risk Management in the following matters:</p> <ul style="list-style-type: none"> • Publication of Medium-Term Debt Management Strategy (MTDS); • Preparation of risk reports on debt management; • Evaluation of government guarantees requests made by State Owned Entities; • Matters relating to risk management of public private partnerships (PPP); • In preparation of “Annual Debt Review”; • In preparation of “Debt Bulletin”; • Analysis of contingent liabilities; • Development of credit risk framework; • Preparation of “Statement of Contingent Liabilities”; • In Analyzing the foreign currency exposure of Pakistan’s external debt; • Provide leadership on debt data questions and ensure compliance with reporting requirements; • Close coordination with monetary and fiscal authorities; • Any other duty as assigned by the management of the Debt Office. <p>Education Qualification: 16 years of formal education including either bachelors or Masters/MBA in Finance or Finance/Economics related disciplines from HEC recognized/affiliated university or reputable international institution</p> <p style="text-align: center;">OR</p> <p>Any one of the following professional qualifications:</p> <ul style="list-style-type: none"> - Passed all three exams of Chartered Financial Analyst (CFA) program - Passed all exams of Associate of Society of Actuaries (ASA) or equivalent <p>Experience Requirements The position should have overall experience of 5 years including relevant experience of 3 years.</p>			

Post Title	Grade	Wing	Section
Assistant Director (Data Management & Analytics)	MP-III	DPCO	DPCO
Reporting to			
Deputy Director (Accounting and Reporting)			
Duties			
<p>Job Description:</p> <p>To assist the Deputy Director (Data Management & Analytics) in the following matters:</p> <ul style="list-style-type: none"> • Maintain an update records of total public debt including domestic and external debt; • Maintain an update records of all guarantees issued by the Federal Government; • Maintain records of government securities sold through auctions; • Maintain records of domestic and external debt servicing; • Inclusion of domestic debt data / other debt data in Debt Management and Financial Analysis System (DMFAS) with the approval of competent authority; • Ensure data authenticity of domestic and external debt and government guarantees; • Ensure accurate and timely provision of debt and guarantees information to internal and external stakeholders; • Assist in bringing improvements in the debt databases and integration of debt data subject to the approval of competent authority; • Any other duty as assigned by the management of the Debt Office. <p>Education Qualification: 16 years of formal education including either bachelors or Masters/MBA in Finance or Finance related disciplines from HEC recognized/affiliated university or reputable international institution</p> <p style="text-align: center;">OR</p> <p>Any one of the following professional qualifications:</p> <ul style="list-style-type: none"> • Passed all three exams of Chartered Financial Analyst (CFA) program • Passed all exams of Institute of Chartered Accountants of Pakistan or equivalent <p>Experience Requirements The position should have overall experience of 5 years including relevant experience of 3 years.</p>			