



Sindh Education Foundation

Government of Sindh



The Sindh Education Foundation (SEF) was established under the Sindh Education Foundation Act, 1992 as a semi-autonomous organization with a mandate to support education in the province through multifarious interventions. Since its inception, the Foundation has made efforts to increase access to quality education for the students across Sindh especially those in the remote and under developed regions of the province.

SITUATIONS VACANT

SEF is inviting applications from dynamic and highly motivated candidates to fill-in the following positions at Head Office, Karachi on Contractual basis as per given qualification and experience:

S #	DETAILS
1	<p>Deputy Managing Director</p> <p>Qualification:</p> <ul style="list-style-type: none"> The candidate must possess at least Master's degree in Economics/ Social Sciences, MBA/ MPA from a reputable University having minimum 2nd division. Any foreign degree in the field of Management will be an added advantage. Excellent interpersonal, communication and IT (MS office) skills are required. Serving civil servants in BS-19/20 with Master's degree in any discipline may apply with NOC from the concerned Government Department. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 20 years of work experience in the public sector organization and at least 10 years of serving in senior position with demonstrable knowledge of administration, financial management, internal and regulatory compliances. Experience of working in a statutory/autonomous organization and conduct of business through the Board will be an added advantage. Serving civil servants in BS-19/20 must possess at least 15 years work experience. Managing large portfolios of Programs/Projects in public sector will be an added advantage. <p>Age: Minimum 45 years and Maximum 62 years</p> <p>Contract Period: Three (03) years extendable upto another two (02) years subject to annual performance review.</p> <p>Salary and other perks: SEF Pay Group 14 (PKRs. 277,375/- per month with annual increment) and official vehicle with fuel. In case of Civil Servants; last pay drawn with admissible allowances. Any other perks, privileges and allowances as approved by the Board.</p> <p>Job Description:</p> <ul style="list-style-type: none"> To lead all the Departments of the Foundation. To lead and manage the secretariat of the Foundation. To be responsible for the business of the Board and Executive & Finance Committee. To lead the monitoring and evaluation function and ensure transparency in the process. To lead and guide the process for establishing digital platform and automation. Coordination within the Head Office and with Regional Offices. Any other task assigned by the management / Board.
2	<p>Director (Finance, Audit, and Accounts)</p> <p>Qualification:</p> <ul style="list-style-type: none"> The candidate must be CA / ACMA/ ACCA/ M. Com/ MBA (Finance). Candidate having specialized certification in Finance and Accounts with knowledge of accounting related software will be given preference. Excellent Communications skills and IT (MS Office and ERP) are required. Serving civil servants in BS-18/19 with Master's degree in any discipline may also apply with NOC from the concerned Government Department. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 10 years of demonstrable work experience in the relevant field while serving on a senior position. Candidate having knowledge of public sector financial, audit and accounts procedures, rules and regulation will be given preference. <p>Age: Maximum 45 years</p> <p>Contract Period: Three (03) years extendable upto another two (02) years subject to annual performance review.</p> <p>Salary and other perks: SEF Pay Group 13 (PKRs. 237,500/- per month with annual increment) and official vehicle with fuel. In case of Civil Servants; last pay drawn with admissible allowances. Any other perks, privileges and allowances as approved by the Board.</p> <p>Job Description:</p> <ul style="list-style-type: none"> Lead day-to-day computerized and manual accounting cycle. Lead, analyze and present financial plan/reports in an accurate and timely manner for the senior management/Board. Lead the annual budgeting and planning process in consultation with management. Management of Foundation's cash flow and forecasting. Management of internal controls, government audit and tax functions. Manage the grants and sanctions with all the bank accounts of the Foundation.

Note for applicants

- The recruitment process is strictly merit based; any attempt to influence the process will result in immediate disqualification of the candidate(s);
- Applications sent through courier/fax or sent in person will not be considered.
- All degrees must be recognized by the Higher Education Commission (HEC);
- Upper age relaxation will not be allowed;
- Only the shortlisted candidates will be called for interview in person or online;
- No TA/DA will be offered/allowed.

How to Apply

- Interested candidate(s) who meet(s) the stipulated terms / criteria can apply by submitting the application(s) at www.affco.com.pk/Recruitment
- Deadline for submission of applications is **January 15th, 2021**