

# JOB OPPORTUNITIES

A public sector company involved in the development of renewable energy projects, requires the services of professionally sound candidates for the following positions.

## 1. Manager Operations

A professional operations Manager who oversees, guides and manages the work of contractors, suppliers and employees at site. The candidate should have leadership capabilities and promotes healthy work environment at site.

### Responsibilities & Skills

- Manages, expedites & supports EPC contractor & consultant documents, submittals & schedules.
- Well-versed with construction management techniques and ability to successfully control & supervise all aspects of site execution.
- Serves as an interface between project management team & interval departments including construction & operation to facilitate effective implementation of company care & operating values.
- Coordinate project construction with Project Manager and EPC contractor & sub-contractor site managers to resolve critical & time sensitive construction related issues.
- Assists project manager in site risks identification, controlling and mitigation.
- Interprets plans, specification, drawings & documents related to engineering & construction.
- Supervisor & control HSE & QA/QC requirements at site.
- Interacts closely with teams at site to ensure that project needs & objectives are met.
- Must be familiar with time scheduling & control tools (Microsoft projects / primavera)
- Must possess excellent communication/soft skills.

**Qualifications:** Bachelor degree in Electrical Engineering from HEC Recognized University. At least 7 years of relevant experience in the Power Sector. Masters in the field of renewable technologies will be preferred.

**Location:** Head Office- Lahore, Site Office- Bahawalpur

## 2. Manager Plant

A professional Plant Manager that Develops and implements appropriate procedures, processes, and recording systems to conduct daily routine operation and maintenance of the plant.

### Responsibilities and Skills

- Operation and Maintenance of associated 132 KV switchgear, MV/LV distribution systems etc
- Develop procedures and systems to address emergency situations arising out of natural and other causes
- Deal with equipment suppliers and installers to resolve issues of operations and maintenance within and out of warranty periods
- Order, organize, and maintain inventory of fuels, supplies, consumables, and spares.

**Qualifications:** Bachelor degree in Engineering (preferably Electrical or Mechanical) from HEC recognized University with at least 7 years direct proven experience in operation and maintenance of power plants, switchgear and controls, MV/LV distribution.

**Location:** Site Office- Bahawalpur

## 4. Assistant Managers

An ambitious graduate with an aptitude for solar electricity and renewable energy projects is required.

### Responsibilities and Skills:

- Knowledge modern techniques of project planning and scheduling.
- Willingness to work in challenging geographical environments
- Excellent verbal and written communication skills
- Advanced proficiency in Microsoft Office and other computer skills

**Qualifications:** Bachelor degree from HEC recognized university. Relevant experience of 1-5 years.

**Location:** Head office- Lahore, Site Office- Bahawalpur

## 5. Management Trainees

Highly talented and a competent fresh graduate with strong academic background to assist in the daily operations of the company.

### Responsibilities and Skills:

- Assist in Research & Development and other relevant sectors
- Excellent writing skills
- Excellent communication skills
- Advanced proficiency in Microsoft Office and other computer skills

**Qualifications:** Bachelors in Computer/Engineering /Finance/Economics/ Social Sciences/ Business Management or other relevant majors from HEC recognized University.

**Location:** Head office- Lahore, Site Office- Bahawalpur

## 6. Drivers

Well experience driver is needed. Retired armed forces drivers are encouraged to apply.

**Age Limit:** 50 years

**Location:** Head office- Lahore, Site Office- Bahawalpur

Market based Salary will be given.

We are an equal opportunity employer. Females are encouraged to apply.  
No TA/DA will be given for the purpose of interview.

Shortlisting will be done on the basis of qualification, relevant experience criteria given with each position. Only Complete applications will be considered. Only Short listed candidates will be called for interview. 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 19<sup>th</sup> January 2015.

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

**Manager HR**

3<sup>rd</sup> Floor, 83-A/ E-1, Main Boulevard, Gulberg III, Lahore  
(Please clearly mark the envelope for the position applied for)