



F. No. 3-1/INV/2014-15  
GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
FEDERAL EMPLOYEES BENEVOLENT  
AND GROUP INSURANCE FUNDS

**HIRING OF SERVICES OF "CONSULTANT INVESTMENT"**

The Federal Employees Benevolent and Group Insurance Funds (FEB & GIF) is a body corporate under the administrative control of the Establishment Division. It provides collective welfare and insurance coverage to the employees/families of the Federal Government. The FEB & GIF is interested to hire the services of a Consultant Investment to manage its huge Investment portfolio. Result oriented persons willing to work under a given time schedule which becomes pressing at times and high standards of performance may apply for the above position.

**CRITERIA:**

**QUALIFICATION AND EXPERIENCE:**

2. Candidates who are CFA qualified with minimum eight (8) years' relevant experience in a reputable investment management organization, an asset management company, a bank, a financial institution, or a brokerage house or MBA major in Finance with eight years' experience of which five years' experience should be of research with any brokerage house or Investment Advisory may apply with confidence.

**EMOLUMENTS:**

3. Market based monthly remuneration and other benefits shall be offered to the selected candidate as per qualification and relevant experience.

4. In case of selection, the selected candidate if working in a Government Department or Autonomous/Semi Autonomous Body will have to resign or seek retirement before joining the new assignment.

**TENURE:**

5. Selected candidate shall be appointed initially for a term of three years on contract basis; extendable upon satisfactory performance. The appointee may resign in writing and the FEB & GIF may terminate his services with a month's notice or salary therefor.

6. Job description for the post of Investment Consultant is available on the website [www.febgif.gov.pk](http://www.febgif.gov.pk). Interested candidates should submit applications along with copy of CV on the prescribed form available on the said website within fifteen days of publication of the advertisement. Incomplete applications or those received after the due date shall not be entertained. Only shortlisted candidates shall be invited for test/interview.

7. The candidates shall not be entitled to any TA/DA for appearance in the test/Interview.

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## JOB DESCRIPTION OF INVESTMENT CONSULTANT

### Job description:

- Analyze financial information to determine strategies for meeting financial objectives.
- Monitor financial market trends to ensure that plans are effective, and to identify any necessary updates.
- Review accounts and plans regularly to determine whether life changes, economic changes, or financial performance indicate a need for plan reassessment.
- Recommend strategies that can be used to achieve financial goals and objectives, including specific recommendations in such areas as cash management, insurance coverage, and investment planning.
- Develop indepth Research and train the personnel in this areas.
- Investigate available investment opportunities to determine whether they fit into financial plans.
- Periodically determine any changes in financial status.
- Prepare or interpret information such as investment performance reports, financial document summaries, or income projections.
- Implement financial planning recommendations.
- Meet with Investment Advisor to fully understand financial goals and circumstances.
- Review the reports of the Investment Advisors analyze the same and ensure compliance of the Investment parameters.
- Build and maintain client bases, keeping current client plans up-to-date and recruiting new clients on an ongoing basis.
- Devise debt liquidation plans that include payoff priorities and timelines.
- Conduct seminars or workshops on financial planning topics, such as retirement planning, estate planning, or the evaluation of severance packages.
- Explain to individuals and groups the details of financial assistance available to college and university students, such as loans, grants, and scholarships.
- Collect information from students to determine their eligibility for specific financial aid programs.
- Review/Prepare proposal for investment in fixed income/non-government securities or Real estate investment or as permitted in the Investment Parameters and the FEB & GIF Act, 1969.
- Reply to the queries of Investment Committee/Board of Trustees or any other committee about the purposes and details of financial plans and strategies.