

GOVERNMENT OF PAKISTAN PLANNING COMMISSION

Ministry of Planning, Development & Special Initiatives
(Projects Wing)

Project: Strengthening of M/o PD&SI in M&E of PSDP

TERMS OF REFERENCE

1. ASSISTANT PRIVATE SECRETARY (APS) — EQUIVALENT TO PPS-6

Number of Posts	01
Qualification	• BA / BSc • Speed of 80/40 words per minute (minimum) in shorthand and typing respectively. • Computer literate preferable.
Experience	Two years' experience in the relevant field.
Age Limit	50 years
Duration	Contract employment for two years extendable on satisfactory performance, till the completion of the project.
Salary & Benefits	As per Finance Division Standard Pay Package.
Duties / Responsibilities	• To attend telephone and to keep record of calls. • To arrange engagements and maintain an engagement diary. • Taking dictation, rendering transcripts and doing other typing work. • To prepare papers for meetings and interviews. • To see those matters requiring the Officers attention are brought to his notice in good time and in complete and proper form. • To keep proper record of movement of files and other classified documents. • To receive and conduct visitors.

2. ACCOUNTANT — EQUIVALENT TO PPS-6

Number of Posts	01
Qualification	• MBA (Finance), M. Com, CA Inter, ACCA Foundation • Preference will be given to computer literate.
Experience	One year working experience in maintenance of cash/accounts books and reconciliation of accounts with AGPR.
Age Limit	45 years
Duration	Contract employment for two years extendable on satisfactory performance, till completion of the project.
Salary & Benefits	As per Finance Division Standard Pay Package.

Terms of Reference	• Preparation of NIS. • Maintenance of cash books, handling of cash receipts/payments and bills under the project. • Reconciliation of accounts with AGPR. • Any other responsibility assigned by PD.
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