**Assistant Manager Economic & Financial Analysis**

**Position Title:** Assistant Manager Economic & Financial Analysis

**Duration**: Initially for three years, extendable based on performance.

**Location:** Islamabad

**Reports to:** Manager Project Appraisal & Management

**Scope of Work:**

The Assistant Manager Economic & Financial Analysis, hired full time, will be responsible for assisting in the economic and financial reviews of concept notes and funding proposals, analysis of the budgets and financial information of the proposed projects, support the finalization of the term sheets and funded activity agreement (FAA), including the fulfillment of the relevant conditions for the effectiveness of the Funded Activity Agreements

**Detailed Tasks:**

Specific tasks will include but not be limited to the following

1. Monitor and track the conditions and covenants agreed on the approved funding proposals and lead the coordination for the clearance of such conditions and finalization of the FAAs to effectiveness and/or first disbursement;
2. Coordinate with economic & financial evaluation consultants/ resource persons for the economic and financial cost-benefit analysis of public sector projects and programmes. This includes supporting in formulation of the technical feedback on the funding proposals submitted and inputs for the assessment;
3. Support the review of the funding proposal and Funding Activity Agreements (FAAs). This implies interacting with the relevant specialists and reviewers, legal unit and accredited entities to assure timely deliveries; and
4. Support any additional analytical and operational tasks as assigned line manager.

**Qualification and Experience:**

NDRMF is looking for a candidate having:

(i) Freshly qualified economist/ chartered accountant from ICAP or equivalent; (ii) understanding of DRM tools and policies; and (iii) understanding of government and development partner’s policies and procedures.