

(1) Manager Project Appraisal and Management

Position Title: Manager Project Appraisal and Management

Duration: Initially for three years, extendable based on performance.

Location: Islamabad

Reports to: General Manager (Projects & Operation Group)

Scope of Work:

The Manager Project Appraisal and Management, hired full time, will be responsible for appraisal of projects and evaluation and will assist General Manager (Projects & Operation Group) in ensuring to carry out projects in line with applicable policies and rules.

Detailed Tasks:

Specific tasks will include but not be limited to the following

1. Will be responsible for development of project guidelines and help Fund Implementation Partners in ensuring that project documents are submitted accordingly.
2. Appraise the project and get it vetted from a Technical Agency for structural safety and from Gender, Social Safeguard and Environmental perspective and also to work out the contracting details with Procurement Department.
3. Ensure that projects are evaluated by following all applicable laws, procedures, regulations and guidelines in vogue.
4. Any other job assigned by Management from time to time.

Qualification and Experience:

NDRMF is looking for a candidate having:

(i) Master Degree in Engineering / Management or relevant field with experience of Project Management (ii) Minimum 12 years of relevant experience (iii) Excellent written and oral communication in English (iv) Knowledge of MS Office and IT expertise.

(2) Assistant Manager Economic & Financial Analysis

Position Title: Assistant Manager Economic & Financial Analysis

Duration: Initially for three years, extendable based on performance.

Location: Islamabad

Reports to: Manager Project Appraisal & Management

Scope of Work:

The Assistant Manager Economic & Financial Analysis, hired full time, will be responsible for assisting in the economic and financial reviews of concept notes and funding proposals, analysis of the budgets and financial information of the proposed projects, support the finalization of the term sheets and funded activity agreement (FAA), including the fulfillment of the relevant conditions for the effectiveness of the Funded Activity Agreements

Detailed Tasks:

Specific tasks will include but not be limited to the following

1. Monitor and track the conditions and covenants agreed on the approved funding proposals and lead the coordination for the clearance of such conditions and finalization of the FAAs to effectiveness and/or first disbursement;
2. Coordinate with economic & financial evaluation consultants/ resource persons for the economic and financial cost-benefit analysis of public sector projects and programmes. This includes supporting in formulation of the technical feedback on the funding proposals submitted and inputs for the assessment;
3. Support the review of the funding proposal and Funding Activity Agreements (FAAs). This implies interacting with the relevant specialists and reviewers, legal unit and accredited entities to assure timely deliveries; and
4. Support any additional analytical and operational tasks as assigned line manager.

Qualification and Experience:

NDRMF is looking for a candidate having:

(i) Freshly qualified economist/ chartered accountant from ICAP or equivalent; (ii) understanding of DRM tools and policies; and (iii) understanding of government and development partner's policies and procedures.