



**GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT**

CAREER OPPORTUNITIES

Corporate Finance Unit has been established in Finance Department, Government of the Punjab. It provides expert advice, assistance and opinion to Public Sector Companies whenever required in achieving the goals assigned to them as per vision of the Government. Finance Department intends to hire qualified professionals with relevant experience to fill the following positions in the Corporate Finance Unit, Finance Department :

Sr. No.	Name of Post (No. of Post)	Qualification and Experience	Age limit (Min – Max)
1.	Head, Corporate Finance Unit (01-post)	<p>(i) Qualification:</p> <p>a) Masters/BS (16-years) in Business Administration/ Finance / Project Management / Risk Management from a reputable university; or</p> <p>b) Chartered Accountant (CA) / Cost & Management Accountant; or</p> <p>c) CFA (Chartered Financial Analyst) charter holder.</p> <p>ii) Experience:</p> <p>Overall experience of at least 15-years with post qualification experience of minimum 07 years.</p> <p>(Experience of working in positions providing exposure to corporate governance / policy / strategy related issues will be preferred.)</p>	40 - 57 years
2.	Corporate Governance Specialist (02-post)	<p>i) Qualification:</p> <p>Masters / BS (16-years) in Finance/Business Administration from a HEC recognized institution or from a reputed foreign institution or ACA, ACMA, CFA.</p> <p>ii) Experience:</p> <p>An overall experience of 10 years with post qualification experience of minimum 05 years in Corporate Governance, Compliance & Regulations, Accounting, Auditing, Financial Reporting, Planning & Budgeting or Corporate Oversight Functions. Preference will be given to Public Sector experience.</p>	35 - 50 years
3.	Procurement Specialist (01-post)	<p>i) Qualification:</p> <p>Masters / BS (16-years) in Business Administration, Supply Chain, Finance or Economics from a HEC recognized institution or from a reputed foreign institution or ACA / ACMA / ACCA / CFA.</p> <p>ii) Additional qualifications:</p> <p>Diploma / Certification in Public Procurement will be an added advantage.</p> <p>iii) Experience:</p> <p>An overall experience of 10 years with post qualification experience of minimum 05 years in, Public Procurement, Contract management and Finance & Budgeting, Investment / Project Appraisals & Evaluations.</p> <p>(Incumbent should have experience of public / private procurement at national level or with international organizations / donor funded projects. Moreover, knowledge of complete procurement cycle and large and complex procurements will be preferred)</p>	35 - 50 years


4.	Database Manager (01-post)	<p>i) Qualification:</p> <p>Masters/BS (16-years) in Computer Science / Information Technology / Software Engineering / Database Management from an HEC recognized institution or from a reputed Foreign University.</p> <p>ii) Experience:</p> <p>Post qualification relevant professional experience of minimum 05 years in Database Designing, Developing of Database Software for Data Collection, Assimilation and Report Generation, Development of Information dashboards, Database Maintenance and Consolidation. Candidate should have the Creative Ability in Database Solutions and a Problem-Solving mindset.</p> <p>Preference will be given to those candidates who have prior experience of managing and maintaining large financial data. Basic understanding of financial management and corporate structure will have an added advantage.</p> <p>High-level expertise in Microsoft Excel, Access and other database platforms is required.</p>	30 - 45 years
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The above positions are offered for a period of two (02) years on contract basis under employment of Government of the Punjab. Remuneration for these posts would be based on MP Scales in accordance with qualifications and experience of the selected candidate.

Candidates who fulfill the eligibility criteria are encouraged to apply by sending the application on prescribed Form, available at the official website of Finance Department, Punjab (<http://www.finance.punjab.gov.pk/jobs>) at the address provided below. Application Form should be accompanied with **attested photocopies** of CNIC, Domicile, CV/Resume, all academic/professional/experience certificates/degrees and a covering letter. The covering letter should explain the candidate's suitability for the position. Applicants already in Government Service should apply through proper channel.

Deadline for submission of applications is **13.12.2023**. Incomplete applications and those received after deadline will not be entertained.

Only short-listed candidates will be contacted. The employer may reject, at any stage, any or all applications without assigning any reason whatsoever. The decision of Selection Committee will be considered as final.


Section Officer (E&A)
Government of the Punjab
Finance Department

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