

GOVERNMENT OF PAKISTAN
Finance Division

VACANCY ANNOUNCEMENT

Finance Division intends to hire the services of finance professionals for its Program Management Unit (PMU) of Kamyab Pakistan Program (KPP) on contract basis initially for a period of 3 years. Extension will be subject to satisfactory performance and approval by competent authority as per rules. The terms and conditions as contained in Establishment Division's O.M. dated 12.01.2021 (MP Scale Policy, 2020) and Finance Division's O.M. dated 14.07.2017 (Revision of MP Scales), as amended from time to time shall apply. The detail of posts is as under:-

#	Name of Post	Pay Package	No of Posts
1	Program Director	MP-II	1
2	IT Manager	MP-III	1
3	Finance Manager	MP-III	1
4	MIS Officer	MP-III	1

2 Details of required qualification and professional experience 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 given format:

Applicant's Name	Qualification	Total Experience	Relevant Experience	Age		Present Position
				Date of Birth	Age on the closing date	

4. 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. No TA/DA will be admissible.

5 In case of selection, candidates working in Government Departments or Autonomous or Semi-Autonomous Bodies will have to seek retirement / resignation before joining this assignment.

(MUHAMMAD HAYAT)
Section Officer (HR-IV)
Room No. 129, "S" Block, Pak Secretariat,
Finance Division, Islamabad
Ph: (0092)51-9209930

Post Title	Grade	Wing/Office	Section
Program Director	MP-II	PMU	PMU, KPP
Reporting to			
Finance Secretary			
Duties			
<p>Job Description:</p> <ul style="list-style-type: none"> ○ The PD shall be responsible for providing recommendations for improvements in KPP to the steering committee based on feedback from the Advisory Board; ○ The PD shall submit to AFS (IF) and to Steering Committee financial projections, strategic plan etc at regular intervals; ○ The PD shall provide progress reports to AFS (IF) and to the Steering Committee at regular intervals as defined in Operational Framework; ○ Provide recommendations for removing any bottlenecks in smooth execution of the program through respective stakeholders; ○ The PD will periodically review the measures taken for capacity building by respective stakeholders; ○ Assist Steering Committee to ensure roll out of the program as per Stipulated Timelines; ○ Submit Reports to Debt Office on utilization of Government Guarantees on monthly Basis; ○ Assist Steering Committee for the promotion of Financial Inclusion under the program through the respective stakeholders; ○ Evaluate the strategic plan submitted by the Wholesale Lenders and uptake under the program, including review exposure concentration, geographical distribution, and portfolio growth trends; ○ The PD must ensure that the Wholesale Lenders will share the following through Executing Agents:- <ul style="list-style-type: none"> ● Disbursement Projections for the Quarter (KPP Product-wise). Applications Status Report (Applicant Name, Applicant CNIC, Type of Loan Applied, Amount of Loan Applied, Status of Loan Application - Approved/Rejected, Amount of Loan Approved); ● List of Borrowers (Applicant Name, Applicant CNIC, Type of Loan, 			

Amount of Loan Disbursed, Outstanding Loan Balance);

- Delinquencies/Collections Report;
 - Details of borrowers to be enrolled for issuance of the Sehat Insaaf Card.
 - Details of persons to be enrolled in Kamyab Hunarmand;
 - Details of T-0 NPLCG-GMSS loans extended for home improvement/renovation of premises;
 - Details of litigation and recovery status of the classified loans.
- Any Other Task assigned by the Steering Committee/Advisory Board & AFS (IF) regarding Project.

Education Qualification: Minimum Master's Degree in Finance or related discipline.

Experience Requirements: 10 years professional experience in case of Ph.D in relevant subject(s) or 14 years experience in the relevant field in case of Master's degree in relevant subject(s).

Age: Maximum age is 62 years as on closing date of the application of the post.

Post Title	Grade	Wing/Office	Section
IT Manager	MP-III	PMU	PMU, KPP
Reporting to			
Program Director			
Duties			
<p>Job Description:</p> <ul style="list-style-type: none"> • Responsible for the implementation of Cloud based Platform (KPP Portal) under the PMU through NTC; • Ensure the smooth functioning of four-digit dedicated number, which shall be issued by PTA for receiving applications through short code SMS on the KPP Portal; • Maintain continuous coordination with NTC for smooth functioning of Portal; • Ensure that the acknowledgement SMS is timely received to the applicants who shall apply by sending their CNIC Number through SMS on the KPP Portal, In case of any issue immediately report to NTC; • Share the pool of CNICs with Ehsaas/BISP for validation of PMT score in line with operational framework; • After verification by Ehsaas, the dataset shall be shared by IT manager through KPIS with NADRA for verification and collating in Alpha Family listing; • Share the final dataset after verification / updation from Ehsaas and NADRA for use by EAs that will be allowed access to NTC's Portal under a secure login mechanism; • Any other task assigned by the Project Director regarding project; <p>Education Qualification: Minimum Master's Degree in Computer Sciences, IT or related discipline.</p> <p>Experience Requirements: 06 years professional experience in case of Ph.D in relevant subject(s) or 10 years experience in the relevant field in case of Master's degree in relevant subject(s).</p> <p>Age: Maximum age is 62 years as on closing date of the application of the post.</p>			

Post Title	Grade	Wing/Office	Section
Finance Manager	MP-III	PMU	PMU, KPP
Reporting to			
Program Director			
Duties			
<p>Job Description:</p> <ul style="list-style-type: none"> • Review Auction Reports including Bid Patterns, Cut Offs, participations etc prepared by MIS officer; • Ensure that the Disbursement and allocation, which will be shared by Wholesale Lenders must be accurate; • Submit guarantee utilization and allocation data to Debt Office on monthly basis after the verification by Finance Manager; • Assist PD for ensuring that the Wholesale Lenders will share the following through executing Agents <ul style="list-style-type: none"> ○ Disbursement Projections for the Quarter (KPP Product-wise). Applications Status Report (Applicant Name, Applicant CNIC, Type of Loan Applied, Amount of Loan Applied, Status of Loan Application — Approved/Rejected, Amount of Loan Approved). ○ List of Borrowers (Applicant Name, Applicant CNIC, Type of Loan, Amount of Loan Disbursed, Outstanding Loan Balance). ○ Delinquencies/Collections Report. ○ Details of borrowers to be enrolled for issuance of the Sehat Insaaf Card. ○ Details of persons to be enrolled in Kamyab Hunarmand. ○ Details of T-0 NPLCG-GMSS loans extended for home improvement/renovation of premises. ○ Details of litigation and recovery status of the classified loans. • Ensure that the Guarantee claims are accurate; • Assist Auditors for the verification of Guarantee claims; • Facilitate Auditors the availability of relevant information through Wholesale Lenders; • Ensure that the Subsidy Claim Mechanism is in line with Notified Operational Framework of the Project; • Ensure that the WLs Undertake audit of subsidy & loan loss claims of EAs as defined in operational Framework; 			

- Any other Task assigned by the Finance Manager regarding project.

Education Qualification: Minimum Master's degree in Computer Sciences/ Finance or related discipline.

Experience Requirements: 06 years professional experience in case of Ph.D in relevant subject(s) or 10 years experience in the relevant field in case of Master's degree in relevant subject(s).

Age: Maximum age is 62 years as on closing date of the application of the post.

Post Title	Grade	Wing/Office	Section
MIS Officer	MP-III	PMU	PMU, KPP
Reporting to			
Program Director			
Duties			
<p>Job Description:</p> <ul style="list-style-type: none"> • Develop Auction Reports including Bid patterns, Cut Offs, participations etc; • Perform data reconciliation of Loan Disbursements, Guarantee Allocation, Loss claims, Mark Up Subsidies with wholesale lenders. • Prepare guarantee utilization and allocation data and in consultation with Finance Manager for onward submission to Debt Office on Monthly basis after the verification by Program Director; • Coordinate with Finance Manager and PD for ensuring that the Wholesale Lenders will share timely data in online with approved operational framework; • Ensure that the Guarantee claims are accurate; • Coordinate with Auditors for the verification of Guarantee claims; • Facilitate Auditors for the availability of relevant information through Wholesale Lenders; • Coordinate with Finance Manager for ensuring that the Subsidy Claim Mechanism is in line with Notified Operational Framework of the Program; • Any other task assigned by the Program Director regarding the Program. <p>Education Qualification: Minimum Master’s Degree in Computer Sciences/ Finance or related discipline.</p> <p>Experience Requirements: 06 years professional experience in case of Ph.D in relevant subject(s) or 10 years experience in the relevant field in case of Master’s degree in relevant subject(s).</p> <p>Age: Maximum age is 62 years as on closing date of the application of the post.</p>			