

Terms of Reference (TORs)

Position	Assistant Director – Category D (01 Position)
Division	Supervision Division
Department	Brokers, Capital Market Infrastructure Institution (CMIIs) and Market Surveillance Department
Nature of Employment	Regular
Location	Islamabad
Duties and Responsibilities	<ul style="list-style-type: none"> • Knowledge of Companies Act, 2017, Securities Act 2015, Future Markets Act, 2016 and other regulatory framework related to CDC and NCCPL. • Conduct analysis of market data to identify trends, patterns, and potential areas of risk or non-compliance. • Develop data models and predictive tools for detecting market irregularities, such as price manipulation or insider trading. • Prepare detailed reports on market trends and provide recommendations for regulatory improvements. • Assist the investigation team by providing data-driven insights and reports for ongoing investigations. • Work with IT teams to optimize the data collection and analysis processes used in market surveillance.
Qualification	<ul style="list-style-type: none"> • Master’s or Bachelor’s degree (equivalent to 16 years of education) in Computer Science, Information Technology, Data Science/Analytics, AI, Machine Learning, or a related discipline from an HEC-recognized university/institution. • Additional certifications in data analysis or data science will be an added advantage.
Post Qualification Experience	<ul style="list-style-type: none"> • Minimum 3 years of relevant post-qualification experience.
Age Limit	<ul style="list-style-type: none"> • The maximum age should not exceed 35 years as on the closing date of applications. • <i>Candidates who have at least 3 years of experience working with a regulator will be given an age relaxation of 5 years.</i>
Functional / Technical Skills	<ul style="list-style-type: none"> • Advanced proficiency in data analysis tools (e.g., Python, SQL, Power BI) and market surveillance platforms. • Expertise in data visualization, statistical analysis, and predictive modelling techniques. • Strong understanding of financial data, market behaviour, and securities regulations. • Experience with machine learning and AI-driven solutions for market surveillance.
Soft Skills	<ul style="list-style-type: none"> • Excellent analytical and problem-solving abilities. • Strong communication skills to translate complex data insights into actionable recommendations. • Ability to work independently and manage multiple projects simultaneously. • Strong teamwork skills to collaborate with various departments and external stakeholders.