

## PROGRAM MANAGEMENT UNIT - 2021

	<p>Manager Finance (BS-18)</p>	<p>Subject (Accounting &amp; Finance) = 40%                      Maintenance of Books of Accounts = 10%                      Basic Computer / IT = 20%                      Financial management = 20%                      Taxation knowledge = 10%</p>
	<p>Manager Procurement (BS-18)</p>	<p>KP Procurement of Goods, Work &amp; Services Rules 2014 = 20%                      KPPRA Act 2012 = 20%                      Contract Management = 20%                      Procurement = 5%                      Logistics = 5%                      Transportation = 5%                      Warehousing = 5%                      English = 20%</p>
	<p>Manager Enterprise Development (BS-18)</p>	<p>Enterprises Development = 30                      Business Plan Development = 20                      Market Analysis = 10                      Marketing = 10                      Economic and Financial Analysis = 20 (NPV, BCR, IRR etc)                      General Knowledge = 10</p>
	<p>Manager SME (BS-18)</p>	<p>National and Provincial Policies on SME sector = 20                      Current emphasis and incentives of the Government for SME sector = 30                      Procurement Rules &amp; Regulations especially in Corporate Sector = 20                      Contract Management = 10                      General Economy of the country = 10                      IT skills = 10</p>

**PMU Industries  
Department**

Manager M&E (BS-18)	Planning & Developmnt = 20 Project Mangement = 20 Monitoring & Evaluation = 20 Public Private Partnship = 10 Business Comminuction = 10 Report Writing =10 IT Skill = 10
Internal Auditor (BS-18)	Subject (Audit & Controlls) = 30% GFR/Delegation of powers = 20 PPRA/KPPRA and Donors procurement rules = 30 Basic Computer / IT = 10 Financial Reporting = 10
Communication Officer (BS-17)	Business Comminuction Skills = 30 Computer knowledge = 20 Graphic Designing = 20 Report writing = 20 Public Relations = 10
IT Officer (BS-17)	Subject (Database management, MIS & IT Skill) = 50% Web Admin. = 20% English = 20% General Knowledge = 10%
Legal Officer (BS-17)	Corporate Laws and Regulations = 50 SECP and registrar of companies = 20 Acts, Rules & Regulations IT Skills = 10% English Legal Language = 10% General Knowledge = 10%
Field Coordinators(BS-17)	Field Monitoring & Evaulation = 20 Assessment of Small Business = 20 Grants Management = 20 Reporting Writing = 20 Community awareness and social interaction = 10 IT skills = 10

Account Assistant (BS-16)	Accounting & Finance = 50% English = 20% Basic Computer/IT = 20% General Knowledge =10%
Office Assistant (BS-16)	English (Grammar/ Communication Skill etc) = 40% Basic Computer Skills = 20% General Knowledge = 20% Pak Studies = 10% Islamiyat = 10%