

GOVERNMENT OF PAKISTAN
Finance Division

VACANCY ANNOUNCEMENT

Finance Division intends to hire services of the following professionals for its Debt Policy Co-ordination Office (DPCO) on contract basis for two years:

Sr	Name of Post	Pay Scale	No of Posts
1	Deputy Director	MP-III (Negotiable)	2
2	Assistant Director	MP-III (Minimum)	1

2 Details can be downloaded from the website of Finance Division (www.finance.gov.pk).

3 The interested candidates should send their applications along-with detailed CV, copy of CNIC and recent passport size photograph to the undersigned within fifteen (15) days of the publication of this advertisement. The applications are required to be submitted on the following format:

Name	Date of Birth	Qualification	Total Experience	Relevant Experience	Present Position
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4 The interested candidates can also submit their applications via e-mail to hr.4section@gmail.com. Incomplete applications and those received after the closing date will not be entertained. Only short listed candidates fulfilling the laid down criteria will be called for interview by the Selection Board. No TA/DA will be admissible.

5 In case of selection, the candidate working in Government Department or Autonomous / Semi-Autonomous Body will have to get retirement before joining this assignment.

(MUHAMMAD HAYAT)
Section Officer (HR-IV)
Room No. 109, "S" Block, Pak Secretariat,
Finance Division, Islamabad
Ph: (0092)51-9209930

CRITERIA AND JOB DESCRIPTION - DEPUTY DIRECTOR (I)

Qualification:

Minimum Qualification: CFA Charter Holder

Additional Qualification: Master's degree in Economics, Finance or Business Administration from HEC recognized / affiliated university or reputable international institution. Associate Society of Actuaries (ASA), Financial Risk Manager (FRM) or equivalent professional qualification.

Experience:

- Total 08 years' experience with at least 5 years' experience in Treasury, Risk Management, Debt Capital Market / Public Debt Management;
- Demonstrated understanding of public debt markets instruments including bonds, derivatives, and bond credit structures;
- Knowledge of risk management frameworks and financial analysis;
- Market knowledge related to development of domestic debt market and functional knowledge of international capital markets;
- Clear understanding of inter-linkages between debt management and macroeconomic policy, including fiscal and exchange rate policies for the implementation of debt strategies including liability management operations;
- Maximum age limit for the post is 40 years.

Job Description

- Assist in preparation of Medium-Term Debt Management Strategy (MTDS);
- Assist in preparation of risk reports to ensure compliance with MTDS;
- Assist in undertaking Debt Sustainability Analysis (DSA) in consultation with all stakeholders;
- Conduct macroeconomic analysis;
- Assist in preparation of Auction Calendar of wholesale debt instruments;
- Assist in determining the pricing/maturity of wholesale debt securities in-line with sovereign yield curve and keeping in consideration various risk factors including rollover/refinancing risk, and interest rate risk;
- Policy advice and support on cost and risk of external borrowings and input on appropriate currency mix.
- To strengthen risk management framework of Public Debt management;
- Assist in preparation of Debt Policy Statement;
- Close coordination with monetary and fiscal authorities;
- Any other duty as assigned.

Reporting to: Director Debt

Salary Package: Negotiable within MP-III Scale Salary Package

CRITERIA AND JOB DESCRIPTION - DEPUTY DIRECTOR (II)

Qualification:

Minimum Qualification: Masters of Business Administration (Finance) from HEC recognized / affiliated university or reputable international institution.

Additional Qualification: Chartered Financial Analyst (CFA), Financial Risk Manager (FRM), Associate Society of Actuaries (ASA) or equivalent professional qualification.

Experience:

- Total 08 years' experience with at least 5 years' experience in Treasury, Risk Management, Debt Capital Market / Public Debt Management;
- Demonstrated understanding of public debt markets instruments including bonds, derivatives, and bond credit structures;
- Knowledge of risk management frameworks and financial analysis;
- Market knowledge related to development of domestic debt market and functional knowledge of international capital markets;
- Clear understanding of inter-linkages between debt management and macroeconomic policy, including fiscal and exchange rate policies for the implementation of debt strategies including liability management operations;
- Maximum age limit for the post is 40 years.

Job Description

- Assist in preparation of Medium-Term Debt Management Strategy (MTDS);
- Assist in preparation of risk reports to ensure compliance with MTDS;
- Assist in undertaking Debt Sustainability Analysis (DSA) in consultation with all stakeholders;
- Financial analyses of domestic and external loans proposals;
- Policy advice and support on cost and risk of external borrowings and input on appropriate currency mix;
- Policy advice on financing proposals covered by sovereign guarantees;
- Analysis of contingent liabilities and provide future directions keeping in view default risk;
- Develop credit risk framework and ensure its implementation;
- Assist in preparation of Fiscal Policy Statement;
- Assist in preparation of Medium-Term Budgetary Statement;
- Close coordination with monetary and fiscal authorities;
- Any other duty as assigned.

Reporting to: Director Debt

Salary Package: Negotiable within MP-III Scale Salary Package

CRITERIA AND JOB DESCRIPTION - ASSISTANT DIRECTOR

Qualification

Minimum Qualification: Master's degree in Economics or Finance from HEC recognized / affiliated university or reputable international institution.

Additional Qualification: Chartered Financial Analyst (CFA), Financial Risk Manager (FRM), Associate Society of Actuaries (ASA) or equivalent professional qualification.

Experience:

- Minimum 1-year work experience with National and/or International Organizations in Treasury, Risk Management, Debt Capital Market / Public Debt Management;
- Demonstrated understanding of public debt markets instruments including bonds, derivatives, and bond credit structures;
- Knowledge of risk management frameworks and financial analysis;
- Understanding of inter-linkages between debt management and macroeconomic policy;
- Maximum age limit for the post is 32 years.

Job Description

- Assist in analysis, preparation and monitoring of Medium-Term Debt Strategy (MTDS);
- Assist in analysis and execution of Debt Sustainability Analysis (DSA);
- Assist in preparation of Risk reports to ensure compliance with MTDS;
- Financial and operational analyses of domestic and external loan proposals;
- Assist in preparation of auction calendar of wholesale debt instruments;
- Assist in preparation of Debt Policy Statement;
- Generate market MIS to assist in financial decision making;
- Assist in development of framework / guidelines for effectively performing credit risk management function;
- Close coordination with monetary and fiscal authorities;
- Any other duty as assigned.

Reporting to: Deputy Director

Salary Package: Minimum of MP-III Scale Salary Package