



FINANCIAL MONITORING UNIT (FMU)
EXCELLENT CAREER OPPORTUNITIES

Financial Monitoring Unit (FMU), an autonomous body of the Federal Government, mandated under the Anti-Money Laundering Act, 2010 to perform as the Financial Intelligence Unit (FIU) of Pakistan – a central agency in the AML/CFT regime of Pakistan. FMU requires services of competent personnel against following posts to be filled through the Institute of Bankers Pakistan (IBP):

Post & Grade	No. of Posts	Domicile	Eligibility Criteria
Assistant Director (FMU-2)	4	Merit: 01 Punjab (including ICT): 01 Khyber Pakhtunkhwa: 02	<u>Academic Qualification:</u> Masters or Bachelors degree or equivalent (16 years' education) in Business Administration / Public Administration / Finance / Accounting / Commerce / Economics / Statistics with at least second division (50% or CGPA: 1.80/4.00 or 2.80/5.00) from local/foreign institution recognized by HEC OR awarded with Final Examination Certificate from ICMAP / ICAP / Membership of ACCA. <u>Age:</u> 25-35 years (as of closing date) <u>Experience:</u> Functional & applied experience of 2 years as of closing date preferably in the Financial Sector / Accounts & Finance / HR / Legal areas.
Junior Officer (FMU-1)	6	Punjab (including ICT): 04 Khyber Pakhtunkhwa: 01 Balochistan: 01	<u>Academic Qualification:</u> Bachelors degree (minimum 14 years' education) in Business Administration / Public Administration / Finance / Accounting / Commerce / Economics / Statistics with at least second division (50% or CGPA: 1.80/4.00 or 2.80/5.00) from local/foreign institution recognized by HEC. <u>Age:</u> 22-35 years (as of closing date) <u>Experience:</u> Preferably 2 years
Junior Officer (FMU-1) – IT	2	Merit: 01 Sindh (U): 01	<u>Academic Qualification:</u> Bachelors degree (minimum 14 years' education) in Computer Sciences / Computer Systems / Engineering / Electronics / Telecommunication / Management Information System / Communication Technology / Information Technology / Electronics with at least second division (50% or CGPA: 1.80/4.00 or 2.80/5.00) from local/foreign institution recognized by HEC. <u>Age:</u> 22-35 years (as of closing date) <u>Experience:</u> Preferably 2 years

- Further details regarding job responsibilities and application procedure can be seen at FMU website (www.fmu.gov.pk) and IBP website (www.ibp.org.pk).
- Interested candidates meeting the above eligibility criteria are required to visit IBP website and apply ONLY through IBP within 15 days from the date of publication of this advertisement. Applications to appear in Test are NOT to be submitted directly to FMU; such applications will not be entertained.
- The candidates may apply for more than one position if consider themselves eligible.
- The candidates qualifying IBP test will subsequently be informed by IBP to separately apply for the respective positions at FMU.
- General age relaxation has already been provided in the eligibility criteria; however, any further age relaxation shall be considered as per Federal Government Policy.
- The candidates currently working in Federal / Provincial Government / Semi-Government / Autonomous Organization should send their applications through proper channel.
- No TA/DA shall be admissible for appearing in Test/Interview.

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Financial Monitoring Unit (FMU), Government of Pakistan
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MISINFORMATION AND ANY ATTEMPT TO INFLUENCE THE SELECTION PROCESS WILL BE CONSIDERED A DEFINITE DISQUALIFICATION, EVEN IF THE CANDIDATE IS OTHERWISE QUALIFIED.



FINANCIAL MONITORING UNIT (FMU) EXCELLENT CAREER OPPORTUNITIES

1. Assistant Director (FMU-2): 04 Positions

Job Responsibilities:

The incumbent will be responsible to perform ANY COMBINATION of the following tasks:

- 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.
- Coordinate with the Ministry of Finance regarding preparation, release, consolidation and reconciliation of Annual / Quarterly Budget of FMU.
- Coordinate and reconcile with AGPR and NBP regarding payments to officers, staff, vendors, etc. through Assignment Account.
- Liaise with the Internal Audit and Government Audit Teams during and after Audit of affairs of FMU.
- Prepare and coordinate for responses on Internal Audit and Government Audit queries.
- Income and Sales Tax matters of FMU.
- Preparation of cheques according to guidelines issued by the AGPR from time to time.
- Preparation of various accounts / budget statements for submission to the AGPR and MoF.
- Maintenance of Personal Files of officers and staff.
- Maintenance of office decorum, attendance, leave record, and related administrative matters.
- Conducting various procurements in accordance with the PPR, 2004.

Eligibility Criteria

- **Academic Qualification:** Masters or Bachelors degree or equivalent (16 years' education) in Business Administration / Public Administration / Finance / Accounting / Commerce / Economics / Statistics with at least second division (50% or CGPA 1.80/4.00 or 2.80/5.00) from local/foreign institution recognized by HEC OR awarded with Final Examination Certificate from ICMAP / ICAP / Membership of ACCA.
- **Experience:** Functional & applied experience of 2 years as of closing date preferably in the Financial Sector / Accounts & Finance / HR / Legal areas.
- **Age:** 25-35 years (as of closing date).
- **Domicile:** Merit = 01, Punjab (including ICT) = 01, Khyber Pakhtunkhwa = 02
Salary: Pay in the grade FMU-2 (60,740-5,111-152,740) along with admissible allowances.

2. Junior Officer (FMU-1): 06 Positions

Job Responsibilities:

The incumbent will be responsible to perform ANY COMBINATION of the following tasks:

- Assist in the Analysis of STR / CTR, Record Keeping and related tasks.
- Assist in formulation of Policies, Strategies, Rules, Regulations, Guidelines, etc.
- 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.
- Collection and compilation of data for MER and Action Plans of APG / FATF, etc.
- Extract data from internal database i.e. GoAML for tactical / strategic analysis.
- To look after and ensure accuracy of the data received from reporting entities.
- 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.

Eligibility Criteria

- **Academic Qualification:** Bachelors degree (minimum 14 years' education) in Business Administration / Public Administration / Finance / Accounting / Commerce / Economics / Statistics with at least second class (50% or CGPA 1.80/4.00 or 2.80/5.00) from local/foreign institution recognized by HEC.
- **Experience:** Preferably 2 years
- **Age:** 22-35 years (as of closing date).
- **Domicile:** Punjab (including ICT) = 04, Khyber Pakhtunkhwa = 01, Balochistan = 01
- **Salary:** Pay in the grade FMU-1 (37,820-3,040-129,020) along with admissible allowances.

3. Junior Officer (FMU-1) – IT: 02 Positions

Job Responsibilities:

The incumbent will be responsible to perform ANY COMBINATION of the following tasks:

- Installation and troubleshooting Operating systems (Windows, Windows Server, etc.)
- Data Centre operations (PACs, Environmental Sensors, UPS etc.)
- Undertaking Server maintenance, backup/restore & administration etc.
- Providing Network Support to the end users
- Providing PC/Laptop, Printer related support
- Assist in procurements as per PPR, 2004 and related tasks
- Perform any other task assigned by the management
- Provide support on 24/7 basis when required

Eligibility Criteria

- **Academic Qualification:** Bachelors degree (minimum 14 years' education) in Computer Sciences / Computer Systems / Engineering / Electronics / Telecommunication / Management Information System / Communication Technology / Information Technology / Electronics with at least second division (50% or CGPA 1.80/4.00 or 2.80/5.00) from local/foreign institution recognized by HEC.
- **Experience:** Preferably 2 years
- **Age:** 22-35 years (as of closing date).
- **Domicile:** Merit = 01, Sindh (Urban) = 01.
- **Salary:** Pay in the grade FMU-1 (37,820-3,040-129,020) along with admissible allowances.

Application Procedure

Written Test

The candidates meeting the eligibility criteria are required to register themselves with the Institute of Bankers Pakistan (IBP) for appearing in the written test.

Registration with IBP

- Interested eligible candidates shall register themselves with IBP by filling the form available on web portal at IBP website (www.ibp.org.pk);
- Candidate can take printout of the online filled application form along with deposit slip;
- **Deposit test fee of Rs. 300/- (Rupees Three Hundred Only) through deposit slip at any online branch of HBL, NBP or BAH.**
- Send signed application form along with original deposit slip, CNIC, Domicile Certificate and 3 passport size photographs to “**Examinations Division, The Institute of Bankers Pakistan, M.T Khan Road, Karachi**” not later than **April 18, 2022**.
- IBP 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.
- IBP will announce the result at its website and will send the result slip via email to the candidates.

Selection Procedure

The candidates who qualify the written test conducted by IBP shall be eligible to subsequently apply for the respective post at FMU. The candidates short listed on the basis of merit of written test and available number of vacancies will be invited for further evaluation including Interview before a Selection Committee. Successful candidates will be selected in order of merit subject to the observance of quota as prescribed by the Government of Pakistan.

Post Test Application Procedure

- After announcement of written test result by IBP, the eligible candidates who qualify IBP test will be informed by IBP to apply for the respective position at FMU. The application form with detailed instructions will be available at the 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.

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