



## QUAID-E-AZAM SOLAR POWER (PVT) LTD.



Quaid-e-Azam Solar Power Pvt. Ltd (QA Solar), wholly owned by the Government of Punjab, intends to develop a series of large-scale solar power projects in the province of Punjab. We require the services of professionally sound candidates for the following positions.

### 1. Chief Operating Officer

A seasoned professional who is responsible for directing, administering, and coordinating internal operational activities of the company in accordance with policies, goals, and objectives established by the Chief Executive Officer and the Board of Directors.

#### Responsibilities and Skills:

- Assist the CEO in the development and achievement of organization policies and goals that covers operations, personnel, financial performance, growth of the functions and other business units.
- Direct and manage operations for production, maintenance and quality.
- Directs internal operations to achieve budgeted results, internal financial criteria, and to preserve the capital funds invested in the enterprise.
- Develops and establishes operating policies consistent with the CEO's macro-level policies and objectives and insures their adequate execution. Appraises and evaluates the results of overall operations regularly and systematically, and reports these results to the CEO
- Liaises with the Chief Legal Officer to ensure that all activities and operations are performed in compliance with local, state, and federal regulations and laws governing business operations.
- Develops and maintains a sound plan of organization. Establishes policies to ensure adequate management development and to provide for capable management succession for those functions/business units falling under his/her responsibility.
- Directs the development and establishment of adequate and equitable personnel policies throughout the organization.
- Directs the development and installation of procedures and controls, to promote communication and adequate information flow, and thereby solidify management control and direction of the enterprise.
- Performs any other work assigned by the Management.

**Qualifications:** Bachelors degree in Engineering/ Management from HEC Recognized University. At least 10 years of relevant experience.

### 2. Chief Internal Auditor

The Chief Internal Auditor plans, directs and oversees the Internal Audit Department as an independent, objective assurance and consulting arm of the Board of Directors (the "Board") to assess and report on the adequacy, effectiveness and efficiency of the risk management, internal control, and governance processes of the Corporation.

#### Responsibilities and Skills

- Maintain a solid understanding of the Company's business activities, core strategies, risk appetite, and risk tolerance.
- Partner with senior management and the Internal Audit Committee to help them fulfill their broad responsibilities for effective governance.
- Think strategically about the internal audit function, its mission and its strategic resources, including attracting highly qualified staff.
- Establish and implement, with input from the Internal Audit Committee and senior management regarding goals, objectives, policies, procedures, plans and schedules, and quality service while maintaining independence and objectivity.
- Prepare, maintain, and oversee an effective and efficient internal audit function to (1) assess the appropriateness, completeness, effectiveness and efficiency of the risk management and internal control structure, (2) identify opportunities to prevent loss, (3) determine if the necessary risk management and internal control structure is in place to facilitate company strategies and business goals, and (4) report to the Internal Audit Committee and management the results of individual audits and activities.
- Provide effective monitoring over the integrity and effectiveness of the Company's accounting and financial reporting processes and systems of internal control.
- Raise difficult issues with senior management and the Internal Audit Committee - even if such actions may be unpopular.
- Consult with management as needed to provide appropriate guidance on key business decisions.
- Maintain effective communications with, and support the needs of, the Internal Committee and its Chairperson through regular meetings and reports and the performance of special projects, as requested. Present issues and management actions that effect broad or critical segments of the company to management and the Internal Audit Committee.
- Maintain effective communications with, and support the needs of, senior management through regular meetings and reports and the performance of special projects, as requested. Present and negotiate issues that affect strategic direction and goals of broad or critical segments of the company while maintaining independence.

**Qualifications: 10 years** of relevant audit experience and is a,

- (i) member of a recognized body of professional accountants; or
- (ii) certified internal auditor; or
- (iii) certified fraud examiner; or
- (iv) certified internal control auditor; or
- (v) Person holding a master degree in finance from a university recognized by the Higher Education Commission.
- (vi) Preference will be given to
  - a) person who may have worked as internal auditor in the Energy Sector; and
  - b) Person who may have worked with companies of International Repute.

### 3. Company Secretary

The Company Secretary shall be responsible for ensuring that Board procedures are followed, and that all applicable laws, rules and regulations and other relevant statements of best practice are complied with.

#### Responsibilities and Skills

- Organising, preparing Agendas for and taking Minutes of Board Meetings and Annual General Meetings (AGMs);

- Coordinating and attending Board and Committee Meetings and drafting Minutes;
- Serving as a liaison for Directors, officers, and shareholders;
- Directing the activities related to the Board, Committees and Shareholders Meetings;
- Maintaining key corporate documents and records;
- Ensuring compliance with laws and regulations.
- Maintaining statutory books, including registers of members, directors and secretaries;
- Dealing with correspondence, collating information and writing reports, ensuring decisions made are communicated to the relevant company stakeholders;
- Contributing to meeting discussions as and when required, and advising members of the legal, governance implications of proposed policies;
- Liaising with external regulators and advisers, such as lawyers and auditors;
- Developing and overseeing the systems that ensure the company complies with all applicable codes, in addition to its legal and statutory requirements.
- Performs any other work assigned by the Management.

**Qualifications:**

- (a) Member of a recognized body of professional accountants; or
- (b) Member of a recognized body of corporate or chartered secretaries; or
- (c) Person holding a master degree in business administration or commerce or being a law graduate from a university recognized by the Higher Education Commission with at least five years relevant experience.

**Professional Qualification:** At least 5 years of relevant experience.

Market based Salary will be given.

Quaid-e-Azam Solar Power Pvt. Ltd is an equal opportunity employer. Females are encouraged to apply.  
No TA/DA will be given for the purpose of interview.

Only Short listed candidates will be called for interview. Only Complete applications will be considered. Only qualified individuals will be called. The applications must reach at the following address no later than 15 days from the date of publication of advertisement. The last date for submission of Applications is July 24, 2015.

Application (cover letter, detailed resume) should be submitted to:

**Manager HR, Quaid-e-Azam Solar Power (Pvt.) Ltd.**

3<sup>rd</sup> Floor, 83-A/ E-1, Main Boulevard, Gulberg III, Lahore

(Please clearly mark the envelope for the position applied for)