

EXCELLENT CAREER OPPORTUNITIES

Financial Monitoring Unit (FMU), an autonomous body of the Federal Government, needs to fill up the following posts through the Institute of Bankers Pakistan (IBP):

Post & Grade	No. of Posts	Domicile	Eligibility Criteria
Assistant Director (FMU-2)	6	Punjab = 3 Sindh(U) = 1 Sindh(R) = 1 Balochistan=1	Academic Qualification: Post graduate degree or equivalent in Business Administration / Public Administration / Finance / Accounting / Commerce / Economics or related field with at least Second Division from a local or foreign university or institution recognized by HEC. Age: 25-35 years Experience: Functional & applied experience of 2 years preferably in the financial sector, accounting or legal area.
PS to DG (FMU-2)	1	Sindh(U) = 1	Academic Qualification: Second Division Bachelor degree recognized by HEC with a Secretary course, Good command in shorthand, typing at least 40 words per minute. Age: 23-35 years Experience: At least 2 years of relevant experience.
Junior Officer (FMU-1)	1	Sindh(R) = 1	Academic Qualification: Bachelor degree in Business Administration / Public Administration / Finance / Accounting / Commerce / Economics or related field with at least Second Class from a local or foreign university or institution recognized by HEC. Age: 22-35 years Experience: Preferably 2 years

- Further details with responsibilities of each post can be seen at FMU website www.fmu.gov.pk and IBP website www.ibp.org.pk. Interested candidates meeting the above criteria are advised to visit the IBP website and apply directly to IBP as per prescribed procedure within 15 days from the date of publication of this advertisement. The candidates qualifying IBP test will have to subsequently apply for respective positions at FMU.
- The candidates currently working in Federal / Provincial / Semi-Government / Autonomous bodies should send their applications through proper channel.
- Candidates will be given age relaxation as per GoP Policy.
- No TA/DA shall be admissible.

Director General
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

Financial Monitoring Unit (FMU), an autonomous body of the Federal Government, requires the services of qualified, motivated and self-starter personnel to strengthen its human resource base. Currently, applications are invited for the following **Karachi based** positions from the candidates who possess the necessary exposure and skills in the stated areas:

1. Assistant Director (FMU-2): 06 Positions

The incumbent will be responsible to:

- 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.
- Prepare and coordinate for responses on Internal Audit and Government Audit queries.

Eligibility Criteria

Academic Qualification: Post graduate degree or equivalent in Business Administration / Public Administration / Finance / Accounting / Commerce / Economics or related field with at least Second Division from a local or foreign university or institution recognized by HEC.

Experience: Functional & applied experience of 2 years preferably in the financial sector, accounting or legal area.

Age: 25-35 years.

Domicile: Punjab = 3, Sindh (Urban) = 1, Sindh (Rural) = 1, Baluchistan = 1

Salary: Salary in the scale of FMU-2 (41,360-3,456-103,560).

2. Personal Secretary to Director General (FMU-2): 01 Position

The incumbent will be responsible to:

- 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 by the DG

Eligibility Criteria

Academic Qualification: Second Division Bachelor degree recognized by HEC with a Secretarial course, Good command in shorthand, typing at least 40 words per minute.

Experience: At least 2 years of relevant experience.

Age: 23-35 years.

Domicile: Sindh (Urban) = 1

Salary: Salary in the scale of FMU-2 (41,360-3,456-103,560).

3. Junior Officer (FMU-1): 01 Position

The incumbent will be responsible to assist in the Analysis of STR / CTR, record keeping and information gathering from reporting entities.

Eligibility Criteria

Academic Qualification: Bachelor degree in Business Administration / Public Administration / Finance / Accounting / Commerce / Economics or related field with at least Second Class from a local or foreign university or institution recognized by HEC.

Experience: Preferably 2 years

Age: 22-35 years.

Domicile: Sindh (Rural) = 1

Salary: Salary in the scale of FMU-1 (25,820-2,070-87,920).

Application Procedure

Written Test

The candidates meeting the above 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 Testing Service Provider as per following procedure:-

- Application form and deposit slip is available at IBP website www.ibp.org.pk
- Take printout of the form along with Fee Deposit Slip.
- **Deposit test fee of Rs. 300/- (Rupees Three Hundred Only) through deposit slip at any online branch of Habib Bank Limited or Allied Bank Limited.**
- Send application form along with original copy of deposit slip, CNIC, Domicile Certificate and 3 passport size photographs to the **Director Examinations, The Institute of Bankers Pakistan Moulvi Tamizuddin Khan (M. T. Khan) Road, Karachi – 74200, Pakistan** not later than **28th January, 2019.**
- Institute of Bankers Pakistan or Financial Monitoring Unit will not be responsible for late receipt of applications sent through post. 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 upload the result at its website as well as send the marks sheets to the candidates after announcement of result.

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 may apply for the respective position at FMU. The application form will be available at the FMU's website www.fmu.gov.pk or can be obtained from FMU's offices. Duly filled in application form along with result sheet issued by IBP, attested copies of all educational documents, experience certificates, CNIC, domicile and 3 passport size photographs MUST reach the following address latest by **15th March, 2019.**
- Applicants must indicate in their CVs the place of Domicile and whether they have a criminal record, were found guilty of misconduct or have pending criminal or misconduct charges. The applicants may be subjected to security clearance.
- Please clearly mark envelop for the "**Position applied for**". Only short listed candidates will be contacted.
- No TA/DA shall be admissible for appearing in the Test/Interview.

- All appointments shall be made in compliance with prescribed regional/provincial quota requirements.
- Relaxation in age is admissible in accordance with the policy announced by the Federal Government.
- The candidates who are currently employed with Federal / Provincial / Semi-Government / Autonomous Bodies should send their applications through proper channel.

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