

PROJECT BASED VACANCY

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

S.No	Post	No of Positions	Qualification/Experience
1	Chief Accounts Officer (CAO) (BS-19 Equivalent) (Islamabad)	01	<p><u>Position:</u></p> <p>As a key member of the Project Management Unit, the Chief Accounts Officer (CAO) reports to Project Director. CAO works in the capacity of Treasury Officer/DDO, while ensuring all regulation of GOP (including Public Procurement Rules, 2004) for financial releases.</p> <p>CAO provides operational and programmatic support to the PMU.</p> <p>CAO has a primary day-to-day responsibility for planning, implementing, managing and controlling all finance-related activities. This includes direct responsibility for accounting, finance, forecasting and strategic planning.</p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none">• Lead the finance, accounts, and audit domains of the project, and develop procedures and mechanisms to plan and manage cash-flow during the project implementation;• Provide advice to the Project Director in all financial matters in the light of any financial regulations and applicable procedures;• Act as the focal person for interactions with AGRP or any other government departments, banking channels, as well as ADB for all financial matters;• Lead and guide designing of tools and strategies for financial modeling and data collection, analysis and production of reports;• Prepare the financial Risk Management Plan for the project;• Manage and oversee all financial documents, including ledgers, assets, credit, collections, and accounts, and ensure their accuracy and transparency in light of applicable regulations;• Manage and oversee payroll and budgeting processes for the entire project;• Oversee internal and external audits, and make recommendations and changes to processes based on audit observations, as well as on ‘when needed’ basis;

- Track, record, plan, and file all federal & provincial taxes under applicable taxation laws and regulations;
- Develop and implement the Financial Management System and Payroll system;
- Manage the financial instruments on the project, and act as co-signatory for the same, along with Project Director;
- Lead the management and consolidation of all transactions for the project;
- Ensure all financial records are up to date, and auditable, at all times;
- Prepare and maintain project budget, and annual cash plan requirement, and keep them updated as per the continual realization and disbursements;
- Lead the preparation of financial statements of the project (monthly, quarterly, six monthly, annual and as per need basis);
- Support all external audits, initiated by the Government of Pakistan as well as the donors, provide all required documents by auditors, and prepare responses (as well as corrective measures) for all any audit observations;
- Liaise with the consulting firms for making releases to the contractors in line with the payment plan and completed work;
- Initiate and seek financial sanctions from the Project Director for all payments, while ensuring adherence to all procedural and financial requirements of the GOP as well as donors;
- Liaise with all the banking channels (SBP, NBP and any other local/foreign bank) related to financial releases for the project;
- Support and implement the tasks delegated by the Project Director;
- Any other related task assigned by management.

Qualifications and Experience Requirements:

- Advanced qualification in Finance, i.e., MBA (Finance), 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.

			<ul style="list-style-type: none"> ○ At least 15 years of progressive managerial experience with responsible financial leadership role, preferably 10 years' experience in public sector as well as Foreign / Donor Funded Project including 5 years' experience of Drawing and Disbursing Officer to deal with AGPR shall be required. <p><u>Knowledge & Skills:</u></p> <ul style="list-style-type: none"> ○ Training and Courses related to Financial Management, Donor Guidelines, Public Procurement, FIDIC & Public Administration etc.
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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 recruitments.hr.2021@gmail.com within 15 days from publication of the said advertisement.

Note:

- The position is temporary and on fixed monthly salary.
- Salary will be based on O.M. No. F.4 (9) R 14/2008, Dated 19th 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.
- No TA/DA shall be admissible.