

## PROJECT BASED VACANCIES

A public sector organization intend to invite application from suitable candidates who fulfill the basic qualification, experience and eligibility criteria, as stated against each post, for the following “**CONTRACT BASED POSITIONS**” in a public sector organization.

S.No	Post	No of Positions	Qualification/Experience
1	<p><b>Chief Accounts Officer</b></p> <p><b>(BS-19 Equivalent)</b></p> <p><b>(Islamabad)</b></p>	01	<p><b><u>Position:</u></b></p> <p>As a key member of the Project Management Unit, this position reports to Project Director. CAO works in the capacity of Treasury Officer/DDO, while ensuring all regulation of GOP (including PPRA rules) for financial releases.</p> <p>CAO provides operational and programmatic support to the PMU.</p> <p>The CAO has a primary day-to-day responsibility for planning, implementing, managing and controlling all finance-related activities. This will include direct responsibility for accounting, finance, forecasting and strategic planning.</p> <p><b><u>Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>○ Provide technical advice to the Project Director in all financial matters.</li> <li>○ Participate in key decisions as a member of the Project Management Unit, through provision of advice on the financial implications of activities.</li> <li>○ Manage the Finance and Audit Department.</li> <li>○ In coordination with training functions in the Company, train the Finance Department, senior managers and other staff on raising awareness and knowledge of financial management matters and ADB guidelines on financial matters.</li> <li>○ Ensure credibility of the PMU finances by providing timely and accurate analysis of budgets, financial trends and forecasts.</li> <li>○ Ensure compliance with PPRA rules and ADB Guidelines and requirements.</li> <li>○ Oversee the approval and processing expenditure and position control documents, department budgets, mass salary updates and account maintenance.</li> <li>○ Develop and implement finance, accounting and billing procedures, and actively participate in provision of inputs to auditing procedures, upon request of the internal auditor.</li> <li>○ Direct and oversee all aspects of the Finance, Audit &amp; Accounting functions, including the preparation of financial statements, financial reports, special analysis and information reports.</li> </ul>

- Manage processes for financial forecasting, budgets and consolidation and reporting.
- Ensure the financial record keeping meets the requirements of auditors and government agencies.
- Maintain relations with external auditors and investigate their findings and recommendations.
- Provide technical advice to the Project Director in all financial matters.
- Manage cheque books of the Project accounts.
- Act as co-signatory for cheque-writing.
- Consolidate all transactions, made at three BCP sites.
- Maintain books of accounts of the project.
- Prepare annual cash plan requirement for the next year.
- Prepare financial statement of the project (monthly, quarterly, six monthly, annual and need basis).
- Manage periodic audit of the project, by multiple agencies .i.e. by GOP and ADB etc.
- Liaise with PMC and CSC firms, for making release to the contractor.
- Seek sanction from the Project Director, against payment to the contractors, ensuring all procedure and financial requirement of the GOP.
- Liaise with all the banking channels (SBP, NBP and any other local/foreign bank) related to financial release for the ITTMS project.
- Timely approval and release of compensation under LARP.

**Qualifications and Experience Requirements:**

- Advance qualification in Management Sciences i.e., Public Administration, Finance, MBA, M.Com, ICMA, CA (with a minimum 16 years of education)
- In-depth knowledge of Financial Management, Public Procurement and overall Public sector Management and knowledge of FIDIC.
- Atleast 15 years of post-qualification progressive managerial experience with responsible financial leadership role, preferably in Public sector.

**Knowledge & Skills:**

- Training and Courses related to Financial Management, ADB Guidelines, Public Procurement, FIDIC, Public Administration.

2	<b>Audit Officer</b> <b>(BS-18 Equivalent)</b> <b>(Islamabad)</b>	01	<p><b>Qualification:</b></p> <p>At least a Bachelor Degree (14 years or more) in Business Administration, ICMA, ACCA, CA-Intermediate or SAS qualified from HEC recognized university, Preferably FIDIC, PPRA rules in the Public Sector Management.</p> <p><b><u>Eligibility Criteria:</u></b></p> <ul style="list-style-type: none"> <li>➤ Experience preferably with a donor-funded project.</li> <li>➤ Familiarity with the public sector is a must for the candidate.</li> <li>➤ Experience in designing tools and strategies for financial modeling and data collection, analysis and production of reports.</li> <li>➤ The candidate must be hands on in preparing the financial Risk Management Plan for the project.</li> </ul> <p><b>Age Limit:</b></p> <ul style="list-style-type: none"> <li>➤ Maximum Age Limit is 40 years.</li> </ul> <p><b>Experience:</b></p> <p>At least 5 years of progressive experience in Accounts/Audit and financial management, preferably in Public Sector.</p>
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**How to prepare Application Package:** Typed Applications containing a CV and NOC (in case of applicant from Govt. Service), addressed to the **“Project Director”** shall be sent to **P.O Box No. 3304, GPO Islamabad**, within 15 days from advertisement. (**Contact No. +923355846677** for information/queries). Applications received after this date shall not be entertained.

**Note:**

- The positions are purely temporary and on fixed monthly salary.
- Salary will be based on O.M. No. F.4 (9) R 14/2008, Dated 19<sup>th</sup> July 2017, issued by Regulation Wing of Finance Division, Government of Pakistan. No other allowance will be provided in addition to the package given under the above O.M. of Finance Division.
- Only shortlisted applicants will be called for written test/interview.
- Department reserves the right to reject, with-hold or not fill the position as advertised. In case of queries contact Administration Office in this number **+923355846677**.
- No TA/DA shall be admissible.