

## CAREER OPPORTUNITIES

On behalf of Public Sector entity, National Testing Service (NTS) is inviting applications from dynamic, qualified, and energetic candidates on merit basis having domicile of Sindh province. Following positions are market based initial appointments and purely on contractual basis:

Sr. No.	Position	No. of Vacancies	Job Description
1	<p><b>Director (Finance)</b>  <b>Qualification:</b>                      MBA (Finance) /CA /ACCA CFA from a HEC recognized University/ Institute.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least five (05) years of relevant experience in Corporate Banking, Investment Banking, Corporate Credit appraisal, Project Financing preferably with donor agencies.</li> <li>• Work experience related to PPPs would be an added advantage.</li> </ul> <p><b>Age Limit:</b>                      25 to 45 years</p> <p><b>Method of Appointment:</b>                      On Contract Basis</p>	1	<ul style="list-style-type: none"> <li>• Manage the procurement process on behalf of Government of Sindh to hire advisors or to solicit private investment in different projects.</li> <li>• Prepare and supervise financial models and project structure for multiple transactions.</li> <li>• Coordinate between Financial Institutions, Investors, Multi-lateral institutes, Transaction Advisors and different Government Departments.</li> <li>• Vetting of project documentation during the feasibility, transaction advisory and implementation stages.</li> <li>• Prepare procurement and corporate documents including RFPs, Concession Agreements, Implementation Agreements, Information Memorandum, Guide-lines et al.</li> <li>• Prepare documentation for fund releases based on agreements with partners and liaise with the government departments for releases of funds.</li> <li>• Perform any other tasks as assigned by the reporting officer / Head of the Department.</li> </ul>
2	<p><b>Director/Legal</b>  <b>Qualification:</b>                      Bachelor's degree in Law (LLB) from a HEC recognized University / Institute or equivalent.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least five (05) years' relevant experience in a reputable Law firm or legal advisory.</li> <li>• Work experience related to PPPs would be an added advantage.</li> </ul> <p><b>Age Limit:</b>                      25 to 45 years.</p> <p><b>Method of Appointment:</b>                      On Contract Basis</p>	1	<ul style="list-style-type: none"> <li>• Prepare procurement documents such as EoI, RFQ, RFP and Concession Agreements etc. pertaining to Public Private Partnership (PPP) projects.</li> <li>• Draft policies and amendments to policies within the legal framework applicable in the country and internationally.</li> <li>• Vetting of project documentation during the feasibility, transaction advisory and implementation stages.</li> <li>• Coordinate between transaction advisors, Line Departments, Lenders and GoS on the project structuring and documentation.</li> <li>• Provide Legal opinions and liaison with GoS Law Department, Advisors and Advocate General for the same.</li> <li>• Perform risk assessment to safe guard GoS interest in PPP projects.</li> <li>• Ensure compliance of terms of agreements by all partners under a monitoring and compliance framework.</li> <li>• Perform any other related ask(s) as assigned by the reporting officer / Head of the Department.</li> </ul>
3	<p><b>Assistant Director (Finance)</b>  <b>Qualification:</b>                      MBA (Finance) /CA / ACCA / CFA from a HEC recognized University / Institute or equivalent.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least two (02) years relevant experience in Corporate Banking, Investment Banking, Corporate Credit appraisal, Investment Research, Project Financing preferably with donor agencies</li> </ul> <p><b>Age Limit:</b>                      24 to 35 years.</p> <p><b>Method of Appointment:</b>                      On Contract Basis</p>	1	<ul style="list-style-type: none"> <li>• Provide input into all Public Private Partnership (PPP) projects on the project financial and technical structuring and explicit/Implicit financial costs to Government.</li> <li>• Analyze on engineering scope of work from the feasibility, transaction advisory stage and thereafter monitoring of works in coordination with Line Department.</li> <li>• Coordinate between Legal and relevant teams in the staff of PPP Unit, and potential partners on the project development if required.</li> <li>• Oversee progress on various stages of projects at Administrative Department's level.</li> <li>• Assist in developing financial models and calculations.</li> <li>• Assist in the procurement process of seeking private sector support through bids and evaluations.</li> <li>• Perform any other related task(s) as assigned by Director Finance.</li> </ul>

<p><b>EMO Field/Support Officers</b></p> <p><b>Qualification:</b> Master's degree or Equivalent in management/ education/ public administration or related field from a HEC recognized university /institute.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>At least two (02) years relevant experience in field operations in a reputable firm in the private sector or government sector.</li> </ul> <p><b>Age Limit:</b> 24 to 35 years.</p> <p><b>Method of Appointment:</b> On Contract Basis</p>	3	<ul style="list-style-type: none"> <li>Monitoring project components in the field with focus on progress and delivery of KPI of partner organizations.</li> <li>Communicate on a regular basis with the District Advisory Committee for strategic direction and case-resolution.</li> <li>Report on visits to schools and meetings with stakeholders.</li> <li>Design and update monitoring tools and conduct surveys as instructed.</li> <li>Maintain and communicate clean database of monitoring and survey data using Excel or other software provided.</li> <li>Troubleshoot on challenges faced in project implementation and provide support as necessary. Communicate these challenges on a regular basis.</li> <li>Identify and record best-practices from the field in project management and service delivery.</li> <li>Report to Director concerned on all matters pertaining to project implementation on the field and deliver on any additional assignment provided.</li> </ul>
<p><b>5 Computer Operator (BS-12)</b></p> <p><b>Qualification:</b> Bachelor's Degree (preferably in IT related field) from a HEC recognized University / institute.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Relevant experience will be preferred.</li> </ul> <p><b>Age Limit:</b> 22 to 35 years.</p> <p><b>Method of Appointment:</b> On Contract Basis</p>	2	<ul style="list-style-type: none"> <li>Support office staff in computer and network related needs including but not limited to windows setup, network setup, MS office and other software</li> <li>Maintain digital records and logs related to office administration as well as projects</li> <li>Produce documents and basic data analysis using MS office and other software if necessary</li> </ul>
<p><b>6 Office Assistant (BS-14)</b></p> <p><b>Qualification:</b> Bachelor's Degree from a HEC recognized University / institute or equivalent</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Relevant experience will be preferred</li> </ul> <p><b>Age Limit:</b> 22 to 35 years.</p> <p><b>Method of Appointment:</b> On Contract Basis</p>	1	<ul style="list-style-type: none"> <li>Provide support in office administration tasks including logistical arrangements</li> <li>Maintain admin records and filing</li> <li>Coordinate and follow up regularly with government departments as and when required</li> <li>Draft emails, fax, letters and send out communication material when required and maintain records</li> <li>Receive guests and maintain logs of visits</li> <li>Perform any other related task(s) as assigned by Assistant Director Admin, HR and Accounts</li> </ul>

- Note:**
- Application Forms along with detail of fee submission procedure are available on National Testing Service Website: [www.nts.org.pk](http://www.nts.org.pk)
  - Send the duly filled Application form along with original paid deposit slip, recent photographs & required document(s) to "NTS Headquarters, Plot # 96, Street # 4, Sector H-8/1, Islamabad.
  - Use separate envelop and separate application form for each post you are applying for.
  - Application Form which is improperly filled/incomplete/without original paid deposit slip/submitted by hand/received after last date will not be entertained.
  - No TA/DA will be provided for test/interview.
  - No Age Relaxation will be given.
  - Competent authority reserves the right to accept or reject any or of all applications or termination of employment at any stage without assigning any reason.
  - If you have any query, please call NTS helpline: +92-51-844-444-1 or Fax at +92-51-8444900.
  - Candidates are required to submit application form within 15 days of publications of the advertisement.
  - After applying, keep visiting NTS website regularly for eligible candidates' list/test schedule/updates/result.