



## **CAREER OPPORTUNITY**



### **GENERAL MANAGER PUNJAB PENSION FUND & PUNJAB GENERAL PROVIDENT INVESTMENT FUND**

Government of the Punjab has established Punjab Pension Fund (PPF) and Punjab General Provident Investment Fund (PGPIF) through PPF Act 2007 and PGPIF Act 2009 respectively. The Funds are meant to generate revenue for discharge of pension and general provident fund liabilities of the Government. The size of the PPF and PGPIF at June 30, 2018 is Rs. 53.2 billion and Rs. 5.9 billion respectively.

Government of the Punjab is seeking a strong, self-driven, highly committed, motivated, energetic and career-oriented person of professional excellence as the General Manager of PPF & PGPIF, to act as the Chief Executive Officer reporting to the Management Committees of the respective Funds.

**Qualification:-** The qualification for the General Manager shall be:

- At least twelve years' experience of management including at least three years' experience of investment banking, treasury operations, finance, asset management, fund management or unit trust management;
- Holds a sixteen years, equivalent or higher degree;
- Has a proven track record of managing fund management business;
- Has demonstrable skills in leadership, administration, communication and financial management; and
- Has ability to translate policy guidelines into operational business strategies and deliver results consistent with objectives of the PPF & PGPIF.

**Responsibilities:-** The General Manager as Chief Executive Officer shall:

- Exercise overall responsibility for all operational, financial and administrative decisions;
- Be responsible for achieving performance benchmarks of the Fund;
- Formulate, establish and implement business plans, and set clear operational targets, using all financial and human resources necessary to accomplish the task;
- Delegate tasks to sub-ordinate staff and create a work culture that encourages initiative & productivity;
- Prepare valuations, commentaries and periodic Fund Manager & Annual Reports on investments of the Funds and report thereon to the Management Committees;
- Arrange for meetings of all relevant employees of the Fund including the Compliance Officer to review investments and valuation of the Funds, and
- Perform such other functions as may be assigned to him by the rules, regulations and the Management Committees from time to time.

**Fit & Proper Criteria:-** The selected candidate shall undergo Fit and Proper Criteria under Schedule IX of the Non-Banking Finance Companies and Notified Entities Regulations, 2008.

**Age & Term:-** The preferable age of the General Manager is 40 to 65 years. The General Manager shall hold the office for an initial term of three years, renewable for such further terms, subject to a favorable assessment of performance by the Management Committee.

**Compensation:-** Negotiable market based salary and other benefits will be offered commensurate with qualification and experience.

A detailed CV, along with copies of academic testimonials, experience certificates, CNIC and a recent photograph, with address and contact No. should be posted or emailed to the following address by **15.10.2018**. Incomplete application will not be entertained. The date of interview will be intimated after shortlisting of candidates. No TA/DA shall be admissible for interview.

**Deputy Secretary (Resource-II)  
Government of the Punjab  
Finance Department  
Punjab Civil Secretariat, Lahore, Pakistan  
Phone No.+92 42 99213511  
Email: [fd.ds.res2@punjab.gov.pk](mailto:fd.ds.res2@punjab.gov.pk)**