



**GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT**

**CAREER OPPORTUNITIES**

Government of the Punjab, Finance Department intends to hire multi-disciplinary qualified professionals with management experience to fill different positions in the Public Financial Management Unit (PFMU), Finance Department. A comprehensive PFM Reform Strategy is being developed in consultation with International Development Partners for Punjab to adopt improved Public Financial Management (PFM) Practices. Government is very keen on initiating implementation of major PFM Reform e.g. e-Procurements, Pension Reforms, development of Tax Analytics capacity etc. whenever required in achieving the goals assigned to these as per the vision of the Government.

The Public Financial Management Unit (PFM), Finance Department invites applications from eligible candidates having the following qualifications and experience in the relevant field :

Sr. No.	Name of Post (Number of Posts)	Qualification and Experience	Age limit (Min – Max)
1.	Head - Public Financial Management Unit  (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years' education in Finance / Business Administration / Economics / CA / ACMA / ACCA / ICAEW / CFA from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Professional Certification in the areas of Financial Management, Project Management or ERP will be preferred</li> <li>➤ Post qualification relevant professional experience of 15 years in corporate / public sector in finance, financial consulting, and / or financial advisory / Investment Strategies covering strategic oversight as well as policy support for Financial oversight mechanisms, and related knowledge of ERP. At least 5 years (out of 15 years) relevant experience in a lead / Senior Management role</li> <li>➤ Candidate must possess effective communication skills</li> <li>➤ Ability to provide strategic direction alongwith stakeholder's engagement</li> <li>➤ Leadership abilities and team player, backed by effective time management, professionalism, managing core team of specialists, creativity and vision</li> </ul>	35-50
2.	Public Financial Management Specialist  (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years' education in Finance / Business Administration / Economics / CA / ACMA / ACCA / ICAEW / CFA from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Professional Certification in the areas of Financial Management, Project Management or ERP will be preferred</li> <li>➤ Post qualification relevant professional experience of 10 years in corporate / public sectors in the fields of finance, financial consulting, and / or financial advisory / covering strategic financial planning / financial risk management / Investment Strategies / financial reporting / budgeting and forecasting / funds management / financial analysis</li> <li>➤ Four (04) years post qualification experience (out of total 10 years) in public financial management including planning &amp; budgeting, revenue/expenditure management, and financial reporting. Experience of donor funded projects in public sector / PFM implementation reforms will be preferred</li> <li>➤ Candidate must possess excellent analytical as well as effective communication skills</li> <li>➤ Strong understanding of provincial finance framework including constitutional provisions and other financial rules for dealing with public money including allocations, re-appropriations, disbursements &amp; transfers of public money as well as knowledge of governing laws, financing arrangements and resulting fiscal responsibility of Public Sector Organizations / Entities</li> </ul>	35-50
3.	Taxation Specialist  (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years' education in Finance / Business Administration / Economics / CA / ACMA / ACCA / ICAEW / CFA from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Professional Certification in the areas of Financial Management, Taxation, Project Management or ERP will be preferred</li> <li>➤ Post qualification relevant professional experience of 10 years in corporate / public sectors in the fields of taxation, tax consulting and /or tax advisory with strong emphasis on issues relating to tax policy &amp; management and special tax assignments alongwith development &amp; implementation of tax planning strategies, tax efficient structures, including taxation modeling + forecasting</li> </ul>	35-50

		<ul style="list-style-type: none"> <li>➤ Candidate must possess strong analytical as well as advanced quantitative skills to support economic research and analysis</li> <li>➤ Strong knowledge of the provincial tax policy and regulatory system</li> </ul>	
4.	Management Information System Specialist  (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years' education in Computer Science / Computer Engineering / Information Technology / Electrical Engineering / Electronics Engineering from a reputed Foreign University or a HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 10 years in corporate / public sectors in the fields of MIS, web and software development, IT consulting and /or IT advisory at national / or international level</li> <li>➤ Experience / Certifications relating to MIS / ERP / ICT solutions with international organizations / donor agencies will be preferred</li> <li>➤ Candidate must possess strong analytical as well as advanced quantitative skills to support economic research and analysis</li> <li>➤ Strong knowledge in planning and implementing MIS related activities</li> </ul>	35-50
5.	Procurement Specialist  (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Business Administration / Finance / Economics/Public Administration/LLM from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 10 years in procurement planning and undertaking large and complex procurements. Understanding of E-Procurement and public sector procurement processes would be preferred</li> <li>➤ Candidate must possess effective communication skills</li> </ul>	35-50
6.	Legal Affairs Specialist  (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Law/LLM / JD from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 10 years in the practice of law with a reputable law firm, financial institution, government and/or an international organization is required. Legal experience as a practicing lawyer in the legal department of a development finance institution or multilateral development bank, with proven technical competence and experience in lending and finance operations would be preferred</li> <li>➤ Good understanding of private debt, private equity, fixed income and/or project finance transaction structuring solutions as well as experience in executing innovative investment product solutions within multilateral institutions from a legal perspective would be preferred</li> <li>➤ Practical experience of legal side of fund formation, investment management and/or structured finance is desirable</li> <li>➤ Demonstrated ability for interpretation and application of applicable legal frameworks and Financial Regulations of the Federal and Provincial Government</li> <li>➤ Candidate must possess effective communication skills</li> </ul>	35-50
7.	Asset Management Specialist  (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Finance/Economics / Business Administration/CA/ACCA/ACMA/ICAEW/CFA from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 10 years in asset management which includes developing, operating, maintaining, upgrading, and disposing of assets in the most cost-effective manner (including all costs, risks and performance attributes)</li> <li>➤ Demonstrated ability of management of the entire life cycle of physical and infrastructure assets</li> <li>➤ Candidate must possess effective communication skills</li> </ul>	35-50
8.	Project Finance Specialist  (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Finance/Economics/ Business Administration/CA/ACCA/ACMA/ICAEW/CFA from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 10 years in the financing of public / private sector infrastructure (particularly project financing or PPPs), including hands-on experience in IFIS / Donor engagement originating loans, guarantees and/or equity transactions, managing due diligence, financial modeling, mitigating credit and other risks, negotiating term sheets and finance documentation and related project (and corporate) finance activities</li> <li>➤ A strong understanding of the current Public Financial Management landscape in Pakistan, including donor-funded programs</li> <li>➤ Experience in project design and implementation, including financial management experience, such as budgeting, tracking, reporting, accounting, and procurement would be preferred</li> </ul>	35-50

		<ul style="list-style-type: none"> <li>➤ Candidate must possess effective communication skills</li> </ul>	
9.	Business Process Re-Engineering Specialist (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Finance/Economics/ Accounting/ Business Administration / Project Management from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 10 years in analyzing and re-designing Business Processes</li> <li>➤ Experience with a wide variety of Artifacts including Functional Requirements, Process Analysis, Process Improvement</li> <li>➤ Experience of managing a team to define and develop new technical solutions that provide automation and workflow efficiency</li> <li>➤ Experience of assisting with change management initiatives including training, communication plans, stakeholder management</li> <li>➤ Candidate must possess effective Interpersonal and communication skills</li> </ul>	35-50
10.	Communication Specialist (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Mass Communication/ Journalism/ Media Studies/ Public Relations/ Marketing from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 10 years related in public relations / communications</li> <li>➤ Candidate must possess strong interpersonal skills</li> <li>➤ Excellent written and analytical skills to translate ideas and concepts into effective communication media including publications using innovative communication tools</li> </ul>	30-45
11.	MTBF Expert (01-post)	<ul style="list-style-type: none"> <li>➤ 16-years education or equivalent qualification in Finance/Economics/Accounting/ Banking, Economics, or any other related fields from a reputed foreign University or HEC recognized institution</li> <li>➤ Minimum 8 years of post-qualification relevant experience in public financial planning &amp; budgeting, revenue management and budget allocation in the public or private sector will be preferred</li> <li>➤ Demonstrated knowledge of financial forecasting, financial analysis and public financial management</li> <li>➤ A strong understanding of the current Public Financial Management landscape in Pakistan, including donor funded programs</li> <li>➤ Excellent written and oral communications skills required</li> </ul>	30-45
12.	SAP Expert (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Computer Science/ Computer Engineering/ Information Technology/ Software Engineering/ Electrical Engineering/ Electronics Engineering from a reputed Foreign University or a HEC recognized institutions</li> <li>➤ SAP Certification in Financial Module</li> <li>➤ Post qualification relevant professional experience of 08 years in SAP implementation &amp; rollout projects or SAP support &amp; maintenance projects</li> <li>➤ Candidate must possess effective communication skills</li> <li>➤ Ability to extract, analyze data and resolve operational problems</li> <li>➤ Conceptual analytical and evaluative skills to conduct independent research and analysis would be preferred</li> </ul>	30-45
13.	Econometric Modeling Expert (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Economics / Econometrics/ Mathematics/ Statistics or any other relevant degree from a reputed Foreign University or a HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 08 years in public / private organizations. Should possess expert knowledge about Economics Statistics and Accounting Principles. Must also be an expert in practicing financial markets, analyzing banking reports and economic forecasting</li> <li>➤ Must possess knowledge and experience of various econometric and forecasting models</li> <li>➤ Must possess effective mathematical skills and expert knowledge of various statistical tools such as Stata, etc.</li> </ul>	30-45
14.	Macroeconomic Policy Expert (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Finance / Economics / Econometrics or any other relevant degree from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 08 years in public / private organizations. Should possess expert knowledge about macroeconomics. Must have experience of capital and fiscal / monetary policies, financial markets, etc.</li> </ul>	30-45

		<ul style="list-style-type: none"> <li>➤ Extensive experience in macroeconomic modeling and macroeconomic forecasting</li> <li>➤ Demonstrable Experience in linking policy, planning and budgeting</li> <li>➤ Demonstrable experience in developing and successfully implementing Medium Term Macroeconomic Frameworks</li> <li>➤ Must be aware of relevant government laws, rules, legal codes, regulations</li> <li>➤ Must possess knowledge about Business and Management principles including strategic planning, resource allocation, leadership techniques, and human resource modeling</li> </ul>	
15.	Tax Expert (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Finance/Economics/ Business Administration /CA/ACCA/ ACMA/ICAEW/ CFA from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 08 years in public / private organizations in Finance / Audit / Tax / Revenue / Tax Laws.</li> <li>➤ Candidate must possess effective communication skills</li> </ul>	30-45
16.	eProcurement Expert (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Business Administration / Finance / LLM from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 08 years in procurement planning and undertaking complex procurements</li> <li>➤ Must possess sound knowledge of Public Sector Procurement Rules &amp; Regulations</li> <li>➤ Experience of rolling out e-procurement system in a reputed organization will be preferred</li> <li>➤ A thorough understanding of issues resulting in inefficient procurements in public sector</li> <li>➤ Candidate must possess effective communication skills</li> </ul>	30-45
17.	IT Expert (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Computer Science/ Computer Engineering/ Information Technology/ Software Engineering/ Electrical Engineering/ Electronics Engineering from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 08 years in Computer Engineering / Software Engineering</li> <li>➤ Demonstrated ability to resolve IT lifecycle problems both independently and collaboratively</li> <li>➤ Hands-on experience of various software development modeling</li> <li>➤ Candidate must possess effective communication skills</li> </ul>	30-45
18.	MIS Expert (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Computer Science/ Computer Engineering/ Information Technology/ Software Engineering/ Electrical Engineering/ Electronics Engineering from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 08 years in developing MIS, mobile apps, Kobo Collect Tools and interactive dashboard</li> <li>➤ Candidate must possess effective communication skills</li> <li>➤ Ability to extract / analyze data and resolve operational problems</li> <li>➤ Conceptual analytical and evaluative skills to conduct independent research and analysis</li> <li>➤ Ability to identify issues, formulate opinions, make conclusions and recommendations</li> </ul>	30-45
19.	Legal Affairs Expert (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Law/LLM / JD from a reputed Foreign University or HEC recognized institutions.</li> <li>➤ Post qualification relevant professional experience of 08 years in the practice of law with a reputable law firm, financial institution, government and/or an international organization is required. Legal experience as a practicing lawyer in the legal department of a development finance institution or multilateral development bank, with proven technical competence and experience in lending and finance operations would be preferred</li> <li>➤ Good understanding of private debt, private equity, fixed income and/or project finance transaction structuring solutions is a distinct advantage, as well as experience in executing innovative investment product solutions within multilateral institutions</li> <li>➤ Practical experience of legal side of fund formation, investment management and/or structured finance is desirable</li> <li>➤ Demonstrated ability of interpretation and application of applicable legal frameworks, Financial Regulations and Rules and relevant rules of procedure governing the operations of Government</li> </ul>	30-45

		<ul style="list-style-type: none"> <li>➤ Candidate must possess effective communication skills.</li> </ul>	
20.	Asset Management Expert  (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Finance/Economics / Business Administration/CA/ACCA/ACMA/ICAEW/CFA from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 08 years in assets management which includes developing, operating, maintaining, upgrading, and disposing of assets in the most cost-effective manner (including all costs, risks and performance attributes)</li> <li>➤ Demonstrated ability of management of the entire life cycle of physical and infrastructure assets</li> <li>➤ Candidate must possess effective communication skills</li> </ul>	30-45
21.	Project Finance Expert  (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Finance/Economics / Business Administration / CA /ACCA /ACMA /ICAEW /CFA from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 08 years in the financing of public / private sector infrastructure (particularly project financing or PPPs), including hands-on experience in IFIS / Donor engagement originating loans, guarantees and/or equity transactions, managing due diligence, financial modeling, mitigating credit and other risks, negotiating term sheets and finance documentation and related project (and corporate) finance activities</li> <li>➤ A strong understanding of the current Public Financial Management landscape in Pakistan, including donor-funded programs</li> <li>➤ Experience in project design and implementation, including financial management experience, such as budgeting; tracking, reporting, accounting; and procurement would be preferred</li> <li>➤ Candidate must possess effective communication skills</li> </ul>	30-45
22.	Business Process Reengineering Expert  (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Finance/Economics/ Accounting/ Business Administration / Project Management from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 08 years in analyzing and re-designing Business Processes</li> <li>➤ Experience with a wide variety of Artifacts including Functional Requirements, Process Analysis, Process Improvement</li> <li>➤ Experience of managing a team to define and develop new technical solutions that provide automation and workflow efficiency</li> <li>➤ Experience of assisting with change management initiatives including training, communication plans, stakeholder management</li> <li>➤ Candidate must possess effective Interpersonal and communication skills</li> </ul>	30-45
23.	Statistical Analyst  (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Economics / Econometrics/ Mathematics/ Statistics or any other relevant degree from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 04 years in public / private organizations</li> <li>➤ Must possess knowledge and experience of basic econometric models e.g. Linear regression, generalized linear models, Probit, Logit, Vector Autoregression, Hazard etc.</li> </ul>	25-35
24.	Economic Analyst  (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Economics / Econometrics/ Mathematics/ Statistics or any other relevant degree from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 04 years in public / private organizations. Should possess expert knowledge about macroeconomics / microeconomics alongwith familiarity with financial markets, analyzing research reports / documents / studies etc.</li> <li>➤ Extensive experience in macroeconomic modeling, financial programming and macroeconomic forecasting alongwith demonstrable experience in linking policy, planning and budgeting</li> <li>➤ Demonstrable experience in developing and successfully implementing medium term macroeconomic frameworks</li> <li>➤ Must possess effective mathematical skills etc.</li> </ul>	25-35
25.	Tax Analyst  (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Finance/Economics/ Business Administration/CA /ACCA/ACMA/ICAEW / CFA from a reputed Foreign University or HEC recognized institutions</li> </ul>	25-35

		<ul style="list-style-type: none"> <li>➤ Post qualification relevant professional experience of 04 years in public / private organizations in Finance / Audit / Tax / Revenue / Tax Laws</li> <li>➤ Candidate must possess effective communication skills</li> </ul>	
26.	MIS Analyst (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Computer Science/ Computer Engineering/ Information Technology/ Software Engineering/ Electrical Engineering/ Electronics Engineering from a reputed Foreign University or HEC recognized Institutions</li> <li>➤ Post qualification relevant professional experience of 04 years in developing MIS, mobile apps, Kobo Collect Tools and interactive dashboard</li> <li>➤ Candidate must possess effective communication skills</li> <li>➤ Ability to extract / analyze data and resolve operational problems</li> <li>➤ Conceptual analytical and evaluative skills to conduct independent research and analysis</li> <li>➤ Ability to identify issues, formulate opinions, make conclusions and recommendations</li> </ul>	25-35
27.	Business Process Reengineering Analyst (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 years education in Finance/Economics/ Accounting/ Business Administration/ Commerce/Project Management from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 04 years in analyzing and re-designing Business Processes</li> <li>➤ Experience with a wide variety of Artifacts including Functional Requirements, Process Analysis, Process Improvement</li> <li>➤ Experience of managing a team to define and develop new technical solutions that provide automation and workflow efficiency</li> <li>➤ Experience of assisting with change management initiatives including training, communication plans, stakeholders Management</li> <li>➤ Candidate must possess effective Interpersonal and communication skills</li> </ul>	25-35
28.	Web / Graphic Designer (01-post)	<ul style="list-style-type: none"> <li>➤ Minimum 16 Years education in Computer Science/ Computer Engineering/ Information Technology/ Software Engineering/ Electrical Engineering/ Electronics Engineering from a reputed Foreign University or HEC recognized institutions</li> <li>➤ Post qualification relevant professional experience of 04 years in developing MIS, mobile apps, Kobo Collect Tools and interactive dashboard</li> <li>➤ Candidate must possess effective communication skills</li> <li>➤ Ability to extract / analyze data and resolve operational problems</li> <li>➤ Conceptual analytical and evaluative skills to conduct independent research and analysis</li> <li>➤ Ability to identify issues, formulate opinions, make conclusions and recommendations</li> </ul>	25-35

The above positions are offered for a period of two (02) years on contract basis under employment of Government of the Punjab. Remuneration for the posts will be under the MP Scales scheme, except position at Sr. # 28 which is on lumpsum basis.

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>), on the following address. Application Form should be accompanied with attested copies of CNIC, CV/Resume, photocopies of all academic/professional/experience certificates / degrees and a covering letter. The covering letter should include the justification of their suitability for the position. Applicants already in Government Service should apply through proper channel. Candidate should clearly mention the name of the post applying for. In case candidate wishes to apply for more than one post, he/she must submit separate application form for each post.

Deadline for submission of applications is **26.02.2021**. 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, which will not be challengeable in any court of Law.

**DEPUTY SECRETARY (RES-II / A.)**  
**FINANCE DEPARTMENT**  
**Punjab Civil Secretariat, Lahore.**  
Ph: 042-99212223, 99214242