



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:

S.No.	Position	Number	Pay Scale
1.	Director (Finance & Accounts), FIIP	01	BPS-18/19 or Equivalent
2.	Director (IT & Procurement), FIIP	01	BPS-18/19 or Equivalent
3.	Private Secretary/Assistant PS, FIIP	01	BPS-16/17 or Equivalent
4.	Naib Qasid, FIIP	02	BPS-2 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. All of the above positions will be filled on merit and on contract basis for a period of two years initially which will be extendable after two years. Preference will also be given to those who also have experience in implementing World Bank funded projects or other internationally financed programs particularly in development finance areas.

Interested candidates should send CV and applications as per application proforma at 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.2018@gmail.com.

Project Director

Financial Inclusion & Infrastructure Project, National Savings House,
Civic Center, G-6, Islamabad, Ph: 051-111-267-268

HIRING OF PROJECT STAFF FOR FIIP

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

Job Description

- Heading / supervising Finance and Accounting functions in the Project.
- Will report to Project Director, Financial Inclusion & Infrastructure Project
- Ensuring effective and efficient coordination / communication between all internal / external stakeholders of the project including World Bank, finance ministry, SBP, CDNS, planning ministry, EAD, AGPR, FBR, etc.
- 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 finance and planning ministries, World Bank, etc.
- Representing the Project in review meetings etc. of monitoring authorities.

Qualification & Experience:

- MBA(Finance) / M.Com / CPA/ ACA or equivalent.
- At least 5 years' experience in BS-17 or equivalent and above organizational experience in administrative capacity
- First-hand exposure to budget / accounts and preferably public sector projects.

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

Job Description

- Heading Procurement and IT management functions in the Project.
- Will report to Project Director, Financial Inclusion & Infrastructure Project
- Ensuring effective and efficient coordination / communication between all internal / external stakeholders of the project including World Bank, finance ministry, SBP, CDNS, planning ministry, EAD, AGPR, PPRA, etc.
- 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:

- MBA / MS Computer Science or equivalent.
- At least 10 years' experience in BS-17 or equivalent and above organizational experience in administrative capacity
- First-hand exposure to IT-related procurements and preferably public sector projects.
- Should have sound analytical, interpersonal skills and in depth knowledge of various IT fields (Core Banking Applications, ERP solutions, Business intelligence/ Data warehousing, Data center planning, Network Management and Security etc.) and their implementation.
- Experience with payment gateways or payment systems would be preferable.

**3. PRIVATE SECRETARY / ASSISTANT PRIVATE SECRETARY
(BPS-16 / 17 or equivalent)**

Required Skills:

- Experience in Secretarial work. Good communication skills. Computer and shorthand knowledge is essential. Shorthand speed 80 wpm and 40 wpm typing speed.
- To provide admin support to FIIP staff.

Qualification and Experience:

14 years of education and more than 3 years' experience (post qualification) in relevant field. Shorthand speed 80 wpm and 40 wpm typing speed. IT proficiency is compulsory.

4. NAIB QASID (BPS-2 or equivalent)

Job Description:

- To perform duties as per government rules
- To provide office support to FIIP staff

Qualification and Experience:

- Having 05 years of education and one year of experience

13) **Current monthly salary: Rs. _____ (You will be asked for current pay slip if selected)**

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 _____