

JOB OPPORTUNITIES

A private limited company, wholly owned by the Government of the Punjab involved in the development of solar energy projects, requires the services of professionally sound candidates for the following positions.

1. Chief Legal Officer

The CLO is responsible for all legal, corporate and regulatory affairs of the company. These include litigation, arbitration, legal opinion, drafting & vetting of various kinds of agreements, and contracts. The position will also be responsible to represent the company before various regulatory authorities regarding matters including licensing, tariff issues etc.

Responsibilities and skills:

- Handle legal, corporate and regulatory affairs pertaining to the Company
- Look after cases in litigation and arbitration / negotiation / mediation directly or through engaged Counsels (outsourced law firms)
- Render legal opinion to the Board of Directors, Chief Executive Officer and other functional heads / divisions of company on all legal issues
- Assist in drafting, filing and presenting Tariff petitions and licensing issues on behalf of company before regulatory authorities
- Assist in drafting of company policy and rules
- Negotiate, draft and vet various kinds of agreements, deeds and instruments;
- Supervise the working and function of the Legal wing of the company
- Assist in protecting company's rights and interests and maintaining its operations within the scope established by law
- Represent Company in the regulatory space and be an advocate for any change or reform desired in the policy framework.

Qualifications: LLB/LLM from an HEC recognized university with at least **10 YEARS** of relevant experience.

Location: HEAD OFFICE- LAHORE

2. Manager HR

The Manager HR is responsible for recruitment and employee related affairs of the company and maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

Responsibilities and skills:

- Should possess knowledge of human resource management.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Should possess skill in MS Office package and other software.
- Should possess good communication skills

Qualifications: At least 16 years of Education from HEC-recognized university. Majors in economics, Management or HR or any professional degree with at least **5 YEARS** of relevant experience. Females will be preferred.

Location: HEAD OFFICE- LAHORE

3. Manager Administration- Site

The Manager Administration- Site is responsible for the administration, logistics, security and other office related matters of the project site office.

Responsibilities and skills:

- Should possess knowledge of human resource management.
- Manage all Company (Site) Admin, logistics and security requirements
- Responsible for administration and discipline at site as per company regulations
- Coordinate with all local stake holders & local government administration & agencies
- Interpret rules and regulations for service matters
- Possess good knowledge and experience of dealing in office administration matter
- Should possess computer skill in MS Office package and communication skills
- Should possess knowledge of public administration and public procurement.

Qualifications: Bachelors from HEC-recognized university with at least **5 YEARS** of relevant experience.

Location: SITE OFFICE – BAHAWALPUR

4. Manager Contracts

The Manager Contract is responsible for monitoring the contractor's and owner engineer's progress, writing the draft documents, advising on contractual matters and controlling and establishing a timeline for making necessary contract decisions or modifications.

Responsibilities and skills:

- Having experience on negotiation, execution & closing of contracts
- Monitoring & implementation of contractual scope with EPC contractor & Owner's engineer
- Familiar with public sector procurement rules i.e. PPRA 2014
- To suggest ways to make / control international contracts compatible with local laws & FIDIC requirements
- Hands on experience on raising, controlling & settlement project claims & risk management, including raising alerts on potential delays with remedial measures.
- To advise on contractual matters regarding mobilization advance, bank guarantee, performance guarantee, extension of time, interim payment certificate, default of contractors and final payment certificate as per contract.
- Provide a liaison between project management & procurement management
- Excellent communication skills on contractual issues

Qualifications: Bachelor (Civil, Mechanical, Electrical) with at least **5 YEARS** of relevant experience on handling utility projects (preferably international projects) as Manager Contracts.

Location: HEAD OFFICE- LAHORE

5. Manager Strategic Planning

The Manager Strategic Planning is responsible for planning and directing an organization's strategic and long-range goals. Conducts organizational reviews to identify strengths, priorities, weaknesses, and opportunities and to evaluate operational effectiveness.

Responsibilities and skills:

- Advise and provide support on matters regarding the development, direction, capacity and coordination of activities of the company
- Advise and support the review of the strategic plans and help identify priorities for adjustment, redesigning if required
- Provide advice on the institutional arrangements necessary for implementation of the Corporate Plan
- Provide advice and support on organizational and institutional issues
- Advise and provide support on issues relating to the development and promotion of statistical advocacy and partnerships with relevant stakeholders
- Support company in ensuring effective development partner co-ordination
- Advise and support the company in ensuring high quality and timely reporting to the Board of Directors, and CEO
- Support the company in being innovative and strategic in its thinking, problem solving and planning
- Transfer planning and management skills to the company through training and technical advice

Qualifications: Professional Bachelor's degree (4 years) from an HEC recognized university with at least **5 YEARS** of relevant experience.

Location: HEAD OFFICE- LAHORE

6. Deputy Manager Projects / Senior Project Engineer

The Deputy Manager Projects / Senior Project should be able to work with the Project manager closely to ensure the smooth running, monitoring and timeline of the project.

Responsibilities and Skills:

- Coursework in electrical power engineering
- Hands-on experience / knowledge in electrical power projects (worked on 2 nos. 132kV grid station projects on turnkey basis)
- Experience on all phases of project life cycle i.e. (planning, execution, control & closing (PMP certification shall be preferred)
- Well versed with modern techniques of project planning and control. (skill on Primavera shall be preferred)
- Having skills on risk & claim management
- Familiarity with contract management, quality control & HSE procedures
- Willingness to work in challenging geographical environments
- Excellent verbal and written communication skills
- Advanced proficiency in Microsoft Office and other computer skills
- Frequent visits to the Site Office

Qualifications: Engineering degree from HEC recognized university with at least **4 YEARS** of relevant experience.

Location: HEAD OFFICE- LAHORE

We are an equal opportunity employer. Females are encouraged to apply.
Accommodation or TA/DA is not admissible.

Shortlisting will be done on the basis of qualification, relevant experience based on **RESPONSIBILITIES AND SKILLS** given with each position. Market based Remuneration packages will be provided subject to qualifications and experience of the candidate. Only Complete applications will be considered and only Short listed candidates will be called for interview. No intimation will be provided to candidates that are not shortlisted/ qualified. 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 05 December 2014.

Application (cover letter, detailed resume and a copy of CNIC) should be submitted to:

Human Resource Department

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

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