



FINANCIAL MONITORING UNIT (FMU) EXCELLENT CAREER OPPORTUNITIES

1. Assistant Director-Analysis (FMU-4): 05 Positions

Job Responsibilities:

- Analyze Suspicious Transaction Reports (STRs), Currency Transaction Reports (CTRs) and other financial intelligence data received from financial institutions and other reporting entities.
- Assist in formulation of Policies, Strategies, Rules, Regulations, Guidelines, etc. in the light of international standards and best international practices.
- Assist in coordination with various reporting entities, law enforcement agencies, regulatory bodies, Government departments, national / international stakeholders, etc.
- Assist in review of the AML/CFT related laws, rules, regulations, notifications, etc.
- Assist in formulation of FMU's Business Development Plan, HR Policies & related issues.
- Perform any other work that may be assigned.

Eligibility Criteria

- **Academic Qualification:** Post graduate or Equivalent degree (16 years of education) in Business Administration / Public Administration / Finance / Accounting / Commerce / Economics or related field with at least Second Division or equivalent CGPA from a local or foreign university or institution recognized by HEC or awarded with Final Examination Certificate from ICMAP / ICAP / Membership of ACCA.
- **Experience:** Functional & applied experience of 2 years preferably in the Financial Sector.
- **Age:** 25-35 years (as of closing date).
- **Salary:** Pay in the grade FMU-4 (basic pay: 90,140-7,600-226,940) along with admissible allowances, health insurance facility and other benefits.

2. Assistant Director (Internal Audit & Controls) (FMU-4): 01 Position

Job Responsibilities:

- Internal audit of various payments and processes.
- Liaise with the Government Audit Teams during and after Audit of affairs of FMU.
- Prepare and coordinate responses on Internal Audit and Government Audit queries.
- Planning, organizing, and carrying out the internal controls function including the preparation of an audit manual and plan.
- Conducting risk assessment of all departments.
- Identifying risk management issues and internal controls deficiencies.
- Evaluating compliance with existing policies and procedures, identifying and proposing modifications as needed.
- Identifying areas of strengths and weaknesses and engage in continuous staff development for the best practices.
- Reviewing the responses to internal and external auditors' observations to ensure that recommendations are implemented and ensure that all action items are resolved.
- Perform any other work that may be assigned.

Eligibility Criteria

- **Academic Qualification:** Post graduate degree or Equivalent degree (16 years of education) in Business Administration / Public Administration / Finance / Accounting / Commerce / Economics or related field with at least Second Division or equivalent CGPA from a local or foreign university or institution recognized by HEC or awarded with Final Examination Certificate from ICMAP / ICAP / Membership of ACCA.
- **Experience:** Functional & applied experience of 2 years in Audit / Controls / Compliance, preferably in the Financial Sector.
- **Age:** 25-35 years (as of closing date).
- **Salary:** Pay in the grade FMU-4 (basic pay: 90,140-7,600-226,940) along with admissible allowances, health insurance facility and other benefits.

3. PS to DG FMU (FMU-4): 01 Position

Job Responsibilities:

- Provide secretarial services to Director General-FMU.
- Receive cases for approval, and timely delivery of the cases to respective divisions.
- Sort, maintain and compile incoming mail/documents and timely putting up the same to supervisor.
- Attend and place calls, and proper recording and delivery of messages.
- Maintain DG's office record and ensure confidentiality.
- Perform any other work that may be assigned.

Eligibility Criteria

- **Academic Qualification:** Second Division Bachelor's degree recognized by HEC with a Secretary course, good command in typing, shorthand at least 40 words per minute.
- **Experience:** At least 2 years of relevant experience.
- **Age:** 23-35 years (as of closing date).
- **Salary:** Pay in the grade FMU-4 (basic pay: 90,140-7,600-226,940) along with admissible allowances, health insurance facility and other benefits.

4. Junior Officer -Analysis (FMU-3): 02 Position

Job Responsibilities:

- Assist in the Analysis of Suspicious Transaction Reports (STRs) / Currency Transaction Reports (CTRs)
- Record keeping and gathering information from reporting entities.
- Assist in coordination with various reporting entities, law enforcement agencies, regulatory bodies, Government departments, national / international stakeholders, etc.
- Perform any other work that may be assigned.

Eligibility Criteria

- **Academic Qualification:** Bachelor degree (minimum 14 years education) in Business Administration / Public Administration / Finance / Accounting / Commerce / Economics or related field with at least second class or equivalent CGPA from a local or foreign university or institution recognized by HEC.
- **Experience:** Preferably 2 years
- **Age:** 22-35 years (as of closing date).

Salary: Pay in the grade FMU-3 (basic pay: 56,140-4,520-191,740) along with admissible allowances, health insurance facility and other benefits.

5. Junior Officer (Finance & Administration) (FMU-3): 01 Position

Job Responsibilities:

- Preparation of Annual/Quarterly Budget
- Preparation of payment vouchers
- Preparation of final accounts and reconciliation with NBP and AGPR
- Preparation of tax challans and submission in Govt. Treasury
- Filing Tax Returns of FMU
- Preparation of cheques and liaison with AGPR
- Maintenance of training, leave, personal record, etc.
- Perform any other work that may be assigned.

Eligibility Criteria

- **Academic Qualification:** Bachelor degree (minimum 14 years education) in Business Administration / Public Administration / Finance / Accounting / Commerce / Economics or related field with at least second class or equivalent CGPA from a local or foreign university or institution recognized by HEC.
- **Experience:** Preferably 2 years
- **Age:** 22-35 years (as of closing date).
- **Salary:** Pay in the grade FMU-3 (basic pay: 56,140-4,520-191,740) along with admissible allowances, health insurance facility and other benefits.

Application Procedure

Written Test

The candidates meeting the eligibility criteria are required to register themselves with the Open testing Service (OTS) for appearing in the written test.

Registration with OTS

- Interested eligible candidates shall register themselves with OTS by filling the form available on web portal at OTS website (www.ots.org.pk);
- Candidate can take printout of the online filled application form along with deposit slip;
- Deposit test fee of Rs. 140/- (Rupees One Hundred Forty Only) through deposit slip at any online branch of HBL, ABL, BAFL or HMB.
- Send signed application form along with original deposit slip, Attested Copies of CNIC, Domicile Certificate and 3 passport size photographs to “Manager Operations (OTS), Office No.01, Central Avenue Road, Bahria Town Phase 6, Islamabad” within **Fifteen (15) days from the date of publication of advertisement.**
- OTS or FMU will not be responsible for late receipt of applications sent through post/courier. Applications submitted in person will not be entertained. Applications sent directly to FMU in contravention of the prescribed procedure will not be entertained.
- OTS will announce the result at its website and will send the result slip via email to the candidates.

Post Test Application Procedure

- After announcement of written test result by OTS, the eligible candidates who qualify OTS test will be informed by OTS to apply for the respective position at FMU. The application form with detailed instructions will be available at FMU’s website (www.fmu.gov.pk).
- All appointments shall be made in compliance with prescribed regional/provincial quota requirements.
- General relaxation in age has already been provided; however, any further age relaxation shall be considered as per prevailing Federal Government Policy.
- The candidates currently employed with Federal / Provincial Government / Semi-Government / Autonomous Bodies are required to send their applications through proper channel.
- No TA/DA shall be admissible for appearing in the Test/Interview.

Deputy Director (F&A)
Financial Monitoring Unit (FMU), Government of Pakistan

MISINFORMATION AND ANY ATTEMPT TO INFLUENCE THE SELECTION PROCESS WILL BE CONSIDERED A DEFINITE DISQUALIFICATION, EVEN IF THE CANDIDATE IS OTHERWISE QUALIFIED.