



**GOVERNMENT OF PAKISTAN**  
**NATIONAL VOCATIONAL & TECHNICAL TRAINING**  
**COMMISSION**  
NAVTTTC HQs, Plot No. 38, Kirthar Road, Sector H-9/4, Islamabad



<b>Position:</b>	Finance Planning Specialist (SPPS-II)
<b>Reporting to:</b>	Director General (Admin and Finance)

**Terms of Reference:**

Advises on government budgeting, fund flow, and disbursement procedures to ensure efficient financial management of NAVTTTC projects within public sector frameworks. Furthermore, prepare financial forecasts and budgets for TVET initiatives and ensure compliance with donor and public financial regulations.

**Qualification**

- Master's degree (at least 16 years of education) in **Finance, Accounting, Public Financial Management, Economics, Business Administration, or Public Policy** from a recognized national or international university.
- A professional certification such as **CA, ACCA, CPA, CMA, or CIPFA** will be an added advantage.

**Experience:**

- **At least 7 years** of progressive experience in **public financial management, budgeting, disbursement, and financial reporting** in government, international organizations, or donor-funded projects.
- Proven experience in **designing, implementing, and managing financial disbursement mechanisms**.
- Minimum **3-5 years in a leadership or senior management role**, overseeing public finance functions in large-scale programs or projects.
- Familiarity with **GFR (General Financial Rules), PPRA rules, budgetary frameworks, and auditing procedures** of the Government of Pakistan.
- Experience in **managing donor-funded program disbursement** systems (e.g., World Bank, ADB, DFID) would be highly desirable.
- Knowledge of **public sector accounting standards (IPSAS), MTBF, and FMIS** (Financial Management Information Systems) is preferred.

**Key Tasks, Deliverables & Timelines:**

<b>Key Tasks</b>	<b>Quantifiable Targets</b>	<b>Deliverables</b>	<b>Timeline</b>
Develop financial plans and disbursement schedules	Annual and quarterly plans created	Financial Plans	Month 1
Monitor fund utilization and burn rate	Monthly tracking reports	Disbursement & Burn Rate Reports	Monthly
Ensure compliance with donor/government rules	100% audit readiness	Compliance Reports	Ongoing
Prepare financial reports for stakeholders	12 monthly, 4 quarterly reports	Financial Statements	Monthly / Quarterly
Support financial audits and reviews	2 audits completed	Audit Reports & Responses	Mid-Year & End-Year

**Performance Indicators:**

- i. Percentage of activities completed on schedule
- ii. Stakeholder satisfaction score (above 80%)
- iii. Quality of planning documents (peer-reviewed)
- iv. Timeliness and accuracy of progress reports
- v. Utilization of monitoring tools developed

**Reporting & Supervision:**

- i. Submit monthly updates to Director General (A&F), NAVTTC HQs.
- ii. Participate in various Committee and review meetings as and when required.
- iii. Maintain documentation for internal/external audits and evaluations.