

## Consulting Position

### **Background:**

Karandaaz Pakistan, a not for profit company, has signed a Letter of Arrangement with GrantCo (a member of the Private Infrastructure Development Group - PIDG) to support the setting up of a local credit enhancement facility. This Project is being supported by a grant to GuarantCo from Technical Assistance Fund of PIDG.

Karandaaz Pakistan is seeking to engage a short-term consultant up to six months to support the transaction team for setting up a local currency credit guarantee facility.

### **1. Investment Support Analyst**

The candidate for this position will be responsible for the following main tasks,

- Support the management of the grant signed between Guarantco and Karandaaz Pakistan
- Work directly with the Karandaaz Finance and procurement teams for managing the agreements signed with law firm, accounting firm, interim CEO, or any other consultants engaged for preparing technical reports.
- processing of vendor payments and manage the budget
- Coordinate processing of Grant Disbursements from Guarantco and provision of receipts & reports for the previous disbursement
- Coordinate all travel arrangements & compliance with travel policy
- Provide other support to transaction team as required
- Any other task assigned by the supervisor.

The ideal candidate would be have:

- A Bachelor's degree in finance/economics/management, or related discipline,
- Previous experience of managing contracts, agreements or legal documentation preferred,
- Any previous experience of working in a similar financial institution locally and internationally will be an advantage