



**Karachi Mobility Project
Sindh Mass Transit Authority (SMTA)
Transport & Mass Transit Department
Government of Sindh**



HIRING OF INDIVIDUAL SPECIALIST

Applications are invited from highly qualified candidates of the following vacant positions purely on contract basis for a period of one (01) year extendable on satisfactory performance in the Sindh Mass Transit Authority for the Karachi Mobility Project BRT-Yellow Line.

Position: Communication Specialist — (One Position)

Qualification: Master degree in Journalism, Public Relation, Mass Communication or related field from a HEC recognized university.

- Foreign qualification will be considered and added advantage.
- Specialized training — communication, journalism, mass media, public relations, IT, Planning, Strategies or any other skills considered relevant for the position.

Experience:

- Active affiliations — membership of recognized industry or professional organization.
- At least 5 years of post-qualification relevant experience including a minimum of 2 years of experience in a similar role is highly desirable. Relevant international work experience will be considered an added advantage.

Position: Financial Management Specialist — (One Position)

Qualification: A Civil servant from Pakistan Audit & Accounts Services (PAAS), FPOE (Final Passing Out Exam) qualified from the department of auditor general of Pakistan and serving in BPS 18-19. CA, CMA, ICMA, ACCA or MBA Finance Degree, Masters in Accounting & Finance, or MS Finance, or M.Com shall be accorded due weightage.

- 08 years relevant experience in financial management with background of accounting and finance consulting services & goods, audit or accounts, after acquiring stipulated qualifications.
- Good communication skills and have experience of working with Finance Departments / Division, Auditor General of Pakistan Office, Office of Accountant General and Planning Department / Commission.
- Prior experience of working in donor funded and public sector projects will be accorded due weightage.
- Demonstrated computer skill-proficiency in using MS Office (Word, Excel and PowerPoint).

- NO TA/DA will be admissible to the candidates called for interview. Only shortlisted candidates will be called for interview.
- The scope of work and detailed TORs of said positions can be obtained from the office address mentioned below and same are also available on smta.sindh.gov.pk
- Interested candidates may submit their applications in the form of covering letter along with CV and supporting documents through courier to Project Director Karachi Mobility Project BRT-Yellow Line on the address mentioned below latest by **25th March, 2024** during office hours.
- Other public sector employees can also apply through proper channel.
- Maximum age limit is 50 years. We are equal opportunity employer, women are encouraged to apply.
- SMTA reserves the right to cancel entire recruitment process at any stage without mentioning the reason.
- The successful candidates will be offered market-based remuneration package.

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PROJECT DIRECTOR
Karachi Mobility Project, BRT-Yellow Line Sindh Mass Transit Authority (SMTA)
D-43/1, Shakra-e-Ghalib, Lane 3, Block 2, Clifton, Karachi
Tel: 021-99332207-8



TRANSPORT & MASS TRANSIT DEPARTMENT
GOVERNMENT OF SINDH

COMMUNICATION SPECIALIST

TITLE:

Communication Specialist

NUMBER OF POSITION (s):

01 - Contract

REPORT TO:

Project Director, KMP

BACKGROUND:

Sindh Mass Transit Authority (SMTA) was established in October 2016 under the Sindh Mass Transit Authority Act, 2014. The Authority was created with the purpose of planning, developing, operating, maintaining and regulating mass transit systems in the Province of Sindh. Its core function is to provide safe, efficient, affordable, sustainable and reliable mass transit systems.

SMTA will embark on the implementation of the Karachi Mobility Project (KMP) with financing support from the World Bank. KMP includes primarily the construction of a BRT corridor along Korangi Road (Yellow BRT Corridor). The Corridor connects Karachi's southeast suburbs, characterized by dense industrial and residential land uses, with the city's central business district with thriving and dynamic commercial, institutional, cultural, and religious activities.

The SMTA intends to recruit a Communication Specialist (CS) to lead the Procurement aspects of KMP as part of its Project Management Team (PMT). The PMT will consist of appropriate experts to effectively manage and implement the project. A Project Director (PD) will be appointed to lead the PMT. The CS will report to the PD -KMP (Yellow BRT Corridor Project).

The Communication specialist will be responsible for all communication and public relations activities and will provide strategic advice and support regarding media, relation with public and clients and corporate communication.

JOB DUTIES / KEY RESPONSIBILITIES:

The major areas of responsibility for the Communication Specialist include:-

- Ensure that Sindh Mass Transit Authority communications are effective, targeted and credible internally and externally to its staff, public transport users, government departments and its stakeholders;

- Developing and implementing strategies for Sindh Mass Transit Authority and to raise Sindh Mass Transit Authority media profile;
- Create content to support Sindh Mass Transit Authority business objectives;
- Strengthen Sindh Mass Transit Authority role as a trusted voice on providing first class transport services; and
- Deliver on Sindh Mass Transit Authority emerging communications needs and requirements.
- Coordinate with Communications personnel of similar projects to learn from their experiences and draw synergies. Keep regular contact with Communications personnel from World Bank's Karachi-focused projects to ensure that the messaging is consistent and aligned with the Karachi Transformative Strategy.

KEY TASKS

- Identifying all major stakeholders related to the system and maintaining a contact directory;
- Preparing, implementing and evaluating Sindh Mass Transit Authority communications strategy;
- Developing and articulating the key messages related to the system;
- Preparing outreach materials to communicate key system messages with different stakeholders, including the news media, public transport users, and the public;
- Managing and directing information sessions with the key stakeholder groups;
- Preparing and disseminating press releases;
- Prepare communication materials including the Sindh Mass Transit Authority monthly newsletter, sector bulletins, brochures and promotional material;
- Lead and monitor implementation of Sindh Mass Transit Authority style guide for all external and (where appropriate) internal communications materials;
- Contribute to the development and delivery of communication strategies for events, forums and policy submissions;
- Managing contents of Sindh Mass Transit Authority website and social media accounts;
- Keep project teams informed of political economy developments and media conversations that may affect the project's operating environment;
- Maintaining professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies; and performing other such duties that may be assigned from time to time.

POSITION REQUIREMENTS:

Education and Experience

- Master's degree in Journalism, Public Relations, Mass Communication or related field from a HEC recognized university.
- Foreign qualification will be considered an added advantage.

- Specialized Training – communication, journalism, mass media, public relations, IT, planning, strategies or any other skills considered relevant for the position.
- Active affiliations – membership of recognized Industry or Professional Organizations.
- At least 5 years of post-qualification relevant experience including a minimum of 2 years of experience in a similar role is highly desirable. Relevant International work experience will be considered an added advantage.

CORE COMPETENCIES

- Demonstrated experience of preparing and implementing of communication strategies, newsletter, sector bulletins, brochures and promotional material
- Extensive experience of Public Relations in a large organization including experience of securing media coverage.
- Experience of managing web site and social media as an effective tool for communication for an organization.
- Ability to handle media queries and respond accordingly.
- Ability to deal politely and tactfully with colleagues and stakeholders.
- Experience of working under pressure and to tight deadlines within a team environment.
- Well-presented and business-like.

DURATION AND LOCATION

Duration of position is One year. The assignment will be located in Karachi, Pakistan.



TRANSPORT & MASS TRANSIT DEPARTMENT
GOVERNMENT OF SINDH

FINANCIAL MANAGEMENT SPECIALIST (FMS)

TITLE: Financial Management Specialist (FMS)
NUMBER OF POSITION (s): 01 - Contract
REPORT TO: Project Director, KMP

BACKGROUND:

Sindh Mass Transit Authority (SMTA) was established in October 2016 under the Sindh Mass Transit Authority Act, 2014. The Authority was created with the purpose of planning, developing, operating, maintaining and regulating mass transit systems in the Province of Sindh. Its core function is to provide safe, efficient, affordable, sustainable and reliable mass transit systems.

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SMTA intends to recruit a Finance Manager to lead the Financial Management aspects of KMP as part of its Project Management Team (PMT). The PMT will consist of appropriate experts to effectively manage and implement the Project. A Project Director (PD) will be appointed to lead the PMT. The Finance Manager will report to the PD -KMP (Yellow BRT Corridor Project)

JOB DUTIES / KEY RESPONSIBILITIES:

General Management and Leadership

- Liaise with internal SMTA staff and the World Bank on all aspects of project's financial management.
- Conduct trainings for the project staff and other relevant government officials on the importance of financial management and educating staff on financial responsibilities.
- Keep abreast the Project Director with the latest developments and issues in project's financial management and provide suggestion to the best possible option.
- Assist the Procurement Specialist in designing job descriptions for staff in Finance team and selection of suitable applicants, when needed.
- Open (when needed), maintain and be joint signatory of assignment account (s) in accordance with revolving fund account procedures issued by Ministry of Finance (Finance Division), Federal Government, as adopted by Government of Sindh.
- Liaise with Director General Audit Sindh, to timely conduct financial statements audit of the project

Budgeting and Planning

- Assist Project Director in preparation of annual work plans; and based on which prepare annual Cash Plans.

- Assist Project Director, by all means, in the approval of annual work plan from the Project Steering Committee.
- Upload annual budget on National FMIS/ SAP; compare actual performance against the budget and underline weak performing areas for attention of Project Director.
- Prepare annual, quarterly and semi-annually disbursement forecasts for all components of the project in line with project's procurement plan and Work Plan/Cash Plan.

Funds Management

- Prepare request for authorization of signatories to sign Withdrawal Applications, IFR and/or correspond with the World Bank. Ensure confirmation in this regard is received from the World Bank.
- Prepare realistic cash forecasts on quarterly basis in coordination with the project team and submit to the World Bank for advance and replenishment of advance, once allowed.
- Prepare and process withdrawal application in accordance with the Bank's Disbursement Guidelines for drawing funds from the assignment account(s) opened for the project
- Track funds and follow up with National Bank of Pakistan and the World Bank to ensure timely credit of funds into the project's assignment account(s).

Expenditure/Payment Processing

- Ensure compliance with internal control framework of the government and the respective rules and procedures while processing payments.
- Analyze, plan, design, implement, and monitor a system to augment internal controls in line with best practices in the process of payment and expenditure management.
- Apply pre-audit checks on all payments before payment from the assignment account(s) including budget availability, sanction of competent authority and compliance with applicable financial rules & regulations.
- Ensure that No Objection Letter (NOL) is obtained from the Bank for every prior review activity before processing any payment.
- Prepare request for payment and forward to Project Director for approval after fulfilling all codal formalities.
- Ensure that only eligible payments are forwarded Project Director's approval and drawing funds from the assignment account.
- Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders.

Accounting and Record Management

- Record all transactions timely and accurately in the books of accounts (both in Pak Rupees and US\$) and ensure that no expenditure remained unaccounted.
- Maintain accounts on cash basis as per government accounting procedure i.e. New Accounting Model.
- Maintain PIFRA SAP R/3 (National FMIS) software to be implemented at the project.
- Oversee the process of entering transaction level data in National FMIS.
- Ensure up-to-date maintenance of adequate registers, books of accounts and records in appropriate order and format to meet the government and World Bank's requirements and to facilitate classification and analyzing the financial information for monitoring the project progress.
- Prepare supplementary record, which provides timely and up-to-date financial information of contracts.
- Maintain imprest /petty cash account (where applicable) and ensure maintenance of separate petty cash book and petty cash vouchers in compliance with petty cash SOPs as approved by the government from time to time.

- Prepare monthly bank reconciliation statements of assignment account both in Pak Rupee and US\$.
- Reconcile the expenditure on government prescribed format with the office of Accountant General on monthly basis.
- Be the payroll manager and process monthly payroll of project employees. Ensure proper payroll controls are applied and the payments are made directly in the Bank accounts.
- Prepare and process monthly project payroll and submit to Project Director for approval prior to making any payment under salaries.
- Ensure that the fixed assets records are maintained for the project identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating the records.
- Ensure safe custody of all financial records for review by Bank Missions, third party monitoring agents; and external & internal auditors.
- Prepare Budget Execution Reports for Eligible Expenditure Programs.
- Track expenditure incurred by Local Councils on eligible investments from PBGs for reporting to World Bank.

Financial Reporting

- Track expenditure incurred by Local Councils on eligible investments from PBGs for reporting to World Bank.
- Prepare quarterly financial reports and submit to Project Director and Bank in a timely fashion for review and approval.
- Generate financial reports from National FMIS that includes information on budget execution under Eligible Expenditure Programs and the Technical Assistance Component.
- Ensure that annual financial statements and other monthly and quarterly reports as specified under the Financing Agreement and as per recommended/suggested by Bank supervision missions are accurately prepared and timely submitted – annual financial statements to be prepared in accordance with Cash Basis IPSAS ‘Financial Reporting under Cash Basis of Accounting’.
- Prepare annual financial statements as per Cash Basis IPSAS and submit to the Auditors within two months of the close of the financial year.
- Define and produce other financial reports, as and where required on utilization of funds to facilitate Project Director in decision-making process.
- Ensure that all government financial reporting requirements are complied with:
 - a. Specifically monthly financial reports to AG Office and regular/ timely reporting in SAP.
 - b. Schedule of Cheque to be prepared, submitted to Project Director for sign off and onward submission to NBP and following up on outstanding/ un-cleared cheque
 - c. Statement of Receipts and Payment as per CoA prepared and submitted to Project Director.
 - d. Prepare Grant Disbursement Estimates (Budget and Revised) on EAD format and submit to Project Director for onward submission to EAD on annual basis.

Audit

- Make arrangements for timely initiation and completion audit of project and ensure that report produced is in compliance with audit requirements of the Government and the World Bank.
- Ensure that the project is adequately reflected in audit plan of internal auditors and that internal audit is periodically conducted in accordance with the internal audit plan. Liaison as focal person for conducting internal audit activity.

- Cooperating with World Bank, Government and other partners to improve project financial management, particularly in terms of following up the action points agreed in the project legal documents, during the World Bank supervision missions, Aide Memoires and the recommendations of external auditors and internal auditors.
- Attend entry and exit meetings with external auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions for holding tripartite meetings and coordinating with various units of project office in settling audit observations.

Prepare working papers on audit observations raised by external auditors and arrange to convene Departmental Accounts Committee (DAC) meeting to settle the audit observations to the extent legally and logically possible

POSITION REQUIREMENTS:

Qualification and Experience

- A civil servant from Pakistan Audit and Accounts Service (PAAS), FPOE (Final passing Out Exam) qualified from the Department of Auditor General of Pakistan and serving in BPS-18-19. CA, CMA, ICMA, ACCA or MBA (Finance) degree, Master's Degree in Accounting and Finance, or MS Finance, or a M.Com. CA, CMA, ICMA, ACCA shall be accorded due weightage.
- 8 years' relevant experience in Financial Management with background of accounting and finance consulting services and goods. audit or accounts, after acquiring stipulated qualifications.
- Good communication skill and have experience of working with Finance Department/Division, Auditor General of Pakistan Office, Office of Accountant General and Planning Department/Commission.
- Prior experience of working in donor funded and public sector projects will be accorded due weightage.
- Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point)

DURATION AND LOCATION

Duration of position is One year. The assignment will be located in Karachi, Pakistan.