

Assistant Director – Investor Relations**Finance Division, Government of Pakistan****Job Description**

Job Specification:

- Support the Consultant Investor Relations in managing the investor relations function of the Debt Management Office, including engagement with domestic and international investors, credit rating agencies, financial institutions, multilateral and bilateral partners, and other stakeholders.
- Assist in the development and implementation of the investor relations strategy by contributing analytical inputs, preparing background materials, and supporting external communication on the government's debt management framework, borrowing plans, and debt and macroeconomic outlook.
- Prepare, update, and maintain investor outreach materials, including presentations, briefing notes, investor fact sheets, debt statistics, and responses to investor and rating agency queries, ensuring accuracy, consistency, and timeliness.
- Support the planning, coordination, and execution of investor outreach activities, including domestic and international roadshows, investor calls, conferences, and meetings, including preparation of agendas, talking points, and follow-up actions.
- Assist in monitoring market developments, investor sentiment, and funding trends in domestic and international capital markets, and provide analytical inputs to support funding diversification initiatives and engagement with new investor segments.
- Contribute to initiatives aimed at developing and deepening domestic and external debt markets and the investor base, including research and analytical support for policy proposals and market development measures.
- Coordinate with relevant units within the Ministry of Finance, State Bank of Pakistan, and other government entities to support consistent messaging, data sharing, and alignment with broader fiscal, monetary, and debt management objectives.
- Maintain databases related to investor contacts, outreach activities, and engagement records, and support internal reporting on investor relations activities.
- Perform other tasks as delegated by the Consultant Investor Relations / DG Debt / Advisor Debt or required under the Fiscal Responsibility and Debt Limitation Act, 2005.

Educational Qualification:

- Minimum 16 years of education / Master's degree in Finance, Economics, or a related field from an HEC-recognized or internationally reputable institution.

Experience Requirement:

- Minimum 7 years of relevant professional experience in public debt management, treasury, financial / capital markets, investment analysis, or a related area. Experience in investor engagement, capital markets, or economic/financial analysis will be preferred.

Skills Requirement:

- Excellent relationship-building, networking and stakeholder management capabilities.
- In-depth understanding of how Global and Domestic financial institution work and develop right contact point for effective debt product engagement.
- Sound knowledge of domestic and international capital markets, including fixed income instruments, government securities and hedging products.
- Forward-thinking and creative candidate with the ability to drive innovation, specifically regarding intersection of debt markets and technology. A decisive individual who possesses a strategic focus, as well as an operational and detail-oriented perspective.
- Qualified candidates must be able to use a collaborative management style that promotes effective communication and teamwork.
- Familiarity with risk management principles and public debt strategy and ability to present at multiple levels.
- High level of

proficiency in Microsoft Office, particularly MS Word, Excel and PowerPoint. • Strong command of the English and Urdu languages, particularly for engagement with domestic and international stakeholders.

Experience: 7 Years

Deadline 20 March, 2026

To apply: <https://www.njp.gov.pk/jobs/8686>