

Government of Pakistan  
**Finance Division**  
Financial Inclusion & Infrastructure Project (FIIP)  
**HIRING OF PROJECT STAFF FOR FIIP**

Financial Inclusion & Infrastructure Project (FIIP) is an approved PSDP project of Finance Division which is funded by World Bank. The objective of the project is to increase access and usage of digital payments and other financial services for households and SMEs in Pakistan. Finance Division is seeking qualified and experienced personnel for following positions for FIIP project:

#	Position	Number	Pay scale
1.	Project Manager (CDNS), FIIP	1	BPS-19/20 or equivalent
2.	Director (Finance & Accounts), FIIP	1	BPS-18/19 or equivalent
3.	Director (IT & Procurement), FIIP	1	BPS-18/19 or equivalent

Detailed job descriptions for the above positions are mentioned at Finance Division's website at [http://www.finance.gov.pk/jobs\\_active.html](http://www.finance.gov.pk/jobs_active.html). Candidates who had applied for the Director positions before should reapply. All of the above positions will be filled on merit and on contract basis for a period of two years initially which can be renewed based on satisfactory performance but not beyond the project completion date of 31<sup>st</sup> December, 2022.

Interested candidates should send both CV and applications as per application proforma at [http://www.finance.gov.pk/jobs\\_active.html](http://www.finance.gov.pk/jobs_active.html) within 15 days of the publication of this advertisement at following address or email filled proforma and CV to [jobs.fiip.2019@gmail.com](mailto:jobs.fiip.2019@gmail.com) mentioning position in the subject.

**Project Director**  
Financial Inclusion & Infrastructure Project  
National Savings House  
Civic Center, G-6 Markaz, Islamabad  
051-111-267-268

## **1. PROJECT MANAGER (CDNS), FIIP (BPS-19/20 or equivalent)**

### **Job Description:**

- Should be able to provide direction, administrative support, oversee and remove bottlenecks in the implementations of the project.
- Should be capable in making and implementing IT Strategic policies to achieve the IT vision & objectives and be able to utilize IT for business.
- Familiarity with IT standards, experience with core banking application (package or in house developed)
- Auditing the software provided by the consultant and arrange external audit for the successful implementation of the system.
- Should be able to coordinate with various departments of the organization for timely execution of project as per given deadline and replication of the software system.
- Should have sound analytical, interpersonal skills and in depth knowledge of various IT fields (Database Management, Operating System Management, Network Management, and Security etc.) and their implementation.
- Should be able to provide a detailed document covering the hardware and communication infrastructure requirements of National Savings.
- Should be able to conduct and arrange trainings for National Savings Staff.
- Should have at least one large IT project (database) handling experience along with WAN connectivity.
- Should have Project Management Experience

### **Qualification and Experience:**

- Masters in Computer Science / Information Systems / B.E (Computer)/ MBA.
- Certification in Project Management will be preferable.
- 10 years experience in managing IT System functions and in financial management in a large organization. The incumbent should have experience and knowledge of the business from the IT perspective, hardware, software, networking and security. Government Project handling experience will be preferable.
- In case of higher qualifications, experience can be relaxed as per Government policy.

## **2. DIRECTOR (FINANCE& ACCOUNTS), FIIP (BPS-18/19 or equivalent)**

### **Job Description**

- Heading / supervising Finance & Accounts management functions in the Project.
- Ensuring effective and efficient coordination / communication between all internal / external stakeholders of the project.
- Ensuring effective and timely mandatory reporting to Finance and Planning Divisions, etc.
- Supervising and ensuring timely submission of Project Management related documents (Budget documents, Cash / Work Plans, Progress reports) to concerned authorities.
- Representing the Project in review meetings etc. of monitoring authorities.

### **Qualification & Experience:**

- At least 16 years of education in the field of Management Sciences/ Economics/ M.Com/ Statistics/ Computer Science or equivalent.
- At least 5 years in BS-17 or equivalent and above organizational experience in administrative capacity
- First-hand exposure budget / accounts and preferably public sector projects.

### **3. DIRECTOR (IT & PROCUREMENT), FIIP (BPS-18/19 or equivalent)**

#### **Job Description**

- Heading Procurement and IT management functions in the Project.
- Ensuring effective and efficient coordination / communication between all internal / external stakeholders of the project
- Ensuring effective and timely mandatory reporting to World Bank, Finance, Planning, Establishment Divisions, etc.
- Supervising and ensuring timely submission of Project Management related documents to concerned authorities.
- Representing the Project in review meetings etc. of monitoring authorities.

#### **Qualification & Experience:**

- At least 16 years of education in the field of Management Sciences/ Economics/ Statistics/ Computer Science or equivalent.
- At least 10 years in BS-17 or equivalent and above organizational experience in administrative capacity
- First-hand exposure to IT-related procurements and preferably public sector projects.



**14) Whether convicted or arrested in any Case? Yes/No**

I hereby certify that information given in this form is correct to the best of knowledge. Any information found false will be treated as breach of trust and shall be liable for cancellation of my application.

**Date** \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_