



NO. FD.SO (ADMN-I)/32-1/2025

**GOVERNMENT OF SINDH
FINANCE DEPARTMENT**

Karachi, dated the 24th December, 2025

To,

The Director (Advertisement),
Information Department,
Government of Sindh,
KARACHI.

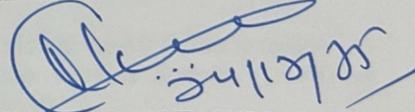
SUBJECT: PUBLICATION OF ADVERTISEMENT.

I am directed to enclose herewith three hard copies of the advertisement for the vacancy announcement for seven (07) contractual positions, i.e., one position of Chief Pension Officer, one position of Data Analyst, one position of Financial Analyst, and four positions of Facilitation Officer in the Finance Department, Government of Sindh, for publication in the combined edition of the following National Dailies:

- i. Daily Dawn-Karachi (English)
- ii. Daily Jang-Karachi (Urdu)
- iii. Daily Kawish-Hyderabad (Sindhi)

2. You are, therefore, requested to ensure that the aforementioned advertisement is published in the above national dailies on their **Sunday's edition dated: 28-12-2025**, and the published advertisement may be forwarded to this department for information.

Encl: As above


(DR. MARJAN FATIMA)
SECTION OFFICER (ADMIN-I)

NO. FD SO (Admin-I)32(01)/2025

Karachi dated the 24th December, 2025

A copy is forwarded for information to:

1. The Special Finance Secretary (Admin/SR), Finance Department, Karachi.
2. The Additional Finance Secretary (Admin), Finance Department, Karachi.
3. The Deputy Secretary (Admn & Acc.), Finance Department, Karachi.
- ✓ 4. The Chief Information Officer, IMU, Finance Department, Govt. of Sindh, with the request to upload the same on the Finance Department's website.
5. P.S to the Secretary, Information Department, Govt. of Sindh, Karachi.
6. R.O.to the Finance Secretary, Government of Sindh, Karachi.
7. Officer order file/Personal File.

SECTION OFFICER (ADMIN-I)



GOVERNMENT OF SINDH
FINANCE DEPARTMENT

Vacancy Announcement

Finance Department, Government of Sindh, invites applications from interested candidates for the following positions purely on contract/market basis under special pay package (Sindh Domicile):

| Position | Job Description |
|--|---|
| <p>Chief Pension Officer Sindh Contribution Pension Unit (One Position)</p> <p>Education Qualification: Sixteen-year education or equivalent in Project Management, Public Administration, Public Policy, Business Administration, Finance, Economics or Law from HEC-recognized institution, Preferred certification in Project Management Professional (PMP).</p> <p>Experience: Minimum 10 years' experience, with at least five years' relevant experience in managerial/project management role. Additional preference for experience in Government related projects management.</p> <p>Age Limit: Not exceeding 55 years on the date of application.</p> | <ul style="list-style-type: none">• Oversee the operations of the Sindh Contribution Pension unit to ensure the effective implementation of the Defined Contribution Pension Scheme.• Coordinate the development of an integrated online IT portal for employee pension account opening with Pension Fund Managers (PFMs), gathering input from all relevant stakeholders, and ensuring seamless integration with the Accountant General (AG) Office, Administrative departments, and Pension Fund Managers.• Facilitate agreements with PFMs, serving as the main liaison between the FD and PFMs for contract negotiations.• Maintain effective communication with PFMs, oversee contract reviews, and manage terminations when necessary.• Develop and implement internal procedures and guidelines to optimize Sindh Contribution Pension Unit operations.• Lead the development and regular updating of educational materials for employees, ensuring timely distribution.• Coordinate with PFMs and the AG Office to resolve any Defined Contribution Pension Scheme (DCPS) or employee account issues.• Coordinate with the Securities and Exchange Commission of Pakistan (SECP) to obtain PFMs' annual inspection reports, highlighting any concerns.• Stay updated on VPS Rules revisions and promptly inform of any changes that impact the Sindh DC Pension Scheme.• Analyze audited financial statements of PFMs to identify areas of concern for the FD.• Develop quarterly reports and share them comprehensively covering PFMs' investment performance, scheme implementation progress, and highlighting any challenges. <p>Proactively undertake any additional responsibilities and tasks assigned.</p> |

Data Analyst (MIS)
Sindh Contribution Pension Unit
(One Position)

Education Qualification:

Sixteen-year education or equivalent in Management Information Systems (MIS) or equivalent in relevant field from an HEC-recognized institution.

Experience:

Minimum 07 years' experience in IT with expertise in MIS, Application Programming Interfaces (API) Integration and Application Development. Additional preference for experience in IT projects related to Government.

Age Limit: Not exceeding 45 years on the date of application.

- Lead the development of an integrated online IT portal for employee pension account opening with Pension Fund Managers (PFMs), ensuring alignment with organizational goals and stakeholders needs.
- Manage the gathering of requirements from all relevant stakeholders, including internal departments and external partners, to ensure comprehensive understanding and implementation.
- Play an active role in the design, vendor selection, testing, deployment, and ongoing maintenance of the online IT portal, ensuring adherence to quality standards and timelines.
- Lead the development and maintenance of a comprehensive database containing complete employee pension account information for analysis and reporting purposes.
- Conduct reconciliations with PFMs to ensure accuracy and integrity of pension account data, resolving any discrepancies in a timely manner.
- Generate various data and reports for progress monitoring, providing insights to support decision-making and strategic planning.

Proactively undertake any additional tasks and responsibilities assigned by the Head of Sindh Contribution Pension Unit, contributing to the overall objectives of the department.

Financial Analyst
Sindh Contribution Pension Unit
(One Position)

Education Qualification:

Sixteen-year education or equivalent in finance, accounting, or equivalent in relevant field from an HEC-recognized institution.

Experience:

Minimum 05 years of experience in finance and accounting. Prior working with Government sector will be given preference.

Age Limit: Not exceeding 45 years on the date of application.

- Oversee the financial aspects of DCPS, including tracking transfer of contributions, generating comprehensive reports, and ensuring timely reconciliation with both the Accountant General (AG) Office and Pension Fund Managers (PFMs).
- Monitor and assess the investment management performance of PFMs, and review Securities and Exchange Commission of Pakistan (SECP) inspection reports for to highlight any areas of concern to the Head of Sindh Contribution Pension Unit.
- Support the Head of the Sindh Contribution Pension Unit by preparing and submitting various reports to the Finance Department, ensuring all necessary data on employee accounts and investment performance of scheme is accurately compiled and communicated.
- Coordinate with the AG Office to ensure each employee has only one updated pension account, and manage updates and corrections as required.
- Analyze audited financial statements of PFMs, proactively identifying, and addressing any areas of concern to the Head of Sindh Contribution Pension Unit.
- Stay informed on legislative and regulatory changes, including updates to the Voluntary Pension System (VPS) Rules, and assess their impact on the scheme's operations, if any.
- Develop and implement Standard Operating Procedures and internal controls to enhance the quality of financial reporting.

Undertake additional responsibilities as assigned by the Head of the Sindh Contribution Pension Unit.

Facilitation Officer
Sindh Contribution Pension Unit
(Four Positions)

Education Qualification:

Sixteen-year of education in business administration, mass communication, or relevant field from an HEC-recognized institution

Experience:

At least 3 years' customer service or sales post experience in the financial sector (Banking, Insurance, Mutual Funds, or Investment Management).

Age Limit: Not exceeding 45 years on the date of application.

- Facilitate the employee account opening process to ensure seamless transactions.
- Share comprehensive educational materials about the Defined Contribution Pension Scheme (DCPS) with employees, providing thorough explanations of DCPS features.
- Address employee complaints and swiftly resolve any issues related to Pension Fund Managers (PFMs).
- Respond to employee queries by proficiently handling questions and concerns regarding pension account performance and DCPS specifics.
- Disseminate educational materials and Frequently Asked Questions (FAQs) to employees, covering various aspects of DCPS, including the Voluntary Pension System (VPS), Pension Fund Manager (PFM) selection, account opening procedures, online access, asset allocation policy decisions, understanding statements, updating personal information, and switching PFMs.
- Assist in coordinating efforts with the Pension Fund Managers (PFMs) to effectively resolve any issues related to DCPS or employee accounts.

Undertake additional tasks assigned by the Head of the Sindh Contribution Pension Unit to maintain operational efficiency and ensure optimal service delivery.

General Instructions:

1. Positions will initially be appointed on a contract basis for a period of three (03) years, which may be extended for an additional period of three (03) years, subject to satisfactory performance appraisal by the competent authority.
2. Applicants must have a Domicile/PRC (Form "D") of Sindh Province.
3. A competitive, market-based salary package will be offered to the successful candidate.
4. Applicants currently employed in the Public Sector must submit their applications through proper channels, accompanied by a No Objection Certificate (NOC) from the competent authority of their present department/organization.
5. Only short-listed candidates will be invited for test/interview.
6. No Travel Allowance (TA) or Daily Allowance (DA) will be provided.
7. Please indicate "The post applied for" at the top right of the envelope.
8. The applicants are requested to submit their applications within 15 days from the date of publication of this advertisement.
9. Interested candidates should submit a covering letter along with an up-to-date CV, one passport-sized photograph, and attested copies of their degrees, testimonials, experience certificate, Matriculation certificate (as proof of date of birth), CNIC, complete residential address and valid contact number. All applications must be submitted in a sealed envelope and should reach the Office of the Section Officer (Admin-I), Finance Department, Government of Sindh, Karachi.
10. Alternatively, the required documents can be submitted via email to soadmin1@finance.gos.pk within fifteen (15) days from the date of this advertisement.

DR. MARJAN FATIMA
SECTION OFFICER (ADMIN-I)

1st Floor, Room # 5, Finance Complex, A.K. Lodhi Block,
Finance Department, Government of Sindh
Sindh Secretariat, Karachi,
Email: soadmin1@finance.gos.pk
Website: <https://finance.gos.pk>