

# INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF PAKISTAN

## CORPORATE RELATIONS DEPARTMENT - CITY CAMPUS

### JOB VACANCIES INFORMATION - EXECUTIVE JOB TITLE

**February 5 to 7, 2010**

JOBS IN SINDH						
Sr	Job Summary	Job Description	Application Req:	Apply By	Organization / Contact	Source
1	Job Title : <b>Chief Accountant</b> Job Location : Karachi Min. Qualification : N/M Min. Experience : 5 years	<ul style="list-style-type: none"> <li>Post graduate work experience (preferably within the food industry) with strong focus on cost analysis.</li> </ul>	<ul style="list-style-type: none"> <li>CV</li> <li>Recent photograph</li> <li>Please mention the position applied for on the envelope.</li> </ul>	February 28, 2010	Chief Operating Officer MCR (Pvt.) Limited Franchise of Pizza Hut 7th Floor, Shahnaz Arcade, Shaheed-e- Millat Road, Karachi T: 021-3491 4000 E:coo@mcroverseas.com recruitment@pizzahut.co m.pk	Dawn Karachi Sunday February 7, 2010 Career Opportunities page 6
2	Job Title : <b>Manager Internal Audit</b> Job Location : Karachi Min. Qualification : N/M Min. Experience : 2 years	<ul style="list-style-type: none"> <li>Post-article experience with a reputable organization.</li> </ul>				
3	Job Title : <b>Chief Investment Specialist</b> Job Type : Contract (3 years) Job Location : Sindh Min. Qualification : ACMA Min. Experience : 8 to 10 years	<ul style="list-style-type: none"> <li>Assess Government of Sindh's investment portfolio for the right mix, in the light of data on financial markets and financial products such as stocks, bonds, securities and derivatives.</li> </ul>				
4	Job Title : <b>Investment Accounting &amp; Settlement Analyst</b> Job Type : Contract (3 years) Job Location : Sindh Age Limit : N/M Min. Qualification : Graduate Min. Experience : 5 years	<ul style="list-style-type: none"> <li>Experience in the Pakistan investment, financial or accounting industry.</li> <li>Knowledge of the SECPS's NBFC rules related to reporting, investment funds and risk rating.</li> </ul>	<ul style="list-style-type: none"> <li>Application along with supporting documents.</li> </ul>	February 18, 2010	Program Officer, Fund Management House (FMH), Finance Department, Government of Sindh Barrack # 20, Court Road Karachi.	Dawn Karachi Sunday February 7, 2010 Career Opportunities page 4
5	Job Title : <b>Accountants</b> Job Location : Karachi Min. Qualification : ACMA Min. Experience : N/M	<ul style="list-style-type: none"> <li>Post qualification experience.</li> </ul>	<ul style="list-style-type: none"> <li>Email CV</li> </ul>	N/M	PO Box # 13182 Karachi hissontcpk@yahoo.com	Dawn Karachi Sunday February 7, 2010 Career Opportunities page 1
6	Job Title : <b>Chief Accountant / Financial Controller</b> Job Location : Karachi Min. Qualification : Postgraduate Min. Experience : 10 years	<ul style="list-style-type: none"> <li>Experience of maintaining company accounts independently.</li> <li>Proficient with MS Office.</li> </ul>	<ul style="list-style-type: none"> <li>Apply</li> </ul>	February 20, 2010	Box No. 78469 C/o Dawn, Karachi	Dawn Karachi Sunday February 7, 2010 Career Opportunities page 1

## JOBS IN SINDH

Sr	Job Summary	Job Description	Application Req:	Apply By	Organization / Contact	Source
7	Job Title : <b>Accounts Manager</b> Job Location : Karachi Min. Qualification : N/M Min. Experience : N/M Industry : Textile	<ul style="list-style-type: none"> <li>• Knowledge of Sales Tax, Income Tax, Duty Drawback and Party's ledger.</li> </ul>	<ul style="list-style-type: none"> <li>• Email CV</li> </ul>	N/M	E: job4exp@yahoo.com	Dawn Karachi Sunday February 7, 2010 Career Opportunities page 2
8	Job Title : <b>Accounts Officer</b> Job Location : Karachi Min. Qualification : ICMA Inter Min. Experience : N/M	<ul style="list-style-type: none"> <li>• Experience for finance department.</li> <li>• Excellent knowledge and working skill in related filed.</li> </ul>	<ul style="list-style-type: none"> <li>• CV</li> <li>• Recent photograph</li> </ul>	N/M	C/o PO Box No. 3622 makk155@yahoo.com	Dawn Karachi Sunday February 7, 2010 Career Opportunities page 3
9	Job Title : <b>District Finance &amp; Admin Managers (DFAM)</b> No. of Position : 2 Job Location : Jacobabad, Tando Allahyar and Tando Muhammad Khan Min. Qualification : ACMA Finalist Min. Experience : 4 years	<ul style="list-style-type: none"> <li>• To withhold and deposit the tax in government treasury and submission of withholding tax returns.</li> <li>• Prepare and analyze monthly financial reports of Districts and reports variances to District General Manager / Program Head / Director Finance.</li> </ul>	<ul style="list-style-type: none"> <li>• CV</li> <li>• Copies of testimonials</li> <li>• Recent photograph</li> <li>• Please mark the envelope for the position being applied for.</li> </ul>			
10	Job Title : <b>Assistant Finance &amp; Admin Managers (AFAM)</b> No. of Position : 21 Job Location : Badin, Thatta, Jamshoro, Tando Allahyar, Dadu, Kamber, Sukkur, Shikarpur, Kashmore, Ghotki, Naushehro, Nawabshah, Matiari, Sanghar, Mirpurkhas, Tharparkar, Umerkot, Hyderabad, Karachi, NCHD Provincial Office Karachi and Khairpur Mirs – One position at each places. Min. Qualification : ICMA Inter Min. Experience : 3 years	<ul style="list-style-type: none"> <li>• Manage petty cash of HDSU and prepare replenishment statement.</li> <li>• Liaison with Banks, Tax authorities, Internal and External auditors.</li> </ul>		February 10, 2010	Senior General Manager Sindh, National Commission for Human Development (NCHD), House # 71, Jinnah Cooperative Housing Society, Shaheed-e-Millat Road Off Shahrah-e-Faisal, Karachi T: 021-3453 3734	Dawn Karachi Friday February 5, 2010 page 18

## BANKING JOBS

1	Job Title : <b>Head of Insurance Arrangements &amp; Management (CAD)</b> Job Location : Karachi Job Type : Contractual (3 years) Age Limit : Up to 45 years Min. Qualification : Postgraduate Min. Experience : 10 years Salary : Competitive remuneration	<ul style="list-style-type: none"> <li>• Experience in insurance management at some reputed insurance company.</li> <li>• Well versed with the concept of securities against finance and insurance.</li> </ul>	<ul style="list-style-type: none"> <li>• CV/Applications</li> <li>• Recent photograph</li> <li>• Please mark the position applied for on the right side of the envelope.</li> </ul>	February 27, 2010	SEVP / Group Chief Human Resources Management & Administration Group, C/o Box No.78454, Dawn, Karachi.	Dawn Karachi Sunday February 7, 2010 Career Opportunities page 4
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**BANKING JOBS**

Sr	Job Summary	Job Description	Application Req:	Apply By	Organization / Contact	Source
2	Job Title : <b>Head Loan Monitoring (CAD)</b> Job Location : Karachi Job Type : Contractual (3 years) Age Limit : Up to 45 years Min. Qualification : Postgraduate Min. Experience : 6 years Salary : Competitive remuneration	<ul style="list-style-type: none"> <li>• Experience at any banking institution</li> <li>• Well versed with the pre—disbursement and post-disbursement monitoring of formalities and modes of encumbrances, relevant laws, rules and regulations governing credit administration.</li> </ul>				
3	Job Title : <b>Head MIS / Reporting (CAD)</b> Job Location : Karachi Job Type : Contractual (3 years) Age Limit : Up to 45 years Min. Qualification : Postgraduate Min. Experience : 6 years Salary : Competitive remuneration	<ul style="list-style-type: none"> <li>• Experience at any banking institution.</li> <li>• Well versed with the pre—disbursement and post-disbursement monitoring of formalities and modes of encumbrances, relevant laws, rules and regulations governing credit administration.</li> </ul>	<ul style="list-style-type: none"> <li>• CV/Applications</li> <li>• Recent photograph</li> <li>• Please mark the position applied for on the right side of the envelope.</li> </ul>	February 27, 2010	SEVP / Group Chief Human Resources Management & Administration Group, C/o Box No.78454, Dawn, Karachi.	Dawn Karachi Sunday February 7, 2010 Career Opportunities page 4
4	Job Title : <b>Head Disbursement Monitoring (CAD)</b> Job Location : Karachi Job Type : Contractual (3 years) Age Limit : Up to 45 years Min. Qualification : Postgraduate Min. Experience : 6 years Salary : Competitive remuneration	<ul style="list-style-type: none"> <li>• Experience at any banking institution</li> <li>• Well versed with the pre—disbursement and post-disbursement monitoring of formalities and modes of encumbrances, relevant laws, rules and regulations governing credit administration.</li> </ul>				
5	Job Title : <b>Head Documentation Quality Assurance (CAD)</b> Job Location : Karachi Job Type : Contractual (3 years) Age Limit : Up to 45 years Min. Qualification : LLB / LLM Min. Experience : 6 years Salary : Competitive remuneration	<ul style="list-style-type: none"> <li>• Civil laws of property cases.</li> <li>• Well versed with the pre—disbursement and post-disbursement monitoring of formalities and modes of encumbrances, relevant laws, rules and regulations governing credit administration.</li> </ul>				

**BANKING JOBS**

Sr	Job Summary	Job Description	Application Req:	Apply By	Organization / Contact	Source
6	<p>Job Title : <b>Credit Administration Managers</b></p> <p>No. of Position : 16</p> <p>Job Location : Karachi, Larkana, Sukkur, Quetta, Faisalabad, Jhang, Sahiwal, Gujrat, Gawadar, Jhelum, Islamabad, Mardan, D.I Khan, Mipur (AK), Muzaffarabad (AK) and Gilgit.</p> <p>Job Type : Contractual (3 years)</p> <p>Age Limit : Up to 45 years</p> <p>Min. Qualification : Postgraduate</p> <p>Min. Experience : 6 years</p> <p>Salary : Competitive remuneration</p>	<ul style="list-style-type: none"> <li>• Credit Administration in any banking institution experience.</li> <li>• Well versed with the pre—disbursement and post-disbursement monitoring of formalities and modes of encumbrances, relevant laws, rules and regulations governing credit administration</li> </ul>				
7	<p>Job Title : <b>Credit Administration Officers</b></p> <p>No. of Position : 22</p> <p>Job Location : Larkana, Sukkur, Quetta, Faisalabad, Jhang, Sahiwal, Gujrat, Gawadar, Jhelum, Islamabad, Mardan, D. I. Khan, Mirpur (AK), Muzaffarabad (AK), Bahwalpur, DG Khan, Sargodha, Gujranwala, Sialkot, Rawalpindi, Abbottabad and Gilgit.</p> <p>Job Type : Contractual (3 years)</p> <p>Age Limit : Up to 45 years</p> <p>Min. Qualification : Postgraduate</p> <p>Min. Experience : 3 years</p> <p>Salary : Competitive remuneration</p>	<ul style="list-style-type: none"> <li>• Credit Administration in any banking institution experience.</li> <li>• Well versed with the pre—disbursement and post-disbursement monitoring of formalities and modes of encumbrances, relevant laws, rules and regulations governing credit administration</li> </ul>	<ul style="list-style-type: none"> <li>• CV/Applications</li> <li>• Recent photograph</li> <li>• Please mark the position applied for on the right side of the envelope.</li> </ul>	February 27, 2010	SEVP / Group Chief Human Resources Management & Administration Group, C/o Box No.78454, Dawn, Karachi.	Dawn Karachi Sunday February 7, 2010 Career Opportunities page 4
8	<p>Job Title : <b>Head Vendor Management</b></p> <p>Job Location : Karachi</p> <p>Job Type : Contractual (3 years)</p> <p>Age Limit : Up to 50 years</p> <p>Min. Qualification : Postgraduate</p> <p>Min. Experience : 10 years</p> <p>Salary : Competitive remuneration</p>	<ul style="list-style-type: none"> <li>• Experience in external agencies management in banking sector.</li> <li>• Well versed with the pre—disbursement and post-disbursement monitoring of formalities and modes of encumbrances, relevant laws, rules and regulations governing credit administration.</li> </ul>				

## NON-FINANCE AND ACCOUNTING JOBS

Sr	Job Summary	Job Description	Application Req:	Apply By	Organization / Contact	Source
1	Job Title : <b>Assistant Manager Procurement</b> Job Location : Narowal Min. Qualification : Postgraduate Min. Experience : 4 to 5 years	<ul style="list-style-type: none"> <li>Procurement / commercial experience.</li> </ul>	<ul style="list-style-type: none"> <li>CV</li> <li>Envelope should be clearly marked with title of position.</li> </ul>	February 14, 2010	Senior Manager HR P.O. Box No.13841 Karachi.	Dawn Karachi Sunday February 7, 2010 Career Opportunities page 5
2	Job Title : <b>Senior Advisor</b> Job Location : N/M Min. Qualification : N/M Min. Experience : N/M Salary : Very competitive remuneration	<ul style="list-style-type: none"> <li>Applicants should have a deep understanding of the strategic environment and the ability to provide in-depth advice on the security climate both internally and in the region.</li> </ul>	<ul style="list-style-type: none"> <li>Email CV and cover letter</li> </ul>	N/M	E: psm@ahead.be	Dawn Karachi Sunday February 7, 2010 Career Opportunities page 5
3	Job Title : <b>Investment Research Analyst</b> Job Type : Contract (3 years) Job Location : Sindh Age Limit : N/M Min. Qualification : Bachelor degree or higher in accounting, finance, business or equivalent. Min. Experience : 3 years	<ul style="list-style-type: none"> <li>Experience in the Pakistan investment, financial or accounting industry.</li> <li>Knowledge of the SECPS's NBFC rules related to reporting, investment funds and risk rating.</li> </ul>	<ul style="list-style-type: none"> <li>Application along with supporting documents</li> </ul>	February 18, 2010	Program Officer Fund Management House (FMH), Finance Department, Government of Sindh Barrack # 20, Court Road Karachi	Dawn Karachi Sunday February 7, 2010 Career Opportunities page 4

## OVERSEAS JOBS

1	Job Title : <b>Finance Manager</b> Job Location : Saudi Arabia Min. Qualification : Commerce Graduate Min. Experience : 5 to 10 years	<ul style="list-style-type: none"> <li>Not-mentioned</li> </ul>			ASMACS Agency, M-26, Corniche Residence, Block -2, Opp. Bilawal House, Khayaban-e- Saadi, Clifton, Karachi T: 021-3583 5490 E: asmacs@asmacs.com.s a asmacspk@yahoo.com	
2	Job Title : <b>Cost Accountants</b> Job Location : Saudi Arabia Min. Qualification : Bachelor Degree in Cost Accounting Min. Experience : 5 years	<ul style="list-style-type: none"> <li>Experience with ERP.</li> </ul>	<ul style="list-style-type: none"> <li>Apply with 2 sets of complete CVs along with relevant documents</li> <li>Recent photograph</li> </ul>	N/M		Jang Karachi Sunday February 7, 2010 page 10
3	Job Title : <b>Chief Accountants</b> Job Location : Saudi Arabia Min. Qualification : Commerce Graduate Min. Experience : 5 to 10 years	<ul style="list-style-type: none"> <li>Computer literate.</li> </ul>				