



PAKISTAN MEDICAL COMMISSION ISLAMABAD

Career Opportunities

National Medical Authority, Pakistan Medical Commission invites applications from eligible candidates for the following roles on contract basis. We offer market based competitive remuneration packages.

No.	Designation	Minimum Qualification	Experience
1	Manager (Corporate Accounting) (1)	ACA/ACMA or CA/CMA Finalist	Minimum Experience of 5 years in case of ACA/ ACMA ORCA/CMA Finalist with 10 years of experience as Senior Manager or Manager Corporate Accounting. - Hands on experience of preparation of monthly accounts, reconciliations, management of receivables/ payables and preparation of payroll etc. - Already working with a regulatory authority would be a plus. Maximum Age limit 50 years.
2	Manager (Finance/Budgeting & Planning) (1)	ACA/ACMA or CA/CMA Finalist	Minimum Experience of 5 years in case of ACA/ ACMA ORCA/CMA Finalist with 10 years of experience as Senior Manager or Manager Finance/Budgeting & Planning. - Hands on experience with preparation of budgets & planning, dealing with banks, financial modeling of revenue, OPEX/CAPEX. - Already working with a regulatory authority would be a plus. Maximum age limit 50 years.
3	Assistant Manager (Taxation & Sales Tax) (1)	CA/CMA Finalist / MBA (Finance) / M. Com	Minimum Experience of 8 years as Deputy / Assist. Manager in a CA firm or in industry handling tax and sales matters independently. - Hands on experience of handling tax and sales matters independently. - Filing tax and sales tax returns and dealing with relevant authorities. Maximum age limit 40 years.
4	Assistant Manager (Receivables/Payables) (1)	CA/CMA Finalist / MBA (Finance) / M. Com	Minimum Experience of 8 years of experience as Deputy/ Assistant Manager - Preparation of monthly accounts, managing receivables/ payables, monthly reconciliations of receivables/ payables and aging etc. Maximum age limit 40 years.
5	Assistant Manager (Operations & Reconciliations) (1)	CA/CMA Finalist / MBA (Finance) / M. Com	Minimum Experience of 8 years of experience as Deputy/ Assistant Manager. - Preparation of monthly accounts, oversee operations, reconciliations of monthly accounts, confirmation of receipts, refund confirmation of excess fee paid by member/ students etc. Maximum age limit 40 years.
6	Assistant Manager (Finance/Budget & Planning) (1)	CA/CMA Finalist, MBA (Finance), M. Com	Minimum Experience of 8 years of experience as Deputy Assistant Manager. - Oversee banking operations, preparation of financial reports, annual/quarterly budgets and ensure that expenditure are within the approved budget limits. - Liaison with other divisions to collect budget information and assemble the data. - Hands on experience in financial modeling of revenue and OPEX/CAPEX. Maximum age limit 40 years.
7	Treasury Officer (1)	CA/CMA Inter, MBA (Finance), M. Com	Minimum Experience of 8 years of experience as Treasury officer. - Oversee banking operations, preparation of fund management reports. - To ensure that funds are placed to maximize the benefits of PMC and as per investment policy. Maximum age limit 40 years.
8	Accounts Officer (Receivables/Payables) (1)	CA/CMA Inter, MBA (Finance), M. Com	Minimum Experience of 5 years of experience as Accounts Officer. - Manage receivables and payables accounts. Ensure all data is properly recorded on daily basis. - Monthly reconciliation of receivables/ payables. Maximum age limit 40 years.
9	Accounts Officer (Reconciliations/Operations) (1)	CA/CMA Inter, MBA (Finance), M. Com	Minimum Experience of 5 years of experience as Accounts Officer. - Preparation of monthly accounts, operations, reconciliations of monthly accounts, confirmation of receipts, refund confirmation of excess fee paid by member/ students etc. Maximum age limit 40 years.
Core Competencies & Skills required for the above mentioned designations/roles.			<ul style="list-style-type: none"> - Time Management: Ability to manage and complete time bound tasks. - Communication Skills: Excellent communication & presentation skills. - Problem Solving & Decision Making skills. - Hands on experience of working in ERP environment. - Proficient in MS Office.

- Appointments shall be made purely on merit on contract basis.
- Candidates who meet the eligibility criteria are invited to apply by downloading & completing the Application Form available on PMC's Official website Careers Section.
- Please send the completed application form, updated CV/resume and a copy of CNIC to **HR Department, Pakistan Medical Commission, Mauve Area, G-10/4, Islamabad, Pakistan**
- Applications without the completed Application Form shall be **rejected**.
- Only **shortlisted** candidates will be contacted. No TADA will be paid.
- Application Deadline: **March 19th, 2021.**

We are an equal opportunity employer

HR Department,
Pakistan Medical Commission
Mauve Area, G-10/4, Islamabad, Pakistan.
www.pmc.gov.pk

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