

NEST is a company incorporated under Section 42 of companies ordinance 1984 and is providing quality education opportunities to the deserving and talented students to help them fight the vicious circle of poverty and to manage sustainable living standards. We are offering market based competitive salary Packages. And opportunity to become a Part of winning team.

CHIEF FINANCIAL OFFICER (CFO)	Max. Age:
<p><b>Requisite Qualifications &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>▪ Masters degree in finance or MBA (Finance).</li> <li>▪ Candidate should be member of a recognized body of professional accountants (CA/ CIMA/ CPA/ ICMA).</li> <li>▪ Candidate must have at least 12 years of overall experience in accounts and finance, where 07 years managerial experience including 5 years' experience in case of Public Sector Companies having total assets of five billion rupees or more.</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ The Chief Financial Officer shall be responsible for ensuring appropriate advice to the Board on all financial matters with following broad responsibilities:</li> <li>▪ Create, coordinate, and evaluate the financial management system and support in information systems of the company for budgeting, tax planning, investment planning, funds management and conservation of assets.</li> <li>▪ Develop and direct the implementation of strategic business and/or operational plans, projects, programs, and finance, accounting, and internal-auditing procedures and systems.</li> <li>▪ Oversee the approval and processing of receipt of funds, expenditure, disbursement of scholarships to selected Scholars, and investment of funds, accounts payable and receivable functions.</li> <li>▪ Preference will be given with experience in dealing with SECP / FBR / SBP / PRA/ PPRA.</li> <li>▪ Preference will be given to candidates having experience in Education sector and Donor agencies.</li> <li>▪ Maintaining proper and effective system of internal financial control and exploring.</li> </ul>	55
<p style="background-color: black; color: white; padding: 2px;"><b>MANAGER ADMIN &amp; HR</b></p> <p><b>Requisite Qualifications &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>▪ 16 years of education in Public Policy /Social sciences/Human Resource.</li> <li>▪ Must have knowledge and hands on experience in PPRA rules and regulations.</li> <li>▪ Excellent computer skills in MS Office specifically advance skills in MS Excel</li> <li>▪ Preference will be given who has demonstrative experience in procurement, HR Management and Administration in well reputed organization.</li> <li>▪ Minimum of 10 years of experience in Administration and Management.</li> </ul> <p><b>Responsibilities:</b></p> <p><b>Administration &amp; Management:</b></p> <ul style="list-style-type: none"> <li>▪ General Administration in office and supervision of staff.</li> <li>▪ Administer public awareness, communication and advertisement related activities.</li> <li>▪ Administer official visits, events, seminars and trainings.</li> <li>▪ Monitor and manage office expenses according to allocated budget.</li> </ul> <p><b>Human Resource:</b></p> <ul style="list-style-type: none"> <li>▪ Develop and Implement HR Manual policies in the organization.</li> <li>▪ Administer recruitment, career development and termination activities for all departments.</li> <li>▪ Oversee payroll administration, compensation programs to ensure regulatory compliance and competitive salary levels.</li> <li>▪ Oversee the benefit programs to include: health, retirement, death, and disability.</li> </ul> <p><b>Procurement:</b></p> <ul style="list-style-type: none"> <li>▪ Responsible for development of the Annual Procurement Plan and its implementation</li> <li>▪ Preparation of Bidding documents for all goods /services /individual consultants/audit/any smaller work as per Procurement plan, procurements related goods, services, works.</li> <li>▪ Supervision of the procurement inclusive of Petty &amp; Local purchase and tenders as per PPRA rules</li> <li>▪ Negotiation and coordination with Vendors / Firms and award of contracts</li> </ul>	55
<p style="background-color: black; color: white; padding: 2px;"><b>MANAGER M&amp;E</b></p> <p><b>Requisite Qualifications &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>▪ Qualification: 16 years of education in Statistics/Management Sciences/Social sciences/Project Management.</li> <li>▪ Minimum of 10 years of experience in Monitoring and Evaluation of programs in the public sector.</li> <li>▪ Preference will be given to the candidate having experience in education sector and donor agencies.</li> <li>▪ Hands on experience in quantitative and qualitative research and evaluation methods.</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Developing formats for reporting and recording information to be used for monitoring purposes</li> <li>▪ Prepare and submit biannual and Annual Reports on implementation and progress status of scholarship programs at institutional level, ensuring scholarship payments to key scholarship holder and utilization.</li> <li>▪ Collaborate with project staff and field officers in the collection, collation, and analysis of data</li> <li>▪ Track progress, identify lags and issues and advise management on corrective actions needed to ensure timely achievement of milestones and deliverables.</li> <li>▪ Make recommendations based on observations at the field level on improving scholarship programs performance</li> <li>▪ Ensure that implementation of activities adhere to project monitoring and evaluation system</li> <li>▪ Participate actively in the project planning process, budget making, and project deliverables</li> </ul>	55
<p style="background-color: black; color: white; padding: 2px;"><b>COMPANY SECRETARY</b></p> <p><b>Requisite Qualifications &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>▪ 16 years of education - LL.M or MBA or Professional Accountant.</li> <li>▪ Candidate should have requisite qualification from a university recognized by the Pakistan Bar Council and/or member of a recognized body of professional accountants; or member of a recognized body of corporate or chartered secretaries; with at least 10 years of relevant post-qualification experience.</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ The Company Secretary shall be responsible for ensuring that Board procedures are followed in compliance with all applicable laws, rules and regulations and other relevant statements of best practice.</li> <li>▪ Ensure that the Company's legal responsibilities under the Companies Ordinance 1984, Rules of Corporate Governance for Public Sector Companies 2013 and other statutes, bylaws, memorandum &amp; articles of the company and their legal interpretations are complied.</li> <li>▪ Coordinate and implement tasks related to SECP and other related legal and financial departments / organizations</li> <li>▪ Handle and Manage Company's all legal matters and complains.</li> <li>▪ Manage Board meetings (AGM, Extra ordinary GM), Board minutes and resolutions. Also coordination and correspondence with Board Members.</li> </ul>	55
<p style="background-color: black; color: white; padding: 2px;"><b>ASSISTANT MANAGER ACCOUNTS</b></p> <p><b>Requisite Qualifications &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>▪ 16 years of education in Business Administration (Finance/ Accounts or Commerce from HEC recognized university/PIFPA member / CA Inter / ACCA/ ACMA.</li> <li>▪ Minimum 07 years of experience in Bookkeeping, Finance and Accounts. Experience in Government or Semi Government Organization will be preferred.</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Overseeing the work of accountants, reviewing financial statements, and preparing reports for upper management.</li> <li>▪ Ability to analyse complex financial data and generate meaningful insights.</li> <li>▪ Preparation of annual financial statements, cash flow statements, budgeting, bank reconciliations, aging reports, costing reports, project reports, and customized reports according to the ad hoc requirements of the Chief Finance Officer.</li> <li>▪ Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them.</li> <li>▪ Proficient in Maintaining and organizing account files &amp; data, perform disbursement, Operate Accounting software.</li> <li>▪ Have experience in implementing accounting policies and procedures.</li> <li>▪ Sound Communication and Interpersonal Skills.</li> <li>▪ Experience of QuickBooks, MS Excel is MUST for this position.</li> </ul>	40
<p><b>GENERAL INSTRUCTIONS</b></p> <ul style="list-style-type: none"> <li>▪ Candidates fulfilling the requisite criteria of qualification and experience may apply at below address.</li> <li>▪ Application includes application letter along with Resume, Photo, all educational (HEC recognized) &amp; experience documents.</li> <li>▪ We are an equal opportunity employer, and females are encouraged to apply.</li> <li>▪ Appointment shall be on contract basis for a period of 01 years expandable subject to satisfactory performance.</li> <li>▪ Other benefits along with salaries will be admissible as per company HR Manual.</li> <li>▪ Applications should be sent through courier to below mention address not later than 25th September 2023.</li> </ul> <p><b>By hand applications will not be entertained, only application submitted through Courier services will be accepted.</b></p>	

**General Manager, NEST Office, Shalimar Plaza, 3rd Floor, Blue Area, Islamabad.**