



**OPPORTUNITY TO BECOME A PART OF PCAA'S PROFESSIONAL TEAM
SITUATION VACANT NOTICE NO. 10/2022**

Pakistan Civil Aviation Authority requires services of qualified individuals to fill the following vacant posts where selection will be made purely on suitability and merit:-

Sr. No.	Post	No. of Seat (s)	Prescribed Qualification & Experience	Quota & Pay	Contract Period	Age Limit
1.	Joint Director Internal Audit (EG-05)	Two (02)	<ul style="list-style-type: none"> ▪ Member of ICAP / CA Finalist / ACCA Member ▪ Extensive knowledge of Computer Operations especially in MS Excel ▪ Minimum Experience of 10 years in Audit / Accounts 	<ul style="list-style-type: none"> ▪ Merit ▪ Rs.265,000/- Per month (negotiable) 	<ul style="list-style-type: none"> ▪ Three (03) Years (extendable) 	<ul style="list-style-type: none"> ▪ Maximum 40 years of age (including all age relaxations)
2.	Joint Director Accounts (Finance) (EG-05)	Two (02)	<ul style="list-style-type: none"> ▪ M.Com / MBA (Finance) / any Masters degree in Finance from a local / foreign Institute recognized by HEC having Post Qualification experience of Fifteen (15) years with at least Five (05) years of experience in managerial capacity. <p align="center">OR</p> <ul style="list-style-type: none"> ▪ A Member of any recognized body of Professional Accountants (CA/ACMA/ACCA/CIMA) having post qualification experience of Ten (10) years with at least Three (03) years of experience in managerial capacity. <p>Key Responsibilities</p> <ul style="list-style-type: none"> ▪ The incumbent will be responsible for managing accounting and financial management reporting and business performance analysis. ▪ The candidate will be required to work in close coordination with senior stakeholders to develop business plans, monthly forecasts and provide support in key policy decisions 	<ul style="list-style-type: none"> ▪ Merit ▪ Rs.265,000/- Per month (negotiable) 	<ul style="list-style-type: none"> ▪ Three (03) Years (extendable) 	<ul style="list-style-type: none"> ▪ Maximum 40 years of age (including all age relaxations)

			<p><u>Required Skills</u></p> <ul style="list-style-type: none"> ▪ The candidate should have an excellent knowledge of IFRS, Company Law, Internal Financial Controls, Code of Corporate Governance, Risk Management Practices, PPRA Rules and proficient in handling of Tax Matters including filing of Returns, Managing Tax Litigations and reconciliation of Sales & Income Tax Ledgers. ▪ Preference will be given to the candidate who is well versed with common ERP solutions (Oracle / SAP) having exposure of Accounts preparation in a large scale Commercial / Public Sector Entity. ▪ Excellent Presentation, Problem Solving Leadership, Decision Making and Analytical Skills. ▪ Exceptional Attention to details is required for this post. 			
3.	Joint Director (Fund Management) EG-05	One (01)	<ul style="list-style-type: none"> ▪ CFA / CA/ ACMA/ ACCA/ MBA (Finance) from HEC recognized institute. ▪ Should have ten (10) years of post-qualification experience of accounting / financial management out of which at least four (04) years should be in investments analysis and wealth management decision making position. 	<ul style="list-style-type: none"> ▪ Merit ▪ Rs.265,000/- Per month (negotiable) 	<ul style="list-style-type: none"> ▪ Three (03) Years (extendable) 	<ul style="list-style-type: none"> ▪ Maximum 57 years of age (including all age relaxations)

Application Procedure:

- (a) Interested candidates are required to fill & submit Online Job Application Form available at www.caapakistan.com.pk within fifteen (15) days from the date of this advertisement.
- (b) Candidates will be required to upload scanned copies of certificate / degree of the required qualification only of the concerned post as mentioned above and CNIC while applying for the job.
- (c) In case a candidate does not upload the above documents with the online application form, his/her application will be rejected.
- (d) All the interested candidates must read the Terms of Reference (TOR) mentioned in this advertisement before applying for the post.

Terms of Reference

- i) Candidates not fulfilling the above requirements or submitting incomplete application shall not be considered.

- ii) Test / Interview will be conducted at Karachi, Lahore, Islamabad, Peshawar and Quetta for which separate notices will be issued (depending on the number of candidates).
- iii) The candidates to be called for the interview have to produce original documents for necessary verification while appearing for the interview.
- iv) No TA / DA is admissible for test / interview.
- v) Appointment will be subject to CAA's medical fitness standards.
- vi) Selected candidates will be required to serve anywhere in Pakistan as per requirement of CAA
- vii) Government servants / employees of autonomous bodies / corporations will be required to submit NOC from current employer before interview.
- viii) PCAA reserves the right to cancel this advertisement at any stage or revise terms and conditions for the post
- ix) Misinformation and any attempt to influence the selection process will be considered as a definite disqualification for current as well as future recruitment in CAA, even if the candidate is otherwise qualified.
- x) In case, any educational documents or any other document provided by the applicants is found incorrect / fake / bogus at any stage, the services of selected candidate will be terminated immediately and he / she will be blacklisted in future.

**DIRECTOR HUMAN RESOURCE
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