

## Terms of Reference

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| <b>Position</b>                      | <b>Additional Joint Director – Funds Management Department</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Department/Division</b>           | <b>Funds Management Department - Specialized Companies Division</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Number of positions</b>           | 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Nature of Employment</b>          | Regular                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Location</b>                      | Islamabad                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Duties and Responsibilities</b>   | <ul style="list-style-type: none"> <li>Identify and develop key policy areas, especially those relating to Fund Management NBFCs individually or as part of the policy team</li> <li>Conduct analysis of industry trends, key statistics, risk indicators, market developments, and regulatory impact assessments</li> <li>Effective engagement and consultation with internal and external stakeholders for policy and regulation making</li> <li>Evaluate product structuring proposals and constitutive documents for regulatory approval and compliance with applicable rules and protection of investor interests</li> <li>Develop proposals for reforms for market development and investor protection including drafting of regulatory amendments</li> <li>Provide support on day-to-day operational work e.g. processing financial product approvals, reviewing and processing regulatory relief applications etc.</li> </ul> |
| <b>Qualification</b>                 | <ul style="list-style-type: none"> <li>Masters/ Bachelor's degree (Equivalent to 16 years of education) in Business Administration, Finance, Accounting, or any other related disciplines from HEC recognized reputable University/Institute along with CFA Charter.</li> <li>or</li> <li>Professional qualification equivalent to Master's/ Bachelor's Degree (16 years of education) along with CFA Charter.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Post Qualification Experience</b> | <ul style="list-style-type: none"> <li>Minimum 08 years of post-qualification experience, which must include at least 2 years with a financial sector regulator.</li> <li>For qualified Chartered Accountants, the articleship period will be considered part of the requisite experience.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Age Limit</b>                     | <ul style="list-style-type: none"> <li>Maximum age should not exceed 45 years on the last date of submission of application.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Functional/Technical Skills</b>   | <ul style="list-style-type: none"> <li>Candidate to have qualification /experience and understanding of Fund Management industry, products, systems, procedures in order to develop regulatory policy measures.</li> <li>Understanding/Knowledge of regulatory environment pertaining to (Fund Management) would be considered an asset.</li> <li>Strong analytical and research skills</li> <li>Strong report writing skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Soft Skills</b>                   | <ul style="list-style-type: none"> <li>Strong communication skills and interpersonal skills</li> <li>Decision-making and Analytical problem solving</li> <li>Adaptability and planning</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |