

POSITION VACANT

Finance Department Government of Khyber Pakhtunkhwa intends to fill the following positions on contract basis for a period of two years, extendable with approval of the competent authority. Both male / female candidates having domicile of Khyber Pakhtunkhwa fulfilling the below mentioned criteria are eligible to apply. Job descriptions / specifications are available on www.finance.kpp.gov.pk.

Position	Qualification & Experience
Assistant Fund Manager Pay Scale = MP – III (No. of posts=4) Max: Age	1. CA inter, ICMA, MBA (Finance) / M.Com with 5 years experience OR BBA (Hons) / B.Com having 8 years experience of the following <ul style="list-style-type: none">▪ Maintenance of books of Accounts as per standards in public or corporate sector▪ Preparation of Financial Statements.▪ Thorough understanding of investment in capital market securities and related accounting treatment.▪ Coordination with internal / external audits▪ Acquaintance with Accounting Software. 45 Years
Assistant Director (SAP/IT) Pay Scale = MP – III (No. of post = 1) Max: Age	1. Master Degree in Computer Science / Business Administration / Commerce from recognized university with 5 years experience in data processing / implementation on SAP platform. 2. SAP certification will be preferred 45 Years

- Application along with detail CV, attested academic testimonials, experience certificates, CNIC and recent passport size photograph, must reach at the address mentioned below on or before **15th September, 2017**.
- Title of the post must be specified on the top right corner of the envelop.
- Incomplete and applications received after due date will not be entertained.
- The competent authority reserves the right to reject any or all the applications without assigning any reason.
- No TA/DA is admissible for interview.
- Civil servants with requisite qualification may apply with approval of the competent authority.

For further detail please contact



(HAMMAD RAZA)
BUDGET OFFICER (FUNDS / LOANS)
GOVERNMENT OF KHYBER PAKHTUNKHWA FINANCE DEPARTMENT
Phone No.091-9210436

Job Title: Assistant Fund Manager
Responsible to: Fund Manager and Manager Settlement & Accounts
Pay Package: MP – III
Domicile: Khyber Pakhtunkhwa

ELIGIBILITY CRITERIA

Job Qualification:

Education & Experience: CA inter, ICMA, MBA (Finance) / M.Com with 5 years' experience **OR** BBA (Hons) / B.Com having 8 year experience of the following

1. Maintenance of books of accounts as per standards in public or corporate sector.
2. Preparation of Financial Statements.
3. Thorough understanding of investment in capital market securities.
4. Coordination with internal / external audits
5. Acquaintance with Accounting Software

Age: Maximum age 45 years.

Gender: **Male / Female**

Job Description:

- 1) To work closely with Fund Manager, take decisions about investments, provide financial information and recommendations.
- 2) To prepare accounts periodically and work closely with Manager Settlement & Accounts for timely completion of Treasury functions.
- 3) To examine economic variables and assist the Fund Management team in decision making.
- 4) To coordinate with internal & external auditors
- 5) To assess the employees claims for approval of the management
- 6) Any other responsibility assigned by the management

Job Title: Assistant Director (SAP & IT)
Responsible to: Fund Manager and Manager Settlement & Accounts
Pay Package: MP – III
Domicile: Khyber Pakhtunkhwa

Eligibility Criteria

Education & Experience: Master Degree in Computer Science / Business Administration / Commerce from recognized university with 5 years experience in data processing / implementation on SAP platform.
SAP certification will be preferred.

Age: Maximum age 45 years.

Gender: Male / Female

Job Description:

- Monitoring and ensuring compliance of SAP and Business Objects licensing
- Ensure all artifacts representing the current, future and transition state are accurate and maintained as project and planning resources
- Lead in the SAP governance processes
- Coordinate with other IT areas to analyze, design and implement solutions where integration between SAP and third party applications is required
- Ensures that applications systems are developed / integrated in a way that complies with architectural standards and established methodologies and practices
- Support enterprise project initiatives as required through resource allocation, knowledge sharing, ensuring SAP process and policy are adhered to throughout the delivery lifecycle (SDLC)
- Monitor and maintain SAP solution functional documentation for changes made in the solution via Solution Manager and other related documentation tool sets
- Monitor and manage incident resolution, prioritizing work to meet the most critical business needs in coordination with the impacted business stakeholders
- Work with IT Infrastructure and Operations to communicate planned changes and outages to the business
- Work closely with IT Strategy and Architecture to ensure modifications to the SAP platform and supporting environment are sound architecturally and have strategic value to the enterprise
- Work closely with the PMO and business stakeholders to ensure that the solutions delivered are done with quality, timeliness, cost-effectiveness, supportability and are fit for purpose.
- Presents reports on project performance, changes, enhancements, scope variations, and other related matters and participates in key management activities and committees advising business unit project sponsors
- Any other task assigned by Manager Settlement