



**Government of Pakistan
FINANCE DIVISION
(PAKISTAN DEVELOPMENT FUND LIMITED)
VACANCIES**

Pakistan Development Fund Limited (PDFL), a public limited company registered under the Companies Ordinance, 1984 (Companies Act 2017) is looking for highly experienced and motivated professionals for following vacancies:

1). **CHIEF EXECUTIVE OFFICER**; 2). **COMPANY SECRETARY**; and 3). **CHIEF FINANCIAL OFFICER**

Eligibility Criteria along with details of information to be provided by the applicants are available on the website of Finance Division. www.finance.gov.pk

Interested applicants should send applications/CVs alongwith requisite information/documents to the undersigned or on the email mentioned below within **fifteen (15) days** of the publication of this notice. The applications are required to be submitted on the given format.

Applicant's Name	Qualification	Relevant Experience	Date of Birth and Age on closing Date	Present Position

(SHAMIM-UR-REHMAN)
Deputy Secretary (Investment-II)
Room No.140, Block "S" Pak. Secretariat,
Finance Division, Islamabad
so.inv@finance.gov.pk

Shamim-ur-Rehman



**Government of Pakistan
FINANCE DIVISION
VACANCY ANNOUNCEMENT**

(PAKISTAN DEVELOPMENT FUND LIMITED)

Pakistan Development Fund Limited (PDFL) is a public limited company registered under the Companies Ordinance, 1984 (Companies Act 2017). PDFL has obtained a license from the Securities and Exchange Commission of Pakistan (SECP) to operate as a Non-Banking Finance Company (NBFC) under Non-Banking Finance Companies and Notified Entities Regulations, 2008 (the Regulations). The primary purpose of PDFL is to provide alternative funding sources to financially viable Public Sector Development Program (PSDP) projects.

PDFL is looking for highly experienced and motivated professionals:

1. CHIEF EXECUTIVE OFFICER

Eligibility Criteria

- a. Master's degree or equivalent in accounting/finance/economics/business administration;
- b. Relevant work experience of at least 15 years; candidates with experience of heading a similar organization or a project finance lending institution for at least five years will be preferred;
- c. Be experienced in planning and directing organization activities towards achieving agreed targets and performance indicators, including financial, organizational and legal compliance;
- d. Successful track record of managing, motivating, and leading a team of professionals, along with maintaining and developing an organizational culture, values, and building a strong reputation with all stakeholders; and
- e. The candidate must meet the Fit & Proper Criteria of SECP.
- f. The candidate shall not be over 55 years of age on last date of submission of application.

Tenure

Based at Islamabad, the position will be initially for three years and extendable to another term subject to performance. It may be terminated with one month's notice by either side.

Emoluments

PDFL provides a professionally challenging environment with market-based salary package commensurate with the experience and qualifications.

Terms of Reference

The Chief Executive Officer will lead the operations of the PDFL and report to the Board of Directors (BOD) of PDFL.

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Specific tasks of the CEO will include, but not be limited to, the following:

- a. Lead the development and implementation of corporate strategy, business plan, operational procedures, policies, guidelines, and standards following international best practices, as approved from the Board of Directors of PDFL;
- b. Lead the development of policy manuals and systems for project and credit approvals, and periodic project monitoring and evaluation;
- c. Lead the development of the array of financing products (e.g. investment finance services, equity funds, structural loans / syndicated loans) to be offered by PDFL to the target market;
- d. Coordinate with all key stakeholders in the government, International Financial Institutions (IFIs) and private sector to streamline efforts for the initiatives relating to infrastructure financing and public private partnerships;
- e. Regularly interact with multilateral and bilateral agencies, export credit agencies, other local and foreign financiers and investors and liaise with the government for adequate policy making to support infrastructure market development in the country;
- f. Administering and managing the business, assets, and services of PDFL;
- g. Recruit and lead a team of professionals;
- h. Tap funding sources, both locally and internationally, to raise capital for PDFL;
- i. Develop key performance indicators to monitor effectiveness and efficiency of PDFL's overall performance in achieving outputs, outcomes and impacts highlighted in the business plans and annual operations plans;
- j. Submitting, on a periodic basis, the report of PDFL activities to the Board of Directors, in the manner prescribed by the Board of Directors; and
- k. Providing the relevant authorities with data on budgetary matters, and other information related to the progress of PDFL's efforts and operations.
- l. Making appropriate arrangements to ensure that funds and resources are properly safeguarded and are used economically, efficiently, effectively and in accordance with all statutory obligations.

Done,

2. COMPANY SECRETARY

The eligibility criteria includes:

- a. Master's degree or equivalent in business administration/commerce/Economics/ law from a university recognized by the Higher Education Commission, or
- b. membership of a recognized body of professional accountants, or
- c. membership of a recognized body of corporate / chartered secretaries;
- d. At least 5-years of relevant experience in public or private institutions;
- e. The candidate must meet the Fit & Proper Criteria of SECP; and
- f. The candidate shall not be over 50 years of age on last date of submission of application.

Tenure

Based at Islamabad, the position will be initially for three years and extendable to another term subject to performance. It may be terminated with one month's notice by either side.

Scope of Work:

The Company Secretary, hired full-time, will be responsible for all secretarial functions of the Pakistan Development Fund Limited (PDFL). The Company Secretary shall be appointed by the Board of Directors (Board) of the PDFL. The Company Secretary will report to the Board of PDFL.

Detailed tasks:

Specific tasks of the Company Secretary will include but not be limited to the following:

- a. Ensure that Board procedures are followed, and that all applicable laws, rules and regulations and other relevant statements of best practice are complied with;
- b. Ensure compliance with respect to requirements of the Companies Ordinance, 1984(Ordinance) concerning the meetings and record of proceedings of the Board, committees and the general meeting of members;
- c. Ensure that all notices of the Board of Director meetings, annual or extraordinary general meetings under the Ordinance are duly sent and that all returns required under the Ordinance are duly filed with concerned Company Registration Office;
- d. The incumbent will oversee compliance matters, assist in investor relations, liaise with external regulators and advisors, administer company's share option schemes etc.;
- e. The Company Secretary will provide guidance to the BOD with respect to their duties, responsibilities and powers including advice on business ethics and good governance and manage corporate secretarial functions;
- f. To ensure that the business and affairs of PDFL are conducted and managed in accordance with its objects as contained in its Memorandum & Articles of Association;
- g. The candidate should have extensive working knowledge of Companies Ordinance and SECP rules and regulations including corporate governance matters;
- h. Authentication of documents and proceedings; and
- i. Attend all relevant Board Meetings.

Asst. Secy.

3. CHIEF FINANCIAL OFFICER (CFO)

The eligibility criteria includes:

- a. Member of a recognized body of professional accountants with at least five years relevant experience, in case of Public Sector Companies having total assets of five billion rupees or more; or
- b. master's degree in finance from a university recognized by the Higher Education Commission with at least ten years relevant experience, in case of other Public Sector Companies;
- c. The candidate must meet the Fit & Proper Criteria of SECP; and
- d. The candidate shall not be over 50 years of age on last date of submission of application.

Tenure

Based at Islamabad, the position will be initially for three years and extendable to another term subject to performance. It may be terminated with one month's notice by either side.

Terms of Reference CFO

The CFO, hired full-time, will be the focal person for all activities related to finance for the effective establishment and operations of the Pakistan Development Fund Limited (PDFL). The CFO shall be appointed by the Board of Directors (Board) of the PDFL. The CFO will report to the Chief Executive Officer of PDFL.

Detailed Tasks:

Specific tasks of the CFO will include but not be limited to the following:

- a. Responsible for ensuring that appropriate advice is given to the Board on all financial matters;
- b. Keep proper financial records and accounts;
- c. Maintain an effective system of internal financial control;
- d. Be fully conversant with all aspects of progress reporting and audit requirements for Government and development organizations;
- e. Maintain all financial and accounting record of the Fund in line with SECP regulations and the agreements signed by the Fund; and
- f. Provide financial records and statements for the annual and internal audits.

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