

# INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF PAKISTAN

## CORPORATE RELATIONS DEPARTMENT

### JOB VACANCIES INFORMATION - EXECUTIVE POSITIONS

**January 13 to 19, 2010**

JOBS IN SINDH PROVINCE						
Sr	Job Summary	Job Description	Application Req:	Apply By	Organization / Contact	Source
01	Position : <b>Assistant Director</b> Grade / Scale : OG – 2 Total Position : N/M Job Type : Permanent Job Location : All located at Karachi Age Limit : 28 years (Relaxable by 3 years) Min. Qualification : Postgraduate Min. Experience : Entry level position under State Bank Officials' Training Scheme (SBOTS)	<ul style="list-style-type: none"> <li>Comprehensive applied focused Theoretical Training (Residential) covering fundamentals of Central and Commercial Banking at National Institute of Banking &amp; Finance Islamabad Campus.</li> </ul>	<ul style="list-style-type: none"> <li>Apply on the prescribed form available for downloading at SBP's website.</li> <li>Duly filled in Application Forms along with copies of all educational documents and CNIC.</li> <li>Three photographs.</li> <li>Mark the envelope with position applied for.</li> </ul>	01-Feb-2010	Head, Human Resources Department, State Bank of Pakistan (SBP), I. I. Chundrigar Road Karachi-74000. W: <a href="http://www.sbp.org.pk/jobs">www.sbp.org.pk/jobs</a>	Dawn Karachi Sunday January 17, 2010 page 6
02	Position : <b>Manager Finance, Admin &amp; Coordinator</b> Grade / Scale : N/M Total Position : 01 Job Type : Purely on contract basis Job Location : Karachi Age Limit : Upper age limit relax as per policy of the Government of Sindh Min. Qualification : Postgraduate Min. Experience : 15 years	<ul style="list-style-type: none"> <li>Experience in financial management with increasing responsibilities for multi-faceted direction &amp; planning.</li> <li>Knowledge of contracting, negotiating, budgeting and cost control principles.</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter / CV</li> <li>Indicating the name of position applied</li> <li>For details TORs visit the website.</li> </ul>	30-Jan-2010	Program Coordinator, Community Development Program, Planning and Development Department Room # 332, 2nd Floor Sindh Secretariat No. 2, Government of Sindh, Karachi T: 021-9921 8346 W: <a href="http://www.sindhpn.gov.pk">www.sindhpn.gov.pk</a>	Dawn Karachi Thursday January 14, 2010 Sport page 19
03	Position : <b>Credit Risk Analyst</b> Total Position : 01 Job Type : Contractual initially for 3 years Job Location : Karachi Age Limit : Up to 35 years Min. Qualification : Postgraduate Min. Experience : 02 years	<ul style="list-style-type: none"> <li>Experience in the relevant field in a Bank / Financial Institution.</li> <li>Knowledge of Basel II, risk management, and good IT literacy skills.</li> </ul>	<ul style="list-style-type: none"> <li>CVs / Application</li> <li>Recent photograph</li> <li>Marked the position applied for on the right hand side of the envelope.</li> </ul>	07-Feb-2010	SEVP / Group Chief Human Resources Management & Administration Group C/o Box No.78403, Daily Dawn, Karachi.	Dawn Karachi Sunday January 17, 2010 page 7
04	Position : <b>Accounts Manager</b> Job Location : Karachi Min. Qualification : N/M Min. Experience : N/M	<ul style="list-style-type: none"> <li>Experience in trading firm and ability to handle accounts, import and finance matters.</li> </ul>	<ul style="list-style-type: none"> <li>Email CV</li> </ul>	N/M	F: 021-3257 7978 E: <a href="mailto:hr@kausartrade.com">hr@kausartrade.com</a>	Dawn Karachi Sunday January 17, 2010 page 4
05	Position : <b>Assistant Executive Accounts</b> Job Location : Karachi Min. Qualification : ICMA Min. Experience : 10 years	<ul style="list-style-type: none"> <li>Having expert knowledge of Sales Tax / Income Tax Law for preparing &amp; filing all returns.</li> </ul>	<ul style="list-style-type: none"> <li>CV</li> <li>Recent photograph</li> </ul>	30-Jan-2010	P. O. Box No.7835, Karachi-74400	Dawn Karachi Sunday January 17, 2010 page 8

Sr	Job Summary	Job Description	Application Req:	Apply By	Organization / Contact	Source
06	Position : <b>Accountant</b> Total Position : 01 Job Location : Karachi Age Limit : 35 to 40 years Min. Qualification : ICMA Min. Experience : 05 years	<ul style="list-style-type: none"> <li>Experience in preparation of Company's computerized ledger accounts, Profit &amp; Loss statement, Balance Sheet and their audit through external.</li> </ul>	<ul style="list-style-type: none"> <li>CV</li> <li>Recent photograph</li> <li>Envelope marked for the position applied for and the city.</li> </ul>	30-Jan-2010	Box # 78387 C/o Daily Dawn, Karachi	Dawn Karachi Sunday January 17, 2010 page 8
07	Position : <b>Assistant Director (Accounts)</b> Total Position : 01 Grade / Scale : BS – 17 Job Type : Regular – Balochistan Quota Job Location : Posted anywhere in Pakistan Age Limit : 35 years Min. Qualification : Commerce Graduate Min. Experience : Nil	<ul style="list-style-type: none"> <li>Not-mentioned</li> </ul>	<ul style="list-style-type: none"> <li>Prescribed Form duly signed and filled in.</li> <li>Prescribed application performa may be downloaded from NHA's website.</li> <li>Copy of CNIC must be enclosed with application.</li> <li>Mention post applying for on the right top corner of the envelope.</li> </ul>	16-Feb-2010	Rafiq Ahmed Khan, Director (R & R) National Highway Authority, Ministry of Communications Government of Pakistan, 27-Mauve Area, G-9/1, Islamabad. W: <a href="http://www.nha.gov.pk">www.nha.gov.pk</a>	Dawn Karachi Tuesday January 19, 2010 page 9
<b>JOBS IN RAWALPINDI / ISLAMABAD</b>						
08	Position : <b>Deputy Director (Finance)</b> Total Position : Quota: Balochistan/Sindh(R)=01 Job Type : Contract Basis Job Location : Existing post in Islamabad but posting could be anywhere in Pakistan Age Limit : 25 to 35 years Min. Qualification : ACMA Min. Experience : 03 to 05 years Pay Package : Gross Rs.80,412/-	<ul style="list-style-type: none"> <li>Experience in relevant field in responsible position in a Govt. or an international / national organization of repute in public or private sector.</li> <li>Thorough knowledge of Tax Law.</li> <li>Experience of working on Oracle ERP</li> </ul>	<ul style="list-style-type: none"> <li>Application / CV.</li> <li>Copy of Domicile must be attached.</li> <li>Clearly mentioning domicile and other particular.</li> <li>Application with name of the post on the top of envelope.</li> </ul>	Within 15 days of issuance of this advertisement	P. O. Box 2281 GPO Islamabad.	Dawn Karachi Friday January 15, 2010 Page 18
09	Position : <b>Assistant Director (Accounts)</b> Total Position : Quota: Balochistan = 01 Job Type : Contract Basis Job Location : Existing post in Islamabad but posting could be anywhere in Pakistan Age Limit : 22 to 30 years Min. Qualification : ACMA Min. Experience : 0 to 2 years Pay Package : Gross Rs.69,896/-	<ul style="list-style-type: none"> <li>Working in the Tax related issues including income tax and filing of returns etc.</li> <li>Thorough knowledge of Tax Law.</li> <li>Proficient in use of Computer with command over computerized accounting system essential.</li> <li>Experience of working on Oracle ERP</li> </ul>				
10	Position : <b>Accounts Officer</b> Total Position : Quota: Balochistan = 01 Job Type : Contract Basis Job Location : Anywhere in Pakistan Age Limit : 22 to 32 years Min. Qualification : Postgraduate Min. Experience : 03 years Pay Package : Gross Rs.45,613/-	<ul style="list-style-type: none"> <li>Experience in Accounts / Finance of Government of Pakistan or Autonomous body.</li> </ul>	<ul style="list-style-type: none"> <li>Application / CV.</li> <li>Copy of Domicile must be attached.</li> <li>Clearly mentioning domicile and other particular.</li> <li>Application with name of the post on the top of envelope.</li> </ul>			

11	Position : <b>Financial Specialist-Hydropower</b> Job Location : Islamabad Min. Qualification : N/M Min. Experience : 04 years	<ul style="list-style-type: none"> <li>• Experience in investment banking or project finance or analysis or related areas</li> <li>• Experience of financial modeling for projects.</li> </ul>	<ul style="list-style-type: none"> <li>• CV</li> <li>• TORs and general conditions for the position and tentative tasks / responsibilities are given on IPDF website.</li> </ul>	15-Feb-2010	Human Resource Department, Infrastructure Project Development Facility (IPDF), # 2, Street # 59, Sector F-7/4, Islamabad F: 051-9205926, 2656251 E: <a href="mailto:atia.bashir@ipdf.gov.pk">atia.bashir@ipdf.gov.pk</a> W: <a href="http://www.ipdf.gov.pk">www.ipdf.gov.pk</a>	Dawn Karachi Sunday January 17, 2010 page 7
12	Position : <b>Consultant (Tax)</b> Total Position : 01 Job Type : Contract Basis Job Location : Posting could be anywhere in Pakistan Age Limit : Up to 45 years Min. Qualification : ACMA Min. Experience : 03 to 05 years Pay Package : Rs.80,000/- + other benefits	<ul style="list-style-type: none"> <li>• Experience of handling tax related matters in the organizations of repute, managing and maintaining all tax related matters including tax calculating, reconciliation, Income Tax, assessment order etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Application with name of the Post on the TOP of envelop.</li> </ul>	Within 15 days of issuance of this advertisement	P. O. Box No.2523 GPO Islamabad.	Dawn Karachi Tuesday January 19, 2010 page 11
13	Position : <b>Accountant</b> Total Position : 01 Job Location : Rawalpindi Age Limit : 35 to 40 years Min. Qualification : ICMA Min. Experience : 05 years	<ul style="list-style-type: none"> <li>• Experience in preparation of Company's computerized ledger accounts, Profit &amp; Loss statement, Balance Sheet and their audit through external.</li> </ul>	<ul style="list-style-type: none"> <li>• CV</li> <li>• Recent photograph</li> <li>• Envelope marked for the position applied for and the city.</li> </ul>	30-Jan-2010	Box # 78387 C/o Daily Dawn, Karachi	Dawn Karachi Sunday January 17, 2010 page 8
14	Position : <b>Accounts Officer</b> Total Position : 01 Merit / Quota Job Location : Islamabad Age Limit : Up to 63 years Min. Qualification : Intermediate Min. Experience : 10 years	<ul style="list-style-type: none"> <li>• Experience in Maintenance of Accounts, Budget Work, Stock Register, Cash Book, Procurement Store.</li> <li>• Computer knowledge is essential.</li> </ul>	<ul style="list-style-type: none"> <li>• Application / CV</li> <li>• Testimonials</li> <li>• Recent photograph</li> <li>• Copy of CNIC</li> </ul>	Within 10 days of the publication of this advertisement	Malik Muhammad Ahsan Deputy Director (Admin) National Tariff Commission (NTC), GPO Post Box No.1689, Islamabad.	Dawn Karachi Tuesday January 19, 2010 page 8
15	Position : <b>Deputy Assistant Director (Audit)</b> Total Position : 01 Grade / Scale : SPS – 08 Job Type : Contract basis Job Location : Islamabad Age Limit : 35 years Min. Qualification : ICMA Min. Experience : 02 years	<ul style="list-style-type: none"> <li>• Experience in Finance / Audit with a reputed govt / semi-govt organization / institution.</li> <li>• Should be well versed with the double-entry accounting system and financial matters in govt / semi-govt organizations.</li> <li>• Should have hands on experience of MS-Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form (Administrative posts) for all the posts can be downloaded from the IST's website</li> <li>• Completely filled Application Forms along with detailed updated CVs, attested photocopies of the degrees, certificates, CNIC, recent passport size photograph and postal order / pay order / draft of Rs. 100/- in favour of IST.</li> <li>• Please mark on the right hand side of the envelope, the position applied for</li> </ul>	15 days after the Publication of this Advertisement	DAD (INDUCTION) Institute of Space Technology (IST) Post Box No. 2750, Islamabad. W: <a href="http://www.ist.edu.pk">www.ist.edu.pk</a>	The News International Karachi Sunday January 17, 2010 appointment page I

Sr	Job Summary	Job Description	Application Req:	Apply By	Organization / Contact	Source
16	Position : <b>Asst. Director (Cost Accounts)</b> Total Position : 01 Grade / Scale : BPS – 17 Job Type : Permanent Job Location : District Attock Age Limit : 35 years Min. Qualification : ICMA Min. Experience : 05 years	<ul style="list-style-type: none"> <li>Experience in respective field in Govt. / Semi Govt. department or firm of repute.</li> </ul>	<ul style="list-style-type: none"> <li>Complete applications in all respects on given proforma (<b>See Newspaper</b>)</li> </ul>	Within 20 days of issuance of this advertisement	Senior Director Admin, Aircraft Manufacturing Factory (AMF), Ministry of Defence, Pakistan Aeronautical Complex Board (PAC) Kamra District Attock T: 051-9099 5562	The News International Karachi Sunday January 17, 2010 page II
17	Position : <b>Accounts Officer</b> Total Position : 01 Grade / Scale : BPS – 18 Job Type : Permanent Job Location : District Attock Age Limit : 40 years Min. Qualification : ICMA Min. Experience : 05 years	<ul style="list-style-type: none"> <li>Experience in Budget &amp; Accounts field from Government / Institution.</li> </ul>	<ul style="list-style-type: none"> <li>Complete applications in all respects on given proforma (<b>See Newspaper</b>)</li> </ul>			
<b>NON-FINANCE AND ACCOUNTING POSITIONS</b>						
01	Position : <b>Manager Student Financial Assistant</b> Grade / Scale : BPS -17 Total Position : 01 Job Location : Islamabad Min. Qualification : Postgraduate Min. Experience : 04 years	<ul style="list-style-type: none"> <li>Experience as Coordinator / Technical Assistant or equal in a University or education department.</li> <li>Computer Literacy is mandatory.</li> </ul>	<ul style="list-style-type: none"> <li>Two copies of the applications on the prescribed form along with attested documents.</li> <li>Copies of CNIC</li> <li>Recent photograph.</li> <li>More details <b>see newspaper.</b></li> </ul>	Within 30 days of the advertisement	Dr. Shafiq-ur-Rehman Registrar, Quaid-I-Azam University, Islamabad T: 051-90644083 W: <a href="http://www.qau.edu.pk">www.qau.edu.pk</a>	Dawn Karachi Saturday January 16, 2010 Business Page 20
02	Position : <b>Quantitative Credit Risk Analyst</b> Total Position : 01 Job Type : Contractual initially for 3 years Job Location : Karachi Age Limit : Up to 35 years Min. Qualification : Relevant quantitative discipline Min. Experience : 02 years	<ul style="list-style-type: none"> <li>Experience in the relevant field in a Bank / Financial Institution.</li> </ul>	<ul style="list-style-type: none"> <li>CVs / Application</li> <li>Recent photograph</li> <li>Marked the position applied for on the right hand side of the envelope.</li> </ul>	07-Feb-2010	SEVP / Group Chief Human Resources Management & Administration Group C/o Box No.78403, Daily Dawn, Karachi.	Dawn Karachi Sunday January 17, 2010 page 7
03	Position : <b>Chief Executive Officer (CEO)</b> Job Type : Long term basis Job Location : Karachi Age Limit : N/M Min. Qualification : Professional degree Min. Experience : 10 to 15 years	<ul style="list-style-type: none"> <li>Experience in Port / Terminal Operations and Management in Pakistan or abroad.</li> </ul>	<ul style="list-style-type: none"> <li>CV</li> <li>Photographs and References.</li> </ul>	28-Feb-2010	Fauji Akbar Portia Marine Terminals Limited, 10, 2nd Floor, Services Club Extension Building Mereweather Road, Karachi-75520. E: <a href="mailto:jobs@fapterminals.com">jobs@fapterminals.com</a>	Dawn Karachi Sunday January 17, 2010 page 5

## JOB IN ABROAD

Sr	Job Summary	Job Description	Application Req:	Apply By	Organization / Contact	Source
01	Position : <b>Accounting Manager</b> Job Location : Saudi Arabia Age Limit : N/M Min. Qualification : Degree Holder Min. Experience : 03 to 04 years Pay & Package : SR 8,000 to 10,000	<ul style="list-style-type: none"> <li>• Working experience as Senior / Chief Accountant or 2 years as Manager preferably in a Trading and / or Construction Business.</li> <li>• Must have computer literate.</li> </ul>	<ul style="list-style-type: none"> <li>• CV along with credentials.</li> <li>• Recent photograph.</li> </ul>	N/M	Dawood Enterprises, Overseas Employment Promoters, 9-B, Hotel Regency, Dr. Daud Pota Road, Karachi Cantt. <a href="mailto:dawoodenterprises1@hotmail.com">dawoodenterprises1@hotmail.com</a>	Dawn Karachi Sunday January 17, 2010 page 1