

Detail TORs for different positions advertised dated

#	Position Name	Job Description and Requirement
1	Assistant Manager Finance	<p><u>Required Qualification and Experience:</u></p> <p>CAF / CA intermediate with articles completed, or CMA (Pakistan), CIMA (UK), ACCA, CFA qualified, any other qualification from body of professional accountants with articles completed or at least (16) years education in Accounting & Finance from a HEC recognized university along with articles completed from reputable CA firm.</p> <p>At least 3 years post qualification experience in relevant field in a reputable national/multinational organization. Candidates having knowledge of power sector will be given preferences.</p> <p><u>Age Limit:</u></p> <p>Maximum Age limit at Closing date of Application is up to 35 Years</p>
2	Assistant Manager (Technical)	<p><u>Required Qualification and Experience:</u></p> <p>Bachelor of Engineering Degree in Electrical/Electronics/Mechanical Engineering from reputable HEC recognized universities.</p> <p>At least 03 years of post-qualification experience in relevant field. Candidates having knowledge of power sector will be given preferences.</p> <p><u>Age Limit:</u></p> <p>Maximum Age limit at Closing date of Application is up to 35 Years</p>
3	Assistant Manager (Network Engineer)	<p><u>Required Qualification:</u></p> <p>Bachelors (16-years Education) or master's in Computer Science or related field from HEC recognized university.</p> <p><u>Required Experience & Skill Set:</u></p> <p>At least 03 years of post-qualification experience in a reputed public/private sector organization in the relevant field.</p> <ul style="list-style-type: none"> ➤ Extensive knowledge of network connectivity, technologies, protocols. ➤ Comprehensive understanding of network services and networks Protocols such as TCP/IP, OSPF, EIGRP, VLANs, ACLs and SSL/IPsec. ➤ Hands-on experience of data centre operations, networks management, upgrade, and operation support. ➤ Installing and configuring network equipment to update or fix hardware or software issues. ➤ Ability to implement, administer, and troubleshoot network infrastructure devices, including wireless access points, firewall, routers, switches, controllers. ➤ Maintaining computer networks and systems including software, VPNs, routers, and other physical hardware. ➤ Ability to develop network diagrams and documentation for design and planning network communication systems.

		<ul style="list-style-type: none"> ➤ Cisco CCNA or equivalent certification is preferable. <p><u>Job Responsibilities:</u></p> <ul style="list-style-type: none"> ➤ To participate and support the data center operations ➤ To design and layout the networks ➤ To deploy and implement the network infrastructure including routers, firewalls, network security devices, switches etc. ➤ To provide the infrastructure maintenance and operation support ➤ To perform the hardware/software platform upgrades ➤ To assist in procurement planning and procurement process of IT Infrastructure unit. ➤ To analyze the growth and scalability requirements, for the delivery of several ERP systems, business applications, document management, data warehouse, and end user compute needs. ➤ To maintain high availability and redundancy for these business-critical systems. ➤ To conduct research and analysis of innovative enterprise-wide infrastructure solutions, encompassing physical, virtual, SaaS/PaaS/IaaS, and hybrid environments. ➤ To assist in managing the IT infrastructure SLAs. <p><u>Age Limit:</u></p> <p>Maximum Age limit at Closing date of Application is up to 35 Years</p>
4	<p>Assistant Manager (Quality Assurance Engineer)</p>	<p><u>Required Qualification:</u> Bachelors (16-years Education) or master's in Computer Science/ Software Engineering or related field from HEC recognized university.</p> <p><u>Required Experience & Skill Set:</u> At least 03 years of post-qualification experience is required in testing.</p> <ul style="list-style-type: none"> ➤ Must be well versed in API Testing, Web/Mobile applications testing, Functional/nonfunctional testing and should have good DB knowledge. ➤ Black box, Grey box, stress, Security, GUI/Front end, Cross browser and performance testing of real time application. ➤ Can test Mobile Apps on both IOS and Android ➤ Experience in Automation ➤ Bug tracking and resolution via bug tracking software (Talga, Redmine, Trello, JIRA etc.) <p><u>Job Responsibilities:</u></p> <ul style="list-style-type: none"> ➤ The incumbent MUST understand Quality Assurance, be familiar with testing techniques, be familiar with software industry specific accepted practices, and processes reasonably fair written skills. ➤ Understanding and experience with QA Process and Methodologies. ➤ Be able to author test cases, including all scenarios; consequently, must be able to tell a test case from a scenario. ➤ Understanding of testing methodologies and techniques; Black Box etc.

		<ul style="list-style-type: none"> ➤ Understanding of the bug lifecycle. ➤ Must understand UML based Test Plans, requirements specs, functional specs, test cases, bug reports. ➤ Review and analyze system specifications and collaborate with QA Engineers to develop effective strategies and test plans ➤ Create logs to document testing phases and defects ➤ Report bugs and errors to development teams ➤ Conduct post-release/ post-implementation testing <p><u>Age Limit:</u></p> <p>Maximum Age limit at Closing date of Application is up to 35 Years</p>
5	<p>Assistant Manager (Software Engineer) / Oracle Developer</p>	<p><u>Required Qualification:</u> Bachelors (16-years Education) or master’s in computer science/ Software Engineering or related field from HEC recognized university.</p> <p><u>Required Experience & Skill Set:</u> At least 03 years of post-qualification experience in application development using</p> <ul style="list-style-type: none"> ➤ Oracle Applications Framework (OAF) or Application Development ➤ Framework (ADF), Oracle Forms Builder, Oracle Reports Builder, PL/SQL, ➤ Workflow (WF) ➤ The candidate has worked on at least 2 ERP implementations or support projects. <p>Additional Beneficial Skills:</p> <ul style="list-style-type: none"> ➤ Experience in Oracle Application Express (APEX) platform is preferable. ➤ Certification in related field is preferable ➤ Certification in related field is preferable. <p><u>Job Responsibilities:</u> We are looking for a Full-stack developer who will be responsible for implementing software solutions to address complex business issues while providing technical and status feedback in a collaborative working environment. The position is responsible for</p> <ul style="list-style-type: none"> ➤ Taking functional and technical specifications from users Supporting and troubleshooting of the existing developed applications (Forms, Reports, Interfaces etc.) ➤ Participating in the design database structure tables, view, sequences, APIs, triggers, procedures, packages, client extensions etc. ➤ Developing forms and reports (forms and reports development for the whole application and register under Oracle Applications. Developing integrations of customized applications with Oracle standard

		<ul style="list-style-type: none"> ➤ applications • Building test scripts; conduct User Acceptance Testing (UAT), CRPS ➤ Preparing the technical documentation ➤ Conducting training of the users ➤ Resolving the technical issues of applications. ➤ Ensuring that assignment is completed within the agreed deadlines: <p><u>Minimum Age Requirement:</u></p> <p>Maximum Age limit at closing date of Application is up to 35 years.</p>
6	<p>Assistant Manager (Software Engineer)</p>	<p><u>Required Qualification:</u> Bachelors (16-years Education) or master’s in computer science/ Software Engineering or related field from HEC recognized university.</p> <p><u>Required Experience & Skill Set:</u></p> <p>At least 03 years of post-qualification experience of developing client/server and web applications using C#.</p> <ul style="list-style-type: none"> ➤ Programming Language: .NET Family (ASP.NET, VB.NET & C#.NET) ➤ Databases: SQL Server, Oracle ➤ Reporting: Crystal Report, SSRS etc ➤ Front End: JQuery, AngularJS, HTML5 and CSS3 ➤ Third Party Controls: Telerik ➤ Hands on experience of Windows & Web Services, Web API, RESTful API. ➤ Working with Source Control GitHub ➤ Knowledge of PHP, Android & IOS Development ➤ Service Oriented Architecture, WCF ➤ Experience in common third-party APIs (google, Facebook, paypal, ebay etc) ➤ Certification in related field is preferable. <p><u>Job Responsibilities:</u></p> <ul style="list-style-type: none"> ➤ Full-stack Developer who will be responsible for implementing software solutions to address complex business issues while providing technical and status feedback in a collaborative working environment ➤ Developing front end & back-end web application architecture. ➤ Creating servers and databases for functionality. ➤ Ensuring cross-platform optimization for mobile phones. ➤ Ensuring responsiveness of applications. ➤ Working alongside graphic designers for web design features. ➤ Seeing through a project from conception to finished product. ➤ Designing and developing APIs.

		<ul style="list-style-type: none"> ➤ Staying abreast of developments in web applications and programming languages ➤ <p><u>Minimum Age Requirement:</u></p> <p>Maximum Age limit at Closing date of Application is up to 35 Years</p>
7	<p>Assistant Manager (Information Security Officer)</p>	<p><u>Required Qualification:</u> Bachelors (16-years Education) or Master’s in Computer Science, Information Security or Computer Engineering or related field from HEC recognized university. CISA / CISSP / CISM / CRISC / ITIL / COBIT certification will be preferable</p> <p><u>Required Experience & Skill Set:</u></p> <p>At least 03 years of post-qualification experience in a medium to large corporate organization</p> <ul style="list-style-type: none"> ➤ Possesses complete understanding of IT general controls (security, change management, disaster backup recovery, data center, etc.) and IT application control concepts (application processing controls, system reconciliations, interfaces, reports testing, workflows) ➤ Proficient understanding of system development lifecycle methodology, operating system and database platforms. ➤ The certification in related field is preferable ➤ Strong written and verbal communication skills, including listening <p><u>Job Responsibilities:</u></p> <ul style="list-style-type: none"> ➤ To review information technology action plans to ensure reported finding and associated risks are addressed ➤ To aid in the creation of action plans and assist business owner to develop remediating action plans ➤ To compile and document the specifics of the audit issues with to impact the final audit report rating for compliance to IT standards for IT Certification needs. ➤ For evidentiary collection and review for all issue closure documentation for various information security aspects like Databases, Network, Applications, etc. ➤ To provide integration and escalation assistance for standard solution deployments. ➤ To coordinate and prepare various monitoring and evaluation reports for management with a focus on accuracy, consistency and clarity. ➤ To prepare monthly global dashboard (comprehensive IT reports including KPIs, KRIs, SLAs, project portfolio etc.) with drill down milestones. ➤ To partners with operational areas within IT to build strong working relationships, improve workflow and solve organizational issues. <p><u>Age Limit:</u></p> <p>Maximum Age limit at Closing date of Application is up to 35 Years</p>

8	Assistant Manager (Database Administrator (DBA))	<p><u>Required Qualification:</u> Bachelors (16-years Education) or master's in Computer Science/ Software Engineering or related field from HEC recognized university.</p> <p><u>Required Experience & Skill Set:</u> At least 03 years of post-qualification experience in Oracle Database administration, designing and support</p> <ul style="list-style-type: none"> ➤ Experience and command of managing UNIX, Linux / Microsoft based Operating System. ➤ Strong fundamental understanding of Web and Applications Servers. ➤ Additional technical qualifications and certifications along with a variety of work experience will be an added advantage. <p><u>Job Responsibilities:</u></p> <ul style="list-style-type: none"> ➤ To create and maintain all databases required for development, testing, and production usage ➤ To perform the capacity planning required to create and maintain the databases. ➤ To perform ongoing tuning of the database instances ➤ To install new versions of the RDBMS and its tools and any other tools that access the database ➤ To plan and implement backup and recovery of the databases ➤ To controls migrations of programs, database changes, reference data changes and menu changes through the development life cycle ➤ To implement and enforce security for all Databases ➤ To performs database re-organizations as required to assist performance and ensure maximum uptime of the database ➤ To evaluate new releases and tools, and third-party products to ensure smooth running ➤ To provide technical support to application development teams ➤ To troubleshoot problems regarding databases, applications, and development tools ➤ To put design and coding standards in place <p><u>Age Limit:</u> Maximum Age limit at Closing date of Application is up to 35 Years</p>
9	Assistant Manager (Graphics Designer (UI/UX))	<p><u>Required Qualification:</u> Bachelors (16-years Education) or Master's in Computer Science / Software Engineering / Graphics Designing or related field from HEC recognized university.</p> <p><u>Required Experience & Skill Set:</u> At least 03 years of post-qualification experience in Photoshop, Illustrator or other visual design and wire-framing tools, multimedia creation with Flash / ActionScript / Macromedia Studio.</p> <ul style="list-style-type: none"> ➤ Experience in web / mobile applications designing and development. ➤ Experience in digital as well as print designs is necessary.

		<ul style="list-style-type: none"> ➤ Experience in creating wireframes, storyboards, user flows, process flows and site maps. ➤ Capable of designing Logos, Web mock-ups, Templates, campaigns, road shows etc. ➤ Work on dynamic web solutions using database will be an added advantage. ➤ The certification in related field is preferable. <p><u>Job Description:</u></p> <ul style="list-style-type: none"> ➤ To develop the design briefs that suit the project objectives. ➤ To visualize and create attractive and up to date Web and mobile application layout/design/interfaces. ➤ To create wireframes, storyboards, user flows, process flows and site maps. ➤ To create dynamic elements on web pages using various tools. ➤ To design Logos, Web mock-ups, Templates etc. Performing digital as well as print designing. ➤ To work with a range of media, including Photoshop, Illustrator or other visual design and wire-framing tools, multimedia creation with Flash, ActionScript, (Macromedia Studio) ➤ To demonstrate illustrative skills with rough sketches and working on layouts ready for print. ➤ To write code in one or more programming or scripting languages, such as commonly used web developing language (e.g., HTML, Java, PHP, JSP, ASP.Net, Python, AJAX) ➤ To plan and prototype new applications, campaigns, road shows etc. ➤ Researching, incorporating, and contributing to Open-Source projects. <p><u>Age Limit:</u></p> <p>Maximum Age limit at Closing date of Application is up to 35 Years</p>
10	Assistant Manager (System Analyst) / (Functional Analyst)	<p><u>Required Qualification:</u> Bachelors (16-years Education) or master's in Computer Science/ Software Engineering or related field from HEC recognized university.</p> <p><u>Required Experience & Skill Set:</u> At least 03 years of post-qualification experience in similar role.</p> <ul style="list-style-type: none"> ➤ Familiar with SDLC methodologies. ➤ Detail oriented, with solid analytic and research skills. ➤ Excellent verbal and written communication skills. ➤ Experience with writing requirement/specifications of technology related products. ➤ Basic knowledge of project management, product design trends and good practices. ➤ Candidates must be able to collaborate effectively within a team environment. ➤ Have a strong working knowledge of Microsoft Office applications. ➤ Good knowledge of writing database/SQL queries.

		<p><u>Job Responsibilities:</u></p> <p>The System Analyst shall work as a liaison between the domain experts and Development Team; elicit and document requirements; drive delivery of solutions to meet the company's business goals and objectives.</p> <ul style="list-style-type: none"> ➤ To confer with Business Application Users in identifying and gathering users' requirements and develop logical and physical specifications. ➤ Develop Business Requirement Document (BRS) & Software Requirement Specifications (SRS). ➤ Get the requirements reviewed and approved by the business users. ➤ Coordinate with developers and QA team to explain system requirements. ➤ Change management, end user training, UAT for smooth business process transition. ➤ Ensure continuous IT services delivery to support day to day business operations. ➤ Gather and assess requirements and assist with translation into optimal solutions. ➤ Constantly working together with Business teams to identify the opportunities for automation, enhancement and providing solution through the application. ➤ Perform functionality gap analysis and solution design. ➤ Redesign business processes. ➤ Develop functional specifications for extensions, integrations and data migrations. ➤ Configure application modules. ➤ Demonstrate application functionality, develop test plans/scripts and manage system testing and assess production readiness. ➤ Plan and execute data migration, create, deliver and manage user training and production support after go-live. <p><u>Age Limit:</u></p> <p>Maximum Age limit at Closing date of Application is up to 35 Years</p>
11	<p>Assistant Manager (Market & Simulation)</p>	<p><u>Required Qualification:</u> Bachelor / master's degree in electrical/Electronics, Mechanical/ Mechatronics/ Energy or similar field</p> <p><u>Required Experience:</u> The candidate must have three (3) years of post-qualification relevant experience in a reputable national / multinational organization</p> <p><u>Job Description:</u></p> <ul style="list-style-type: none"> ➤ Experience of modeling techno-commercial parameters of power plants / transmission networks using dispatch optimization tools ➤ Knowledge and exposure to scenario analyses, impact assessments & corrective / mitigation measures specifically assessments regarding fuel supplies, future generation fleet, seasonal electricity price packaging, resource assessment sensitivities and other sensitivities for generation planning. ➤ Proficient in development of models and analytic tools for evaluation of prospective actions / targets / tasks for short/medium /long term electricity & energy planning ➤ Experience in development of financial/commercial models for power generation projects, energy commodities supply chain etc. ➤ Dedicated team player with strong work ethics

		<ul style="list-style-type: none"> ➤ Candidates having expertise in dispatch optimization tools like PLEXOS, SDDP will be given preference. <p><u>Age Limit:</u></p> <p>Maximum Age limit at Closing date of Application is up to 35 Years</p>
12	Assistant Manager (Economist)	<p><u>Required Qualification:</u> Bachelor/master's degree in economics / Econometrics</p> <p><u>Required Experience:</u> The candidate must have three (3) years of post-qualification relevant experience in a reputable national / multinational organization</p> <p><u>Job Description:</u></p> <ul style="list-style-type: none"> ➤ Expertise in the development of models to perform economic analysis, preferably for power sector, to analyze the impact of electricity tariff on macroeconomic indicators such as inflation, GDP, and poverty, etc and estimate the cross-elasticities of electricity pricing and access with different sectors ➤ Knowledge of conducting research and economic analysis on the socio-economic variables, preferably power sector to gauge the impact of electricity pricing and electricity access on different consumers, employment rates, industrial and agriculture growth, environment, etc. ➤ Expertise in Price elasticity analysis/ evaluation & analysis of exogenous & endogenous variables ➤ Experience of gathering data from independent sources to develop and utilize economic & statistical models by reviewing and analyzing historical events ➤ Proficient in analysis of processes / interventions /operations / packages /sensitivities /risk matrix / pathways /assessments /variables to inform economic scope in various functions ➤ Basic understanding of carrying out analyses using input-output tables, computable general equilibrium models and other econometric approaches ➤ Proficient in interpreting, analyzing and reporting economic data and relations ➤ Dedicated team player with a strong work ethics ➤ Candidates having expertise in statistical tools like STATA, SPSS, EViews will be given preference <p><u>Age Limit:</u></p> <p>Maximum Age limit at Closing date of Application is up to 35 Years</p>
13	Assistant Manager (Environmental Studies)	<p><u>Required Qualification:</u> Bachelor / Master Degree in Electrical/Electronics/Mechanical/ Mechatronics/ Energy/ Environment or similar field</p> <p><u>Required Experience:</u> The candidate must have three (3) years of post- qualification relevant experience in a reputable national / multinational organization</p> <p><u>Job Description:</u></p> <ul style="list-style-type: none"> ➤ Proficient in conducting analysis of applicable policy framework through qualitative and quantitative methods for further development / recalibrations ➤ Experience of reviewing / gauging enabling factors / variables for policy development, evaluation, and amendment ➤ Proficient in developing models for gauging the socio-environmental impacts of power sector policy interventions in local context

		<ul style="list-style-type: none"> ➤ Exposure of stakeholder interaction to facilitate coordination with cross-sectoral entities for exchange of information/data regarding social, economic and environmental variables especially emissions ➤ Reflect policy integrity through identification of gaps, conflicts and proposing corrective & enabling instruments / directives ➤ Knowledge of emission targets, preferably pertaining to power sector, based on National Determined contributions and International commitments ➤ Reflect policy integrity through identification of gaps, conflicts and proposing corrective & enabling instruments / directives. ➤ Contributes technical assistance and strategic planning to the climate and Clean energy programs. ➤ Dedicated team player with strong work ethics <p><u>Age Requirement</u></p> <p>Maximum Age limit at Closing date of Application is up to 35 Years</p>
14	Assistant Manager HR	<p><u>Required Qualification & Experience:</u></p> <p>We are looking for a passionate and self-driven professional with BBA Honors, MBA, MSc, or MS degree in Human Resources (HR) or MPA from HEC recognized National or International University with a minimum of 03 years post qualification work experience in functions of Human Resources. A candidate having any professional certification in HR will be given preference. The desirable candidate should have expertise in Recruitment & Selection, Training & Development, HR-related documentation, HR Information Systems (HRIS), Data Analytics, and have sound knowledge of Performance management Systems along with expertise in managing HR operations like formal correspondence with internal and external stakeholders.</p> <p><u>Job Responsibilities:</u></p> <p><u>HR Life Cycle:</u></p> <ul style="list-style-type: none"> • Managing various aspects of the employment cycle, e.g., HR Operations, Recruitment & Selection, employee on-boarding, and off-boarding, Learning & Development, Performance Management, HR audits, and employee branding. • Assist in developing and executing people management procedures and policies. • Maintains contemporary knowledge of HR trends, best practices, regulatory changes in human resource management, talent management, and local law & regulations • Conduct learning need assessment of organization. • Developing and implementing HR strategies and initiatives aligned with the overall corporate strategy. <p><u>L&D and Performance Management System:</u></p> <ul style="list-style-type: none"> • Assist in the preparation of the Learning & Development & Performance Management plans. • Assist in performance management portfolio to promote a performance-driven culture. • Develop Training Calendar and liaise with facilities teams (internal and external) to ensure smooth execution of all training events. <p><u>HR Analytics:</u></p>

		<ul style="list-style-type: none"> • Build and maintain the HR dashboard including metrics on manpower, talent management, and retention which involves data analysis and preparation of reports to management to inform insights that shape and track the effectiveness of HR strategies and support decision-making. <p><u>Employee Engagement:</u></p> <ul style="list-style-type: none"> • Develop plan & organize internal communications & employees' engagement activities. • Receive and handle employees' inquiries or refer to the appropriate Point of Contact. • Generate official internal documents & requests, maintain office and employee compliance, <p><u>Required Skills:</u></p> <ul style="list-style-type: none"> • Must have hands-on expertise in managing HR functions: Internal communications, recruitment, Learning & Development & corporate services. • Demonstrate understanding of National employment regulations such as Labour Law. • Expertise in using ERP HR Modules /Payroll/ HR Information Management Systems (HRIS). • Must be Proficient in MS Office, have effective communication skills (Oral and Written), ability to multitask and prioritize work, establish, and maintain a collaborative working relationship with internal and external stakeholders. • Attention to detail with a data-driven and analytical mindset • Ability to act with integrity, professionalism, and confidentiality • Passion for talent, culture, and people matters <p><u>Age Limit:</u></p> <p>The maximum Age limit at the Closing date of Application is up to 35 Years</p>
15	Assistant Manager Admin	<p><u>Qualification & Experience:</u></p> <p>We are looking for a passionate and self-driven professional with BBA Honors, MBA, MSc, or MS degree in Human Resources (HR) /Supply chain Management or MPA from HEC recognized National or International University with a minimum of 03 years post qualification work experience in the function of Administration & Service Management. The candidate with any professional certification in Procurement will have an added advantage.</p> <p><u>Role description and required skills:</u></p> <ul style="list-style-type: none"> - The desired candidate must have sound skills in office/facility management, fleet management, employees' terminal benefits management, and general procurement & administration. - The incumbent will be supporting in Management of assigning duties to the staff of Security, Transportation, Housekeeping, and Interacting with the Private/government departments for official matters as assigned. - Oversee all day-to-day responsibilities of office management, such as office supplies, maintenance affairs, deliveries of amenities and arrangement of official meeting etc. - Effective relationship management with all internal & external stakeholders.

		<ul style="list-style-type: none"> - Provide general support to employees' queries regarding office management, travel & Medical insurance matters. - Look-after affairs of vendor/Service provider & third parties. - Must be Proficient in MS Office and have effective communication skills (Oral and Written). - Ability to multitask and prioritize work, establish, and maintain a collaborative working relationship with internal and external stakeholders. - Experience in arranging workshops/Seminars & events. - Any other task as assigned by the supervisor. <p><u>Age Limit:</u></p> <p>The maximum Age limit at the Closing date of Application is up to 35 Years</p>
16	Receptionist	<p>We are looking for an energetic Receptionist to join CPPA-G and undertake all reception and clerical duties at the main entrance desk of the office. The hired person will be the "face of the company for all visitors and will be responsible for the first impression we make. The selected individual must have a Pleasant and easy-going personality. A customer-oriented approach is essential.</p> <p><u>Required Qualification:</u></p> <p>The ideal candidate must have a bachelor's degree (Minimum 14 Years of education) from an HEC-recognized university.</p> <p><u>Role Description and Required Experience:</u></p> <p>The candidate will perform in below mentioned areas:</p> <ul style="list-style-type: none"> • Exhibits polite and professional communication via phone, e-mail, and mail. • Serves visitors by greeting, welcoming, and directing them appropriately. • Notifies company personnel of visitor arrival. • Maintains security and telecommunications system. • Informs visitors by answering or referring inquiries. • Maintaining employees & department directories and contact details • Maintains security by following procedures, monitoring logbooks, and issuing visitor badges. • Keep front desk tidy and presentable with all necessary material (pens, forms, paper, etc.) • Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs. • Take up other duties as assigned (travel arrangements, schedules, etc.) • Coordination with all functional heads to hold meetings, workshops & Seminars. <p><u>Required Skills:</u></p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Competency in Microsoft applications including Word, Excel, and Outlook. • Good time management skills. • Experience in administrative and clerical assignments • Able to contribute positively as part of a team, helping with various tasks as required. • Customer service oriented. <p><u>Age Limit:</u></p>

		Maximum Age limit at Closing date of Application is up to 35 Years
17	Executive Secretary	<p><u>Required Qualification:</u> The ideal candidate must have bachelor's degree (Minimum 14 Years of education) from an HEC-recognized university.</p> <p><u>Required Experience:</u></p> <ul style="list-style-type: none"> ➤ 03 years of post-qualification experience as an Executive Secretary or in a related field is required wherein tasks comprised of Preparation of Reports and PowerPoint Presentations, drafting of minutes of meetings & official letters, and coordination of high-level management meetings. The candidate must have excellent written & verbal communication skills and be proficient in using MS Office (PowerPoint, Excel, Word), have in-depth knowledge of office management and IT-based communication procedures. Familiarity with basic technical reporting techniques and excellent organizational and time-management skills. <p><u>Job Responsibilities:</u></p> <ul style="list-style-type: none"> ➤ Maintain executive's agenda and assist in planning appointments, board meetings, conferences, etc. ➤ Conduct research and prepare presentations or reports as assigned ➤ Attend meetings and keep minutes of meetings. ➤ Receive and screen phone calls and redirect them when appropriate ➤ General communication via phone & emails and prioritize all outgoing or incoming correspondence (e-mail, letters, packages, etc.) ➤ Make travel arrangements for executives & maintain its record. ➤ Handle confidential documents by ensuring their security. ➤ Prepare invoices or financial statements and provide assistance in bookkeeping ➤ Maintain electronic and paper records ensuring information is organized and easily accessible <p><u>Age Limit:</u> Maximum Age limit at Closing date of Application is up to 35 Years</p>
18	Driver	<p><u>Required Qualification:</u> The ideal candidate must have at least Secondary School Certificate (SSC)</p> <p><u>Required Experience:</u> At least 03 years of post-qualification experience as a Driver in any reputable organization and must have a valid LTV or HTV License. Candidates having a defensive driving skill certificate will be preferred.</p> <p><u>Job Responsibilities / Skills:</u></p> <ul style="list-style-type: none"> ➤ Must be able to drive different vehicles. ➤ Must be able to work under pressure for long duty hours ➤ Willing to move in field, especially in remote areas. ➤ Must possess knowledge of traffic rules and procedures ➤ Maintain Logbook's. ➤ Maintain Company Vehicle ➤ Ensure the cleanliness of the Vehicle. ➤ Must have pleasant personality. <p><u>Age Limit:</u> Maximum Age limit at Closing date of Application is up to 40 Years.</p>

