

Annexure02 - eligibility criteria

3	Head PBG Unit (Local)	<p>Education:</p> <ul style="list-style-type: none"> • At least Master's degree in Business Administration / Public Policy / Public Administration / Economics / Development Studies, Project Management from a reputable and HEC recognized University / Foreign University. Or 	<p>The tasks and responsibilities of Head PBG Unit include, but may not be limited to, the following:</p> <ul style="list-style-type: none"> • Responsible for overall management and coordination of PBG Unit on behalf of FD with all stakeholders including World Bank • Support and Supervise the Unit Outcomes / activities including TORs 	Minimum 40 Years
---	-----------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------

Annexure02 - eligibility criteria

Sr. No.	Name of Post	Eligibility Criteria	Job Description	Prescribed Age
		<ul style="list-style-type: none"> • Professional qualification [FCA / FCMA / FCCA / ICAEW (Fellow)] <p>Experience:</p> <ul style="list-style-type: none"> • A minimum of 15 years of relevant professional experience, including 10 years post qualification experience, of working in public or private sector in the field of public policy, public finance/municipal finance, social sector, NGOs, project management, consulting or advisory role at national and international level. • Minimum 5 years of experience is also required in a lead / senior role. • Track record of working with government preferably in public finance or municipal finance or institutional / programme development or local government and experience of working with donor funded programs will be desirable 	<p>development, interaction with concerned departments, liaison with consultants, handling contract management issues, review of outputs, monitoring of PBG results and related follow up activities</p> <ul style="list-style-type: none"> • Develop M&E systems for PBGs, in consultation with international consultants, with broad objectives of monitoring outputs, outcomes and impact to enable authorities to adjust and better target their activities and inputs • Work closely with design consultant during the design phase and ensure clear links between the indicators in the PBGS and in the overall M&E systems • Provide technical input and advise on monitoring, evaluation and assessment components of the PBGs • Introduce Performance-based budget systems tools and mechanisms to ensure that funding follows the 	

Annexure02 - eligibility criteria

Sr. No.	Name of Post	Eligibility Criteria	Job Description	Prescribed Age
		<ul style="list-style-type: none"> • Experience of working in project / program implementation as employee or consultant regarding monitoring & evaluation, performance evaluations will also be an added advantage; • Demonstrated analytical and writing skills; • Demonstrable ability to deliver high quality outputs while working under pressure and within tight time schedules 	<p>performance, activities and results in LGs</p> <ul style="list-style-type: none"> • Provide detailed strategic recommendations / oversight and technical support in the design and implementation of PBGs • Provide technical support to help inform LGs about areas for improvement in service delivery and governance • Develop mechanism to provide input on technical elements of LG performance and provide important information for dialogue and follow-up on performance gaps and/or sharing of good practices • Prepare and introduce Human-resource (HR) performance and appraisal systems, particularly if linked to performance-based budgeting and performance-based salaries • Prepare regular monitoring report on PBG unit periodically as desired by competent authority 	

Annexure02 - eligibility criteria

Sr. No.	Name of Post	Eligibility Criteria	Job Description	Prescribed Age
			<ul style="list-style-type: none"> • Develop systems of LG performance benchmarking for LGs to improve their service-delivery performance • Evaluation of tasks and activities, and assessment of capacity building component • Support the development of a systematic monitoring, evaluation and quality assurance framework for reporting progress on activities, and quality assurance of PBGs unit outcomes. • Monitor and review PBG program implementation regularly to assess delivery, identify challenges and bottlenecks and explore practical solutions. • Monitor and evaluate the progress of training and capacity building initiatives in LGs including their effectiveness • Establish a reporting mechanism to assess progress towards the implementation of PBGs system 	

Annexure02 - eligibility criteria

Sr. No.	Name of Post	Eligibility Criteria	Job Description	Prescribed Age
			<ul style="list-style-type: none"> • Develop regular reports on activities, procedures and timeframes for review and advise on improving unit performance. • Provide support to international consultants (Design Consultant and Capacity Building Consultant) on PBGs Unit Design and Supervision in strengthening their M&E systems. • Review, analysis and evaluation of the data for an evaluation of the PBGs, for use by all project stakeholders, containing evidence-based findings, lessons learnt, and recommendations for improvement in planning and designing of future projects under PBGs. • Any other task(s) as recommended by international consultants as per future HR requirements / plan of PBG unit and as per direction of competent authority 	

Annexure02 - eligibility criteria

Sr. No.	Name of Post	Eligibility Criteria	Job Description	Prescribed Age
4	Senior Financial Analyst-1 (Local)	<p>Education:</p> <ul style="list-style-type: none"> • At least Master's degree in Finance, Economics, Business Administration or equivalent from a reputable University recognized by HEC. Or • Professional qualification [CA / ACMA / ACCA / ICAEW] <p>Experience:</p> <ul style="list-style-type: none"> • A minimum of 07 years of overall relevant professional experience is required. • 05 years post qualification experience (in case of professional qualifications) and 07 years of post-qualification experience in other cases, of working in public or private sector in the field of accounting & finance, audit, business administration, consulting and / or advisory, 	<ul style="list-style-type: none"> • Providing support to the PBG Unit Head to ensure efficient management of PBG Unit • Undertake desk appraisal of the data available on municipal finance of the selected cities / LGs highlighting trend analysis of expenditures and revenue • Prepare and delivers comprehensive evaluations, proposals, and recommendations to executive leadership, committees, and other stakeholders • Report on financial performance and prepare for regular leadership reviews • Oversee the coordination with field teams and stakeholders with regard to municipal financial management matters • Work closely with financial team to ensure accurate financial reporting • Review the assessment of the data collection needs and design the field data collection templates in consultation with core team of PBG Unit 	Minimum 30 Years

Annexure02 - eligibility criteria

Sr. No.	Name of Post	Eligibility Criteria	Job Description	Prescribed Age
		<p>financial management, at national and international level.</p> <ul style="list-style-type: none"> • Working experience knowledge of financial analysis; • Track record of working with government; experience of working with donor funded projects will be an added advantage; • Experience of working with local governments in Pakistan (or internationally) would also be an added advantage; • Full proficiency in Microsoft Windows applications, namely Excel, Word and Power Point. Demonstrated ability to learn new technology quickly and effectively use it for maximum productivity; • Excellent analytical skills. The ability to develop and apply methodologies to test and explain changes in financial trends and 	<ul style="list-style-type: none"> • Provide policy guidance to Financial Analysts and review their work • Perform and review analysis of past results, perform variance analysis, identify trends of financial data of local governments regarding expenditures and make recommendations for improvements • Hold consultation with all stakeholders on the analysis done and proposed Own-Source Revenue (OSR) / Expenditures targets; • Design and develop monitoring mechanism for continuously monitoring the effects of overall expenditures / procurement strategies; • Overall supervise the activity of assessment of expenditures including procurements activities in partner LGs and suggest improvements there against; • Communicate regularly with relevant stakeholders on the implementation of 	

Annexure02 - eligibility criteria

Sr. No.	Name of Post	Eligibility Criteria	Job Description	Prescribed Age
		<p>results using computer assisted techniques.</p> <ul style="list-style-type: none"> • Comfortable working in pressured environment with capacity to deliver high-quality outputs and results to tight deadlines; • High degree of self-motivation and proven ability to work under minimum supervision and as part of a team. 	<p>the fiscal performance of local government financing systems;</p> <ul style="list-style-type: none"> • Synthesize lessons learned and best practices in Local Government Finance; <p>Perform other responsibilities as per HR assessment and recommendations of international consultants as well as any other task assigned by PBG Unit Head from time to time regarding municipal financial management.</p>	
5	Senior Financial Analyst-2 (Local)	<p>Education:</p> <ul style="list-style-type: none"> • At least Master's degree in Finance, Economics, Business Administration or equivalent from a reputable University recognized by HEC. Or • Professional qualification [CA / ACMA / ACCA / ICAEW] <p>Experience:</p>	<ul style="list-style-type: none"> • Providing support to the PBG Unit Head to ensure efficient management of PBG Unit • Undertake desk appraisal of the data available on municipal finance of the selected cities / LGs highlighting trend analysis of expenditures and revenue • Prepare and delivers comprehensive evaluations, proposals, and recommendations to executive leadership, committees, and other stakeholders 	Minimum 30 Years

Annexure02 - eligibility criteria

Sr. No.	Name of Post	Eligibility Criteria	Job Description	Prescribed Age
		<ul style="list-style-type: none"> • A minimum of 07 years of overall relevant professional experience is required. • 05 years post qualification experience (in case of professional qualifications) and 07 years of post-qualification experience in other cases, of working in public or private sector in the field of finance/ municipal finance, business administration, consulting and / or advisory, financial management, at national and international level. • Working experience and knowledge of financial analysis; • Track record of working with government; experience of working with donor funded projects will be an added advantage; • Experience of working with local governments in Pakistan (or 	<ul style="list-style-type: none"> • Report on financial performance and prepare for regular leadership reviews • Oversee the coordination with field teams and stakeholders with regard to municipal financial management matters • Work closely with financial team to ensure accurate financial reporting • Review the assessment of the data collection needs and design the field data collection templates in consultation with core team of PBG Unit • Provide policy guidance to Financial Analysts and review their work • Perform and review analysis of past results, perform variance analysis, identify trends of financial data of local governments of revenue and make recommendations for improvements • Hold consultation with all stakeholders on the analysis done and proposed Own-Source Revenue (OSR) / Expenditures targets; 	

Annexure02 - eligibility criteria

Sr. No.	Name of Post	Eligibility Criteria	Job Description	Prescribed Age
		<p>internationally) would also be an added advantage;</p> <ul style="list-style-type: none"> • Full proficiency in Microsoft Windows applications, namely Excel, Word and Power Point. Demonstrated ability to learn new technology quickly and effectively use it for maximum productivity; • Excellent analytical skills. The ability to develop and apply methodologies to test and explain changes in financial trends and results using computer assisted techniques. • Comfortable working in pressured environment with capacity to deliver high-quality outputs and results to tight deadlines; • High degree of self-motivation and proven ability to work under minimum supervision and as part of a team. 	<ul style="list-style-type: none"> • Design and develop monitoring mechanism for continuously monitoring the effects of OSR strategies; • Overall supervise the activity of assessment of expenditures including procurements activities in partner LGs and suggest improvements there against; • Communicate regularly with relevant stakeholders on the implementation of the fiscal performance of local government financing systems; • Synthesize lessons learned and best practices in Local Government Finance; • Review and suggest the possibility of adopting new revenue resources, if any and suggest promoting transparency regarding collection of various taxes / fees by local government • Overall supervise the activity of assessment of OSR potential in partner LGs by undertaking review of existing OSR sources and revenue generation 	

Annexure02 - eligibility criteria

Sr. No.	Name of Post	Eligibility Criteria	Job Description	Prescribed Age
			<ul style="list-style-type: none"> • Perform other responsibilities as per HR assessment and recommendations of international consultants as well as any other task assigned by PBG Unit Head from time to time regarding municipal financial management. 	
6.	Data Analysts (02 Positions)	<p>Education:</p> <p>16 years of education leading to a degree in Finance, Business Analytics, Data Analytics, Economics, Statistics, or equivalent discipline from a reputable HEC recognized University.</p> <p>Experience:</p> <p>Minimum 03 years of experience in data management/data analysis related to financial management/ budgeting & planning or related fields. Experience of working with government on data analytics and on</p>	<ul style="list-style-type: none"> • Providing support to the Senior Financial Analysts to ensure efficient management of PBG Unit • Interpret data, analyze results using statistical techniques and provide ongoing reports • Identify, analyze, and interpret trends or patterns in complex data sets • Filter and clean data by reviewing reports and performance indicators • Preparation of reports and presentations after data analysis on financial management results of Local Governments (LGs) 	25-50 Years

Annexure02 - eligibility criteria

Sr. No.	Name of Post	Eligibility Criteria	Job Description	Prescribed Age
		donor funded projects will be an added advantage.	<ul style="list-style-type: none"> • Review of Computerized Financial Management System with respect to Local Governments • Coordinate with field teams and stakeholders with regard to municipal financial management matters • Assess the data collection needs and design the field data collection templates in consultation with core team of PBG Unit • Contributes to Unit goals by accomplishing related duties as required; • Perform other responsibilities as per HR assessment and recommendations of international consultants as well as any other task assigned by PBG Unit Head / Financial Analysts from time to time regarding municipal financial management. 	