



**Karachi Mobility Project
Sindh Mass Transit Authority (SMTA)
Transport & Mass Transit Department
Government of Sindh**



HIRING OF INDIVIDUAL SPECIALIST

Applications are invited from highly qualified candidate of the following vacant position purely on contract basis for a period of one year extendable on satisfactory performance in the Sindh Mass Transit Authority for the Karachi Mobility Project BRT-Yellow Line.

Position: Financial Management Specialist (FMS) - (One Position)

Qualification: A civil servant from Pakistan Audit and Accounts Service (PAAS), FPOE (Final Passing Out Exam) qualified from the Department of Auditor General of Pakistan and Serving in BPS-18-19. CA, CMA, ICMA, ACCA or MBA (Finance) degree, Master's Degree in Accounting and Finance, or MS Finance, or M.Com. CA, CMA, ICMA, ACCA shall be accorded due weightage.

Experience:

- 8 years relevant experience in Financial Management with background of accounting and finance consulting services and goods, audit or accounts, after acquiring stipulated qualifications.
- Good communication skill and have experience of working with Finance Department/Division, Auditor General of Pakistan Office, Office of Accountant General and Planning Department/Commission.
- Prior experience of working in donor funded and public sector projects will be accorded due weightage.
- Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point))
- No TA/DA will be admissible to the candidates called for interview. Only shortlisted candidates will be called for interview.
- The scope of work and detailed ToRs of said position can be obtained from the office address mentioned below and same are also available on smta.sindh.gov.pk
- Interested candidates may submit their applications in the form of covering letter along with CV and supporting documents through courier and email at jobskmpyle@gmail.com to Project Director Karachi Mobility Project BRT-Yellow Line on the address mentioned below latest by 10th February, 2023 during office hours.
- Public sector employees can also apply through proper channel.
- Maximum age limit is 50 years. We are equal opportunity employer, women are encouraged to apply.
- SMTA reserves the right to accept or reject any application or cancel entire process at any stage without mentioning the reason.
- **The successful candidates will be offered market-based remuneration package.**

DAILY DAWN

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PAGE12

INF-KRY No. 218/23

**PROJECT DIRECTOR
Karachi Mobility Project, BRT-Yellow Line
Sindh Mass Transit Authority (SMTA)
D-43/1, Shakra-e-Ghallb, Lane 3
Block 2, Clifton, Karachi
Tel: 021-99332207-8**

پڑھندی سندھ نہ وڈندی سندھ

سندھ ماس ٹرانزٹ اتھارٹی (SMTA)

ٹرانسپورٹ اینڈ ماس ٹرانزٹ ڈپارٹمنٹ

حکومت سندھ

انفرادی اسپیشلسٹ کی ہائرنگ

کراچی موٹیلٹی پروجیکٹ BRT یو اے کے لئے سندھ ماس ٹرانزٹ اتھارٹی میں اطمینان بخش کارکردگی پر قابل توسیع ایک سال کی مدت کیلئے خالصتاً کنٹریکٹ بنیاد پر درج ذیل خالی اسامی کے انتہائی تعلیم یافتہ امیدواروں سے درخواستیں مدعو کی جاتی ہیں۔

اسامی: فنانشل مینجمنٹ اسپیشلسٹ (FMS)۔ (ایک اسامی)

قابلیت: پاکستان آڈٹ اینڈ اکاؤنٹس سروس (PAAS) سے ایک سول سرونٹ ڈپارٹمنٹ آف آڈیٹر جنرل آف پاکستان سے FPOE (فائل پاسنگ آڈٹ ایگزیم) کو ایفانڈ اور BPS-18-19 میں زیر ملازمت CMA, CA, ACCA, ICMA یا MBA (فنانس) ڈگری، اکاؤنٹنگ اور فنانس میں ماسٹر ڈگری یا MS فنانس یا ایک ICMA, CMA, C.A, M.Com, ACCA کو مناسب اہمیت دی جائیگی

- مقررہ قابلیت حاصل کرنے کے بعد اکاؤنٹنگ اینڈ فنانس سروسز اور گڈز، آڈٹ یا اکاؤنٹس کے پس منظر کے ساتھ فنانشل مینجمنٹ میں 8 برس کا متعلقہ تجربہ۔
- عمدہ اہل فنی مہارت اور فنانس ڈپارٹمنٹ / آڈیٹر جنرل آف پاکستان آفس، آفس آف اکاؤنٹنٹ جنرل اینڈ پلاننگ ڈپارٹمنٹ / کمیشن کے ساتھ کام کرنے کے تجربہ کا حامل
- ڈورنڈ ڈاؤن اور پبلک سیکٹر پروجیکٹس میں کام کرنے کے قبل 20 برس کا تجربہ کو مناسب اہمیت دی جائیگی
- مسلمہ کمپیوٹر اسکال (کمپیوٹر ڈیسک ٹاپ ایپلی کیشن MS آفس (ورڈ، ایکسل اور پاور پوائنٹ استعمال کرنے میں مہارت)

● انٹرویو کے لئے مدعو کیے جانے والے امیدواروں کے لئے TA/DA قابل اطلاق نہیں ہوگا۔ صرف شارٹ لسٹڈ امیدواران انٹرویوز کے لئے بلائے جائیں گے۔

● کام کی نوعیت اور متذکرہ اسامی کی مفصل TORS ذیل میں دیئے گئے پتہ پر دفتر سے حاصل کی جاسکتی ہیں اور یہ Smta.sindh.gov.pk پر بھی دستیاب ہیں۔

● دلچسپی رکھنے والے امیدواران کوائف اور تائیدی دستاویزات کے ہمراہ کورنگ لیٹر کی صورت میں بذریعہ کوریئر اور ای میل واقع jobskmpyle@gmail.com درج ذیل پتہ پر پروجیکٹ ڈائریکٹر کراچی موٹیلٹی پروجیکٹ BRT یو اے کو زیادہ سے زیادہ

10 فروری 2023 کو یا قبل دوران دفتری اوقات اپنی درخواستیں جمع کرا سکتے ہیں۔

● بلک سیکرٹریٹ میں بھی قانون کے مطابق حکمانہ توسط سے درخواست دے سکتے ہیں۔

● عمر کی زیادہ سے زیادہ حد 50 سال ہے۔ ہم مساوی مواقع فراہم کرنے والے آجر ہیں۔ خواتین کی حوصلہ افزائی کی جاتی ہے۔

● SMTA بلا اظہار وجوہ درخواستوں کو قبول یا مسترد یا کارروائی کے پورے عمل کو کسی بھی مرحلے پر منسوخ کر دینے کا حق محفوظ رکھتی ہے۔

● کامیاب امیدواروں کو مارکیٹ پر جینی مشاہرہ بھیج دیا جائے گا۔

پروجیکٹ ڈائریکٹر**روزنامہ جنگ**

کراچی موٹیلٹی پروجیکٹ، BRT، یو اے

24 جنوری 2023

سندھ ماس ٹرانزٹ اتھارٹی (SMTA)

D-43/1، شاہراہ غالب، لین 3

پلاک-2، کالون کراچی

ٹیلیفون: 021-99332207-8

صفحہ 07

INF/KRY-218/2023

پڑھیں سندھ کے بارے میں



FINANCIAL MANAGEMENT SPECIALIST (FMS)

TITLE: Financial Management Specialist (FMS)
NUMBER OF POSITION (s): 01 - Contract
REPORT TO: Project Director, KMP

BACKGROUND:

Sindh Mass Transit Authority (SMTA) was established in October 2016 under the Sindh Mass Transit Authority Act, 2014. The Authority was created with the purpose of planning, developing, operating, maintaining and regulating mass transit systems in the Province of Sindh. Its core function is to provide safe, efficient, affordable, sustainable and reliable mass transit systems.

SMTA will embark on the implementation of the Karachi Mobility Project (KMP) with financing support from the World Bank. KMP includes primarily the construction of a BRT corridor along Korangi Road (Yellow BRT Corridor). The Corridor connects Karachi's southeast suburbs, characterized by dense industrial and residential land uses, with the city's central business district with thriving and dynamic commercial, institutional, cultural, and religious activities.

SMTA intends to recruit a Finance Manager to lead the Financial Management aspects of KMP as part of its Project Management Team (PMT). The PMT will consist of appropriate experts to effectively manage and implement the Project. A Project Director (PD) will be appointed to lead the PMT. The Finance Manager will report to the PD -KMP (Yellow BRT Corridor Project)

JOB DUTIES / KEY RESPONSIBILITIES:

General Management and Leadership

- Liaise with internal SMTA staff and the World Bank on all aspects of project's financial management.
- Conduct trainings for the project staff and other relevant government officials on the importance of financial management and educating staff on financial responsibilities.
- Keep abreast the Project Director with the latest developments and issues in project's financial management and provide suggestion to the best possible option.
- Assist the Procurement Specialist in designing job descriptions for staff in Finance team and selection of suitable applicants, when needed.
- Open (when needed), maintain and be joint signatory of assignment account (s) in accordance with revolving fund account procedures issued by Ministry of Finance (Finance Division), Federal Government, as adopted by Government of Sindh.
- Liaise with Director General Audit Sindh, to timely conduct financial statements audit of the project

Budgeting and Planning

- Assist Project Director in preparation of annual work plans; and based on which prepare annual Cash Plans.

- Assist Project Director, by all means, in the approval of annual work plan from the Project Steering Committee.
- Upload annual budget on National FMIS/ SAP; compare actual performance against the budget and underline weak performing areas for attention of Project Director.
- Prepare annual, quarterly and semi-annually disbursement forecasts for all components of the project in line with project's procurement plan and Work Plan/Cash Plan.

Funds Management

- Prepare request for authorization of signatories to sign Withdrawal Applications, IFR and/or correspond with the World Bank. Ensure confirmation in this regard is received from the World Bank.
- Prepare realistic cash forecasts on quarterly basis in coordination with the project team and submit to the World Bank for advance and replenishment of advance, once allowed.
- Prepare and process withdrawal application in accordance with the Bank's Disbursement Guidelines for drawing funds from the assignment account(s) opened for the project
- Track funds and follow up with National Bank of Pakistan and the World Bank to ensure timely credit of funds into the project's assignment account(s).

Expenditure/Payment Processing

- Ensure compliance with internal control framework of the government and the respective rules and procedures while processing payments.
- Analyze, plan, design, implement, and monitor a system to augment internal controls in line with best practices in the process of payment and expenditure management.
- Apply pre-audit checks on all payments before payment from the assignment account(s) including budget availability, sanction of competent authority and compliance with applicable financial rules & regulations.
- Ensure that No Objection Letter (NOL) is obtained from the Bank for every prior review activity before processing any payment.
- Prepare request for payment and forward to Project Director for approval after fulfilling all codal formalities.
- Ensure that only eligible payments are forwarded Project Director's approval and drawing funds from the assignment account.
- Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders.

Accounting and Record Management

- Record all transactions timely and accurately in the books of accounts (both in Pak Rupees and US\$) and ensure that no expenditure remained unaccounted.
- Maintain accounts on cash basis as per government accounting procedure i.e. New Accounting Model.
- Maintain PIFRA SAP R/3 (National FMIS) software to be implemented at the project.
- Oversee the process of entering transaction level data in National FMIS.
- Ensure up-to-date maintenance of adequate registers, books of accounts and records in appropriate order and format to meet the government and World Bank's requirements and to facilitate classification and analyzing the financial information for monitoring the project progress.
- Prepare supplementary record, which provides timely and up-to-date financial information of contracts.
- Maintain imprest /petty cash account (where applicable) and ensure maintenance of separate petty cash book and petty cash vouchers in compliance with petty cash SOPs as approved by the government from time to time.

- Prepare monthly bank reconciliation statements of assignment account both in Pak Rupee and US\$.
- Reconcile the expenditure on government prescribed format with the office of Accountant General on monthly basis.
- Be the payroll manager and process monthly payroll of project employees. Ensure proper payroll controls are applied and the payments are made directly in the Bank accounts.
- Prepare and process monthly project payroll and submit to Project Director for approval prior to making any payment under salaries.
- Ensure that the fixed assets records are maintained for the project identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating the records.
- Ensure safe custody of all financial records for review by Bank Missions, third party monitoring agents; and external & internal auditors.
- Prepare Budget Execution Reports for Eligible Expenditure Programs.
- Track expenditure incurred by Local Councils on eligible investments from PBGs for reporting to World Bank.

Financial Reporting

- Track expenditure incurred by Local Councils on eligible investments from PBGs for reporting to World Bank.
- Prepare quarterly financial reports and submit to Project Director and Bank in a timely fashion for review and approval.
- Generate financial reports from National FMIS that includes information on budget execution under Eligible Expenditure Programs and the Technical Assistance Component.
- Ensure that annual financial statements and other monthly and quarterly reports as specified under the Financing Agreement and as per recommended/suggested by Bank supervision missions are accurately prepared and timely submitted – annual financial statements to be prepared in accordance with Cash Basis IPSAS ‘Financial Reporting under Cash Basis of Accounting’.
- Prepare annual financial statements as per Cash Basis IPSAS and submit to the Auditors within two months of the close of the financial year.
- Define and produce other financial reports, as and where required on utilization of funds to facilitate Project Director in decision-making process.
- Ensure that all government financial reporting requirements are complied with:
 - a. Specifically monthly financial reports to AG Office and regular/ timely reporting in SAP.
 - b. Schedule of Cheque to be prepared, submitted to Project Director for sign off and onward submission to NBP and following up on outstanding/ un-cleared cheque
 - c. Statement of Receipts and Payment as per CoA prepared and submitted to Project Director.
 - d. Prepare Grant Disbursement Estimates (Budget and Revised) on EAD format and submit to Project Director for onward submission to EAD on annual basis.

Audit

- Make arrangements for timely initiation and completion audit of project and ensure that report produced is in compliance with audit requirements of the Government and the World Bank.
- Ensure that the project is adequately reflected in audit plan of internal auditors and that internal audit is periodically conducted in accordance with the internal audit plan. Liaison as focal person for conducting internal audit activity.

- Cooperating with World Bank, Government and other partners to improve project financial management, particularly in terms of following up the action points agreed in the project legal documents, during the World Bank supervision missions, Aide Memoires and the recommendations of external auditors and internal auditors.
- Attend entry and exit meetings with external auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions for holding tripartite meetings and coordinating with various units of project office in settling audit observations.
- Prepare working papers on audit observations raised by external auditors and arrange to convene Departmental Accounts Committee (DAC) meeting to settle the audit observations to the extent legally and logically possible

POSITION REQUIREMENTS:

Qualification and Experience

- A civil servant from Pakistan Audit and Accounts Service (PAAS), FPOE (Final passing Out Exam) qualified from the Department of Auditor General of Pakistan and serving in BPS-18-19. CA, CMA, ICMA, ACCA or MBA (Finance) degree, Master's Degree in Accounting and Finance, or MS Finance, or a M.Com. CA, CMA, ICMA, ACCA shall be accorded due weightage.
- 8 years' relevant experience in Financial Management with background of accounting and finance consulting services and goods. audit or accounts, after acquiring stipulated qualifications.
- Good communication skill and have experience of working with Finance Department/Division, Auditor General of Pakistan Office, Office of Accountant General and Planning Department/Commission.
- Prior experience of working in donor funded and public sector projects will be accorded due weightage.
- Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point)

DURATION AND LOCATION

Duration of position is One year. The assignment will be located in Karachi, Pakistan.