

National Artificial Intelligence (AI) Advancement Initiative (NAAI)

Sr.	Job Title	Job Description
10	Manager (Finance & Procurement) (Max Age - 40)	• Enable smooth financial and procurement operations to support infrastructure development, startup funding, skills training, and centralized AI policy efforts • Ensure accountability, transparency, and compliance in public resource utilization • Prepare, review, and manage project budgets in coordination with technical teams • Ensure timely and accurate financial reporting, including monthly and quarterly expenditure reports • Track fund utilization across project components (Innovation, Skills, Seed Funding, AICU) • Process payments to vendors, grantees, training partners, and consultants after verifying documentation and approvals • Monitor assignment account, reconcile statements, and annual budget • Preparation of NIS and punching of Indicated Budget Ceiling with Ministry Finance • Develop procurement plans aligned with project timelines and budget ceilings • Ensure procurement of goods, services, and works in compliance with PPRA rules • Ensure compliance with applicable tax laws, financial regulations, and audit observations • Maintain asset registers, inventory, and documentation required for financial compliance • Liaise with MOITT finance wing, AGPR, and other stakeholders for budget releases, expenditure approvals, and reporting • Prepare financial briefs, summaries, and presentations for senior management Qualification:- Master's degree in Finance, Accounting, Business Administration, Economics, or a related field from an HEC-recognized university. Preference will be given to candidates who are: ACCA Member or CA Qualified Certified or trained in public procurement (PPRA, World Bank, or donor agency procurement guidelines). Experience:- Minimum 5–7 years of relevant experience, with at least 2 years in a managerial or supervisory role in financial management and procurement within government projects, donor-funded programs, or large-scale development initiatives. Demonstrated experience in: Budget planning, financial reporting, and fund management in compliance with government or donor regulations. Handling procurement processes, including tendering, bid evaluation, contract management, and compliance with PPRA rules or international procurement frameworks (World Bank, ADB, etc.). Preparing and maintaining financial statements, audit documentation, and procurement records. Liaising with external auditors, vendors, suppliers, and internal project teams to ensure smooth execution of procurement and financial workflows. Implementing internal controls, ensuring financial transparency, and reducing fiduciary risk. Familiarity with: Government of Pakistan financial rules, PC-1 budgeting, and public procurement procedures. Accounting software such as QuickBooks, SAP, or Oracle Financials is an added advantage.

* Age relaxation as per rules of Government of Pakistan will be applicable on all above positions.