

Background and Project Context:

The Women Inclusive Finance (WIF) initiative is a targeted project supported by the Asian Development Bank (ADB) to enhance women's participation in Pakistan's microfinance sector. As part of this initiative, the Securities and Exchange Commission of Pakistan (SECP) has developed a comprehensive 'Women Equality in Finance Policy (WEFP) Framework aimed at accelerating financial inclusion and economic empowerment of women through the non-bank microfinance sector. Under WIF, SECP has been designated as a grant recipient for key initiatives to implement policy recommendations. This position will support the execution of these initiatives through a dedicated Project Management Unit (PMU) established within SECP

Position Title	ASSISTANT DIRECTOR, PROJECT MANAGEMENT UNIT (PMU) – SPECIALIZED COMPANIES DIVISION
Number of positions	01
Nature and Duration of Employment	Contractual - 04 years (extendable for further 01 year subject to performance & project requirements)
Location	Islamabad
Responsibilities	<ul style="list-style-type: none">• To provide essential administrative, coordination, and documentation support to the Project Management Unit (PMU) overseeing the Women inclusive Finance (WIF) grant. The role will contribute to the smooth execution of project activities, ensure accurate record-keeping, reporting and assist in stakeholder coordination, and compliance tasks.• Administrative and Logistical Support<ul style="list-style-type: none">• Assist in organizing PMU meetings, workshops, and events, including preparation of agendas, minutes, and necessary documentation.• Manage correspondence and communication between PMU, implementing partners, and stakeholders.• Maintain and update project files, documents, and records in an organized manner.• Project Coordination Assistance<ul style="list-style-type: none">• Support day-to-day coordination and follow-up on project activities as per work plans.• Track project timelines, deliverables, and milestones, and alert PMU leadership about upcoming deadlines.• Liaise with vendors, consultants, and service providers as per project needs.• Documentation and Reporting<ul style="list-style-type: none">• Assist in the preparation of periodic project reports, briefs, and presentations.• Ensure timely collection and compilation of data and updates from partners and stakeholders.• Maintain a proper filing system for financial and non-financial documents related to grant utilization.• Ensure periodic reporting of grant activities to the grant committee of WIF• Stakeholder and Communication Support<ul style="list-style-type: none">• Facilitate communication and coordination between SECP, relevant microfinance association, ADB, and other relevant stakeholders.

	<ul style="list-style-type: none"> • Support the dissemination of project-related information through emails, reports, and presentations. • Represent PMU at internal meetings as required, preparing summary notes for follow-up. • Compliance and Monitoring Assistance <ul style="list-style-type: none"> • Support monitoring of grant disbursement and utilization in compliance with project guidelines. • Assist in the preparation of audit and compliance documentation when required.
Qualification	Master's or Bachelor's degree (equivalent to 16 years of education) in Business Administration, Finance, Commerce, Economics, Development Studies, Project Management or a related field from HEC-recognized University/Institute.
Experience	Minimum 03 years of post-qualification relevant experience. Internship or project support experience in development projects, financial inclusion, or donor-funded initiatives will be an added advantage.
Age	The maximum age should not exceed 35 years on the last date of submission of the application. <i>(Candidates, who have at least 3 years' experience working with a regulator, will be given age relaxation of 5 years).</i>
Skills	<ul style="list-style-type: none"> • Strong organizational and time management skills. • Good communication and interpersonal abilities. • Proficiency in MS Office Suite (Word, Excel, PowerPoint). • Ability to multitask and work collaboratively in a team environment. • Attention to detail and commitment to maintaining accurate records. • Familiarity or interest in financial inclusion, microfinance, or gender-focused development initiatives is desirable.