

LAHORE ELECTRIC SUPPLY COMPANY (LESCO) LIMITED

JOB DESCRIPTION OF ASSISTANT MANAGERS UNDER ADVERTISEMENT DATED 07.06.2024

Sr. #	Position	Qualification	Age limit as on closing date	Job Description
1	Assistant Manager/ Junior Engineer (Electrical)	<ul style="list-style-type: none"> • B.Sc./B.E degree in Electrical/Electronic Engineering with 1st Division from universities recognized by HEC • PEC valid registration as Electrical/Electronic Engineer 	Upto 33 Years	<p>Main duties as incharge of basic units of operation, construction, grids, Street light and M&T include the following besides Misc. administrative and managerial responsibilities:</p> <ul style="list-style-type: none"> • Provision of connections to applicants ensuring completion of formalities, • Continuity of supply to domestic, commercial and industrial consumers • Maintenance of the electricity system/feeders, • Exert efforts for maximum recovery, • Execution of HT/LT proposals, • Matters of defaulters including disconnections & reconnections and timely Implementation • Handling/resolving miscellaneous grievances of consumers and litigations, • Undertake steps to avoid theft of energy and detect pilferage for necessary actions under law, • Control line losses, damage to transformers and lines through load management and forecast load of his area, • To ensure installation and replacement of street light system in various localities on the request.
2	Assistant Manager (Customer Services)	<ul style="list-style-type: none"> • M.Sc.(Phy)/MA(Stat)/ MA (Math)/MA (Eco) /M.Com/MBA/M.Sc (Computer Science) / B.Sc. engineering (with valid PEC registration) from HEC recognized University/institute 	Upto 33 Years	<ul style="list-style-type: none"> • Revenue officers are responsible for timely and correct entries in system of batches received from Subdivisions • Timely submission of data to computer center for billing • They ensure new connections, any change in details like name or tariff are recorded in system • Monitors collection of bills from banks and their recording • Monitors transactions of partial payments from consumers/debtors • Implements or deals court matters regarding bill adjustments • Ensures temporary disconnections orders are dealt properly • To check and issue consumer statistics to all concerned offices for reporting • Monitors records to be maintained, wasted over time and register of records • Deals consumer complaints and adjustment of bills accordingly • Monitor free supply of employees

3	Assistant Manager (Accounts)	<ul style="list-style-type: none"> • CA inter/ICMA inter OR • MBA (Finance)/ M.Com/BBA (Hons), sixteen years education in accounting or finance from HEC recognized University/institute with 2 years' experience 	Upto 33 Years	<ul style="list-style-type: none"> • Timely preparation of collection bank accounts reconciliations • Timely preparation of reconciliations for other bank accounts i.e. capital, security, imprest and pension bank accounts • Ensure IOT entries are recorded and reconciled • Timely preparation of divisional accounts and ensure timely submission to head office
4	Assistant Manager (HR)	<ul style="list-style-type: none"> • MBA/MPA/MA in HR /M.Sc. Computer Science/Statistics/ Master Degree in English or equivalent from HEC recognized university/institute. • Minimum two 1st divisions from Matric to Master level. • Capable of operating computer with special emphasis on windows and MS office application 	Upto 33 Years	<ul style="list-style-type: none"> • To render overall assistance to Manager (Operation) of the Circle in all HR & Admn matters • To administer the manual and computerized maintenance of personnel records • To evaluate all requests and claims of employees and to conduct promotion / up- gradation/regularization boards. • To monitor and implement disciplinary procedures and decisions • To manage performance review of employees and to liaise with labour and CBA to resolve disputes and redress grievances of employees