

## Hiring for Project Positions Under DEEP PIU-Ignite

### TERMS OF REFERENCE

Announcement Reference no:	1-1/2024-IT	Date	22 June 2025		
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Finance Specialist, CITL (DEEP)	Position ID	PK-MOITT-444636-CS-INDV		
Vacancy	1	Type of Contract	Individual	Duration	5 Years

### **BACKGROUND**

Digital Economy Enhancement Project (DEEP) is a World Bank assisted project with the objective to enhance the Government's capacity for digitally enabled public services delivery for citizens and businesses.

Ministry of IT & Telecom (MoITT) is the sponsoring agency of the project with execution support of (i) Board of Investment (BoI), (ii) National Database and Registration Authority (NADRA), (iii) National IT Board (NITB), and (iv) Ignite – National Technology Fund

### **PROJECT DESCRIPTION**

DEEP aims to develop a framework and technology to promote digital services across Pakistan, significantly transforming citizen centric services nationwide. A key component is the establishment of Civic Innovation and Technology Labs (CITL), which will serve as collaborative platforms for citizens, government, startups, and academia to drive social innovation and address community challenges through technology.

Ignite - National Technology Fund, known for its expertise in technology entrepreneurship and innovation projects, is mandated to establish and operate CITL. By leveraging civic technology, Ignite, through this component, aims to enhance citizen engagement, improve citizen centric services, and foster transparency.

### **OBJECTIVES OF THE ASSIGNMENT**

The Finance Specialist is responsible for managing financial processes, systems, and reporting for the Civic Innovation and Technology Labs (CITL) component of the Digital Economy Enhancement Project (DEEP). Success in this position involves ensuring compliance with financial regulations, optimizing financial performance, and supporting decision-making through accurate financial analysis. The Finance Specialist plays a critical role in safeguarding the organization's financial assets and promoting accountability and transparency.

The responsibilities include (but not limited to) the following:

- 1) Oversee the financial management of the Civic Innovation and Technology Labs (CITL) component, ensuring alignment with project goals and budgetary constraints.
- 2) Prepare financial reports, budgets, and forecasts specific to CITL activities, ensuring accuracy and compliance with internal and external requirements.
- 3) Support the Project Director Ignite PIU and other senior management in preparing for financial reviews and audits conducted by the World Bank.
- 4) Manage day-to-day financial operations, including accounts payable, accounts receivable, payroll, and cash management.
- 5) Prepare and review financial statements, budgets, forecasts, and variance analyses to support decision-making and financial planning.
- 6) Monitor and analyze financial performance against budget and key performance indicators, identifying trends, risks, and opportunities.
- 7) Develop and maintain financial policies, procedures, and guidelines to ensure consistency, accuracy, and transparency in financial processes.
- 8) Coordinate with government agencies for resolving budget and accountancy related issues including budget releases, reappropriation and surrenders. This includes endorsement of cheques, reconciliation with the government accounting office and any other relevant activities related to the Project.

#### **SCOPE OF THE ASSIGNMENT**

The work of the Finance Specialist will include the following tasks (not limited to):

- 1) Ensure that all financial activities related to the CITL component are in line with the World Bank's Government Financial Management rules and procedures in addition to the Project Operations Manual.
- 2) Ensure compliance with relevant financial regulations, accounting standards, and internal controls.
- 3) Coordinate financial audits, reviews, and compliance assessments, providing necessary documentation and support to auditors.
- 4) Provide financial analysis and recommendations to senior management and board of directors to support strategic decision-making.
- 5) Manage relationships with financial institutions, vendors, and service providers to optimize financial services and cost-effectiveness.
- 6) Train and mentor staff on financial processes, systems, and best practices to build capacity and ensure effective financial management across the organization.

#### **QUALIFICATION AND EXPERIENCE**

- 1) Professional Certification (e.g., ACCA, CMA, CPA).
- 2) Minimum 5 years of post-qualification experience in finance or accounting roles, preferably in the non-profit or development sector.
- 3) Strong understanding of financial principles, practices, and regulations.
- 4) Proficiency in financial management software and Microsoft Excel.
- 5) Excellent analytical and problem-solving skills, with the ability to interpret complex financial data and provide insights and recommendations.

#### **ADDITIONAL SKILLS / EXPERTISE**

- 1) Experience in World Bank or other donor-funded projects is beneficial.
- 2) Attention to detail and accuracy in financial analysis and reporting.
- 3) Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.

#### **SCHEDULE FOR THE ASSIGNMENT**

The Finance Specialist will be appointed on a contract basis for an initial period not exceeding two years which will be extendable further till the completion period of the project on a yearly basis after evaluation of the performance. This is a 5-year project.

#### **REMUNERATION AND OTHER BENEFITS**

- 1) Pay and financial benefits as per Project Pay Scale (PPS-9) of Federal Government of Pakistan.
- 2) Leave(s) in accordance with the rules and regulations of Project Pay Scales of Federal Government of Pakistan.
- 3) Training and travel expenses under the PIU Ignite as budgeted under the Project and approved by the World Bank and the Government of Pakistan.

#### **REPORTING OBLIGATIONS**

- 1) This position is based at Islamabad, Pakistan.
- 2) The Finance Specialist will report to the Director M&E Ignite PIU, Digital Economy Enhancement Project (DEEP).
- 3) The Finance Specialist is required to follow all rules and directives of the World Bank and the Government of Pakistan for successful implementation of the project.
- 4) The Finance Specialist is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
- 5) The Finance Specialist is required to report to work in an official attire.
- 6) The Finance Specialist is prohibited from working for any other party or a paid job, or taking any other assignment during the course of this contract without written approval from the Competent Authority.
- 7) The Finance Specialist shall ensure that all the required reports for the CITL component of project are prepared on time in accordance with the requirements of the World Bank and the Government of Pakistan.

#### **SELECTION CRITERIA**

1) The applicant will be selected based on the following criteria

<b>Criteria</b>	<b>Points</b>
Educational Qualification	40
Work Experience	45
Additional Skills/ Expertise	5
Interview	10

**SUBMISSION**

Candidates meeting the required criteria should submit their applications at <http://www.njp.gov.pk> within 15 days of publication of the advertisement. No hard copy of application shall be accepted and all applications must be sent via NJP online. Shortlisted candidates who are working in Government sector are required to produce NOC at the time of interview.