



## INFORMATION TECHNOLOGY UNIVERSITY (ITU)

### SHORT TERM INDIVIDUAL CONSULTANT REQUIRED

Applications are invited for the following position from candidates who meet the specified criteria:

Sr. No.	Title of Consultancy	No. of Individuals	Qualification & Experience
1.	<b>Consultant (Tax Advisor)</b>	<b>01</b>	<ul style="list-style-type: none"><li>• Minimum B.Com or higher degree from an institution or a University recognized by Higher Education Commission with basic understanding of accounting and taxation principles (preference will be given to those who have advance taxation knowledge) with</li><li>• Minimum three years' relevant experience from a reputed university or corporate institution.</li></ul>

1. The above required consultant shall be engaged for short term consultancy by following Punjab Procurement Rules, 2014.
2. Detailed Terms of Reference (TORs) are attached herewith.
3. The duration of the consultancy engagement is six (6) months.
4. Incomplete/pruned (having cutting) / unsigned/ application based on incorrect information received after due date shall be rejected.
5. Only shortlisted candidates will be called for interview.
6. Applications along with the credentials must reach in the Procurement Wing of ITU (6th Floor, Arfa Software Technology Park, 346-B Ferozpur Road, Lahore) on or before **30/06/2022**.
7. Only those candidates having degrees from HEC recognized university/ college/ institute or well reputed foreign university recognized by HEC shall be considered.
8. No TA/DA shall be admissible when called for interview or joining the service.
9. The date and time for interview will be communicated through a phone call or email.

**PURCHASE OFFICER**  
**INFORMATION TECHNOLOGY UNIVERSITY (ITU)**

6<sup>th</sup> Floor, Arfa Software Technology Park, 346-B, Ferozpur Road, Lahore.

Phone: (042) 111-111-488

Web: [www.itu.edu.pk](http://www.itu.edu.pk)

# **TERMS OF REFERENCES (TORs)**

(For the engagement of Tax Consultant)

## **Part 1 – Position**

Tax Consultant

## **Part 2 – Place of Employment**

6<sup>th</sup> Floor, Arfa Software Technology Park, 346-B Ferozepur Road, Lahore, Pakistan.

## **Part 3 – Structural Position**

Tax consultant – will report to the Treasurer under the overall supervision of the Vice Chancellor of the University.

## **Part 4 – Qualifications**

Minimum B.Com or higher degree from an institution or a University recognized by Higher Education Commission with basic understanding of accounting and taxation principles (preference will be given to those who have advance taxation knowledge) with minimum three years relevant experience of a reputed university or corporate institution.

## **Part 5 – Major Duties and Responsibilities**

1. Assisting in direct as well as in-direct tax functions by ensuring compliance with regulatory requirements.
2. Advising all internal stakeholders on tax compliance up to each transaction level.
- ✓ 3. Ensuring correct accounting treatments of taxes and reconciliation of input and output taxes.
4. To attend all tax hearings in tax departments tribunals, FTO, court etc.
5. To file all monthly, quarterly, annual income tax returns of university.
6. Correspondence with tax departments regarding tax related issues.
7. To verify withholding tax deductions of suppliers and related parties payments.
8. To perform all such tasks and undertake all such duties related to tax affairs of the university as assigned by the Competent Authority.

## **Part 7 – Position Hiring Process**

This post will be selected through an open and competitive process as per the PPRA rules. The successful candidate is expected to work at the Information Technology University (ITU) as soon as formalities are completed. The remuneration will be defined according to PPRA rules governing the engagement of a short-term consultant.

## **Part 8 – Term**

The Tax Consultant will only be engaged for six (06) months.