

**EMPLOYMENT OPPORTUNITIES IN A DONOR FUNDED PROJECT IN KHYBER
PAKHTUNKHWA**

Applications are invited from suitably qualified and experienced individuals of Khyber Pakhtunkhwa for the following positions in a donor funded "Project Management Unit" of the Government of Khyber Pakhtunkhwa. The posts are to be filled on contract basis and carry fixed salary packages as per Provincial Project Policy. Candidates already in government service will be eligible for project and other allowances in accordance with Government of Khyber Pakhtunkhwa project policy. Candidates meeting the following requirements may apply. Applicants having public sector experience and exposure of donor funded projects would be preferred. Equally qualified women candidates and persons with disabilities are encouraged to apply. Qualifications from HEC recognized institutions will be accepted only. **Details Terms of Reference are available on www.mspkp.gov.pk and www.lgkp.gov.pk**

S:No	Position	Age Limit	No of Posts	Qualifications	Experience
1	Finance Officer	Up to 45 Years	1	Chartered Accountant (ICAP) Certified Chartered Accountant (ACCA) or Certified Public Accountant (CPA) or Certified management Accountant (ICMA/CIMA)	In case of ACCA, CPA, ICMA/CIMA at least Seven years of post-qualification experience in accounting and financial management preferably with USAID or other donor agency/project. In case of fully qualified chartered accountant minimum experience of 4 years including public sector exposure, USAID or other donor agency
2	Internal Auditor	Up to 45 Years	1	Chartered Accountant (ICAP) Certified Chartered Accountant (ACCA) or Certified Public Accountant (CPA) or Certified Management Accountant (ICMA/CIMA) Certified Internal Auditor M Com MBA Finance	In case of fully qualified chartered accountant minimum experience of 4 years and in case of others 7 years experience of developing and implementing internal controls and conducting audit.
2	Infrastructure Officer	Up to 35 years	2	B.Sc Civil Engineering from HEC recognized University. (PEC registered)	At least 5 years experience of designing and supervising civil infrastructure schemes especially of water, sanitation, and other municipal and civil works.

Terms & Conditions for Apply:

- 1) Application Form along with other details are available at NTS website www.nts.org.pk which must be read carefully before applying for any position.
- 2) Prescribed form shall be duly filled and fee shall be submitted in any of the given banks on fee receipt.
- 3) A Candidate intending to apply for more than one post shall apply separately for each post with separate fee.
- 4) Information provided through application form will be considered final for further processing.
- 5) In case of any wrong information/credentials provided or not fulfilling any of the advertised criteria, candidate can be excluded from whole process (even after the test).
- 6) Form should be submitted to NTS along with attested photocopies of CNIC, Domicile, Academic/Experience certificates.
- 7) NTS test will serve for shortlisting purpose only. Post test process will be applied by concern department itself in accordance with prevailing rules for shortlisted candidates only.
- 8) Candidate will be responsible for outcomes arising from late form submission.

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- 9) Original degrees/certificates & experience certificates shall be produced at the time of interviews.
- 10) No TA/DA will be admissible for test/interviews. Applications should be sent within 15 days after publication of this advertisement to NTS Headquarters "Street No 04, Sector H-8/1, Islamabad"

Note:

- ❖ NTS will not issue Roll No Slips through courier/postal service to any candidate. Eligible candidates shall take print out of their electronic Roll No Slip (having picture of candidate) through NTS website for appearing in the tests.
- ❖ For further information regarding test process keep visiting NTS website OR contact NTS Call Center at 051-844-444-1.

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Finance Officer Job Description

Position Title: Finance officer

Report to: Project Director

Overall Role:

Establishing and managing a sound financial management system within PMU and supervising all financial planning, recording, accounting, receipt/expenditure budgeting and reporting for the MSDP PMU and related projects & activities.

Specific Responsibilities:

- Conducting financial risk assessment and establishing and managing a robust financial management system in conformity with the New Accounting Model (NAM) as approved and adopted by the Government of Pakistan and the financial reporting requirements of the government and donor agencies;
- Supervising and mentoring PMU Finance staff including Finance and Accounts Officer in effectively and efficiently discharging their duties and responsibilities;
- Operating and maintaining designated bank accounts for donor-funded programs and projects in accordance with the Government of Pakistan/KP rules, regulations and donor(s) guidelines as applicable for MSDP;
- Preparing budgets and financial forecasts, supervising and managing daily recording of financial transactions, and preparing periodic financial statements and reports for various donor-funded programs and projects;
- Assisting PMU in engaging an independent chartered accounting firm to assess internal controls over contract management, payments, and ex-post review of procurements etc.,
- Facilitating the Office of Auditor General of Pakistan in undertaking periodic reviews and annual audit of PMU financial transactions as per the Government of Pakistan rules and requirements;
- Closely coordinating with all the implementing agencies of various projects to ensure that payments to contractors/consultants are made by them in accordance with the stipulated guidelines of the government and donor agencies; and
- Preparing TORs and acting as focal person for related studies, surveys and assessments

Education:

- Chartered Accountant (ICAP)
- Certified Chartered Accountant (ACCA) or Certified Public Accountant (CPA) or Certified management Accountant (ICMA/CIMA)

Experience:

- In case of fully qualified chartered accountant minimum experience of 4 years including public sector exposure, USAID and/or other donor agency
- In case of ACCA, CPA, ICMA/CIMA at least Seven years of post qualification experience in accounting and financial management preferably with USAID and/or other donor agency/project.

Abilities and Skills:

He/She must have excellent analytical and interpersonal skills along with strong organizational ability; must be able to obtain, analyze and evaluate a variety of information; organize, interpret and present it in meaningful oral or written form for varied audiences and provide solid analysis leading to sound decision-making. Excellent interpersonal and team working skills and a high degree of computer literacy are preferred.

Internal Auditor Job Description

Position Title: Internal Auditor

Duty Station: Peshawar

Report to: Project Director

Overall Role:

Establishing an effective and independent internal audit service for the management support of the PMU. Managing a sound Internal Control System within the PMU and planning, supervising and reporting the results of all internal audits and related assignments with recommendations wherever applicable.

Specific Responsibilities:

- Conducting Internal Control evaluation and risk assessment to identify loopholes and areas requiring management intervention to prevent frauds, embezzlements, misappropriations, misuse and wastage and ensuring that objectives of the organization are achieved economically, efficiently and effectively;
- Preparing an Annual Internal Audit Plan based on risk assessment including tasks, assignments and timelines for completion for each task and main activities, personnel to be employed, and reporting results of audit;
- Preparing special reports when asked for by the management on various aspects of financial management, including asset management and security, financial reporting, decision support systems, management Information systems;
- Assisting PMU in engaging an independent chartered accounting firm to assess internal controls over contract management, payments, and ex-post review of procurements etc when required.;
- Facilitating the Office of Auditor General of Pakistan in undertaking periodic reviews and annual audit of PMU financial transactions as per the Government of Pakistan rules and requirements and assisting the management in drafting replies for audit paras going to Public Accounts Committee or Departmental Accounts Committee;
- Assisting the finance department in preparation SOPs in critical areas like meeting financial obligations under procurements and the process itself. Specifying internal checks including pre-audit checks, adherence to policies procedures and compliance with rules, laws and regulations to ensure that payments to contractors/consultants are made by them in accordance with the stipulated guidelines of the government and donor agencies and
- Ensuring that systems exist for generation of accurate and reliable financial and other information;
- Conducting any other related task that may be assigned by the management.

Education:

- Chartered Accountant(ICAP)
- Certified Chartered Accountant(ACCA) or Certified Public Accountant (CPA) or Certified management Accountant (ICMA/CIMA)
- Certified Internal Auditor
- M Com
- MBA Finance

Experience:

In case of fully qualified chartered accountant minimum experience of 4 years and in case of others 7 years experience of developing and implementing internal controls and conducting audit.

Abilities and Skills:

He /She must have excellent analytical and interpersonal skills along with strong organizational ability; must be able to obtain, analyze and evaluate a variety of information; organize, interpret and present it in meaningful oral or written form for varied audiences and provide solid analysis leading to sound decision-making. Excellent interpersonal and team work skills and a high degree of computer literacy are preferred. More specifically the skills required are:

1. People Management
2. Interpersonal Communication
3. Strategic Thinking
4. Problem Solving Skills
5. Teamwork Skills

6. Analytical Skills
7. Resourcefulness
8. Responsibility
9. Multi-Tasking
10. Internet/Email
11. Microsoft Office

INFRASTRUCTURE OFFICER

Job Description

Position Title: Infrastructure Officer
Duty Station: Peshawar, D.I. Khan & Swat
Report to: Infrastructure Specialist

Overall Role: Supporting the infrastructure Specialist in design and implementation of overall physical infrastructure development activities likely to be undertaken by the PMU-MSP and partner organizations such as municipal administrations (MAs) in consultation with other specialists and the management.

Specific Responsibilities:

- Assist infrastructure Specialist in performing Civil Engineering duties for MSP Projects and civil works including building, water supply, drainages, solid waste management streets, markets and environmental systems.
- Prepare engineering analysis of projects including preliminary design, calculation, life cycle cost and equipment selection.
- Prepare technical construction specifications.
- Conduct surveys to gather field data.
- Prepare and interpret blueprints, schematic drawings, layouts and other visual aids.
- Manage project issues, budgets and schedules.
- Assist infrastructure Specialist to prepare or review any proposed changes to engineering standards, policies, or details.
- Assist Infrastructure Specialist to review development plans for compliance with adopted engineering standards and good engineering practices.
- Assist other department staff to prepare manuals, reports, brochures and other related documents.
- Form partnerships with other relevant organizations and entities both within and outside of the country.
- Prepare TORs for relevant studies/ surveys and supervision of the work of consultants, and
- Any other task assigned by the infrastructure Specialist.

Education: Bachelors in Civil Engineering.

Experience: At least 5 years experience of designing and supervising civil infrastructure development, construction of municipal services schemes especially, in water, sanitation, and other civil works.