



OFFICE OF THE
CONTROLLER GENERAL OF ACCOUNTS
CGA Complex, G-5/2, Islamabad

(PROJECT)
IMPLEMENTATION OF
ONLINE BILLING SOLUTION
(SEHAL)

UNDER THE PUBLIC FINANCIAL MANAGEMENT REFORMS AT
FEDERAL & PROVINCIAL LEVELS

Tel:92-51-9208808 Fax:92-51-9208896

No.MIS/FABS/Admn/Project Staff/528-2023/Vol-III/449

Date: Feb 12, 2025

The Director General (PMO)
National Information Technology Board,
H-9, Islamabad.

**Subject: PUBLISHING OF ADVERTISEMENT ON NATIONAL JOB PORTAL “HIRING OF
INDIVIDUAL CONSULTANTS”**

The undersigned is directed to enclose the copy of the Advertisement “HIRING OF
INDIVIDUAL CONSULTANTS” for uploading on National Job Portal along with TORs.

2. Mohsin Ali, Office Assistant “Sehal” will attend the training and comply the procedure for
uploading advertisement on National Job Portal.

Encl: (06 Page)


Project Manager

Distribution: -

1. PS to Controller General of Accounts
2. APS to Dy. Controller General of Accounts (FABS) / Project Director “Sehal”
3. PA to Director General MIS/FABS
4. Finance Manager “Sehal”
5. Admn Officer “Sehal”

(PROJECT)
IMPLEMENTATION OF ONLINE BILLING SOLUTION
(SEHAL)

Controller General of Accounts Islamabad
Old FBC Building, Ground Floor, CGA Complex G-5/2, Islamabad

HIRING OF INDIVIDUAL CONSULTANTS

The Project Director, (Online Billing Solution), Department of the Controller General of Accounts, Islamabad requires the services of Qualified Individual Consultants for Project Management Unit (PMU), at Federal & Provincial levels with **Project titled "Online Billing Solution (Sehal) under Public Financial Management Reforms at Federal & Provincial levels.** The appointments will be purely on contract basis initially for 01-year from the date of appointment, extendable further based on requirement of Project and performance of the respective consultant. The details of positions listed below:

S.No.	Job Title	No. of Posts	Location
1	Project Manager (PPS-10)	01	PMU (HQ), Islamabad
2	SAC (SAP Analytics Cloud) Planning Analyst (PPS-10) / BPC	01	
3	Network Consultant Programmer (PPS-08)	01	
4	Office Assistant (PPS-03)	01	

Job Descriptions/TORs, Qualification, experience and Lump-sum pay (Project Pay Scale) details of the relevant posts can be downloaded from FABS Directorate website (www.fabs.gov.pk). The candidates may apply online through National Job Portal and send readable NJP application (print copy) along with attested copy of CNIC, CV, Relevant Degree, Certification and Post Qualification Experience to the undersigned by post within two weeks of publication of the advertisement in accordance with the Planning Commission Guidelines regarding project posts. The Recruitment committee will only consider the eligible applicants who will submit the above said documents. Only shortlisted eligible candidates as per criteria will be notified for interviews. The department reserves the right to reject/cancel any or all applications without giving any reason to the individuals. No application will be entertained after due date. No T.A/D.A shall be admissible for interviews.

Project Manager
(Online Billing Solution Project)
Directorate General MIS, O/o the Controller General of Accounts,
Ground Floor, Old Federal Bank for Cooperatives Building, CGA Complex,
G-5/2, Islamabad. Ph: 051-9208808, Fax: 051-9208896

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1. PROJECT MANAGER

Job Description:

1. To coordinate manage and supervise all the project activities including procurement, deployment, training, etc.
2. To ensure effective change management and provide support service to federal & provincial governments & projects.
3. To prepare & implement training schedule, ensure timely and high Quality delivery of Training.
4. To coordinate with Provincial departments/ AG Offices.
5. To prepare and maintain a system of Inventory Control.
6. Ensure effective team Management.
7. Any other assignment given by the Dy. CGA FABS / Project Director.

Qualification and Experience:

The candidate should at least have:

- An advanced degree (16 years of education) in Finance/Accounting/Economics/Public Administration/Business Administration/ Human Resource/ Development Studies
- At least ten (10) years' relevant and Demonstrated experience in SAP Implementation, preferably in the public sector projects
- Certification in Project Management (Particularly PMP) will be preferred.
- Excellent presentation skills with written and oral communications are desired.
- Lump Sum Pay: PPS-10
- Location: Islamabad
- No. of Positions: 01
- Equivalent: Travel entitlement as per rules equivalent to BPS-20.

Tenure: Initial period not exceeding 02 years on contract basis, which shall be extendable further till the completion of the project on yearly basis subject to satisfactory performance.

Age: Maximum Age limit up to 57 years, where applicable, for selection as per eligibility to recruitment criteria, capacity/caliber, exceptional experience /achievements of the candidate/applicant in related field.

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2. SAC (SAP Analytics Cloud) Planning Analyst

Location: Sehal Project, Office of Controller General of Accounts (CGA), Islamabad
Job Type: Contract
Reports To: Project Manager (SEHAL)
Lump Sum Pay: PPS-10
No of Position 01
Equivalent: Travel entitlement as per rules equivalent to BPS-20.
Age: Maximum Age limit up to 57 years, where applicable, for selection as per eligibility to recruitment criteria, capacity/caliber, exceptional experience /achievements of the candidate/applicant in related field.

Job Summary:

The SAP SAC Planning Analyst will be responsible for designing, implementing, and optimizing planning models and analytical solutions in SAP Analytics Cloud (SAC). This role will support the organization's planning and reporting needs by developing data models, creating interactive dashboards, and improving data-driven decision-making. The ideal candidate has a strong analytical mindset, experience with financial planning, and hands-on expertise in SAC.

Key Responsibilities:

1. Planning and Forecasting:

- Design, develop, and maintain planning models in SAP Analytics Cloud to support budgeting, forecasting, and financial planning activities.
- Assist in developing processes to capture, maintain, and report on financial and operational forecasts.
- Collaborate with finance, operations, and IT teams to streamline and improve forecasting and budgeting processes.

2. Data Modeling and Integration:

- Develop SAC data models for planning and reporting, including building dimensions, hierarchies, and key performance indicators (KPIs).
- Integrate SAC with other SAP and non-SAP systems for seamless data flows, using Data Integration and Wrangling techniques.
- Maintain data accuracy and consistency across SAC applications by ensuring proper data connections and transformations.

3. Dashboard and Reporting Development:

- Create and maintain interactive dashboards, visualizations, and reports in SAP SAC tailored to user requirements.
- Implement real-time data visualization and reporting solutions, ensuring they are user-friendly and meet business needs.
- Customize SAC reports to reflect KPIs, trends, and analysis pertinent to business functions (e.g., finance, sales, operations).

4. User Training and Support:

- Provide training and guidance to end-users on SAC functionality, planning models, and dashboards.
- Address user queries and troubleshoot any issues related to SAP SAC planning, reporting, and visualization features.
- Act as a point of contact for SAC-related technical issues and liaise with SAP support when needed.

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5. Project Management and Collaboration:

- Participate in project planning, requirements gathering, and implementation of SAC planning solutions.
- Work closely with cross-functional teams to ensure alignment of SAC planning models with organizational goals.
- Contribute to project documentation, best practices, and process improvements related to SAC planning.

6. Continuous Improvement:

- Monitor and evaluate the performance of SAC planning models and reports, recommending optimizations as needed.
- Stay updated with the latest SAC functionalities and updates to continuously improve the system's effectiveness.
- Identify opportunities to enhance reporting and planning processes by leveraging SAC's advanced features and analytics.

Qualifications:

- Education: Bachelor's degree in Finance, Accounting, Business Analytics, Computer Science, or a related field.

Experience:

- 3+ years of experience in financial planning, data analytics, or business intelligence roles.
- Hands-on experience with SAP Analytics Cloud (SAC) and SAP S/4HANA or other SAP ERP systems.
- Experience in building planning models and data visualization in SAP SAC.

Technical Skills:

- Proficiency in SAC Planning, including data modeling, planning, and reporting functionalities.
- Familiarity with SAP S/4HANA, BW, or other data sources.
- Strong skills in data modeling, visualization, and dash boarding tools (e.g., SAP Analytics Designer).
- Experience with scripting (e.g., SAC scripting) and data wrangling tools is an advantage.
- Knowledge of advanced Excel functions and other BI tools (Power BI, Tableau) is beneficial.
- Soft Skills:
 - Excellent analytical and problem-solving abilities.
 - Strong communication skills to work with stakeholders across finance, IT, and business units.
 - Ability to work independently and in a collaborative, team-oriented environment.

Required Certifications:

- SAC Certification such as 'SAP Certified Associate - Data Analyst for SAP Analytics Cloud'

3. Network Consultant Programmer

Job Description:

- 1- Practical hands-on experience of Linux/Windows based servers
 - ✓ Open-source email solutions
 - ✓ Internet Proxy Servers
 - ✓ Windows Update services
 - ✓ File Servers
 - ✓ Management of Antivirus Services
 - ✓ Hypervisors and Cluster Services

- 2- To maintain administration of Local Area Network (LAN)
 - ✓ Practical hands-on experience of switching, routing, firewalls etc.
 - ✓ Trouble shooting of Network related issues
 - ✓ Brief knowledge of ISO 27001 standards

Qualification and Experience:

The candidate should at least have:

- **Qualification:** Suitable discipline Certifications/BS in Computer Sciences (CCNA/ Diploma of Associate Engineer or Equivalent)
- **Experience:** Minimum five (5) years' experience in networking technologies / deployment of Network Security protocol will be preferred.
- **Certification:** DAE, Cisco Certified Network Associate (CCNA), CompTIA Network+, Juniper Networks Certified Associate – Junos (JNCIA-Junos), Aruba Certified Mobility Associate (ACMA), VMWare Certified Technical Associate - Network Virtualization (VCTA-NV) Aruba Certified Mobility Associate (ACMA) or equivalent certifications will be preferred
- **Lump Sum Pay:** PPS-08
- **Location:** Islamabad
- **No. of Positions:** 01
- **Equivalent:** Travel entitlement as per rules equivalent to BPS-18.
- **Tenure:** Initial period not exceeding 02 years on contract basis, which shall be extendable further till the completion of the project on yearly basis subject to satisfactory performance.

- **Age:** Maximum Age limit up to 57 years, where applicable, for selection as per eligibility to recruitment criteria, capacity/caliber, exceptional experience /achievements of the candidate/applicant in related field.

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1. (ii) Office Assistant (Office Clerk)

Job Description

- a) Keeping of files & correspondence.
- b) Receipts of DAK pertaining to Project including reports & returns.
- c) Opening and maintenance of files pertaining to Projects.
- d) Maintenance of inward/outward sectional diaries.
- e) Keeping a note of all important orders and decisions.
- f) Recording, indexing and weeding out of files.
- g) Any other assignment given by the higher authority.

Qualification

The candidate should atleast have:

- **Qualification:** 12 years Education or Higher with Computer diploma in MS Office/Typing
- **Experience:** Experience in Public Sector Financial Organization will be preferred.
- **Lumpsum Pay:** (PPS-03) Rs. 43,750/- Per Month (Annual increment of 5% after completion of One Year Satisfactory Service).
- **Location:** Islamabad.
- **No. of Positions:** 01
- **Age:** Maximum Age limit up to 57 years, where applicable, for selection as per eligibility to recruitment criteria, capacity/caliber, exceptional experience /achievements of the candidate/applicant in related field.