



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



### JOB OPPORTUNITIES

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. Manager Project

A seasoned project manager to support the program director in the accelerated roll out of ground mounted photovoltaic projects. The candidate should have an experience of at least seven years in the relevant field, including the renewable energy sector. The following skills and responsibilities are required:

- Hands-on experience and expertise in project management
- Ability to define and monitor a solar electricity project
- In-depth understanding of electrical energy technology
- Knowledge of Substation connectivity and execution.
- Performance management, including planning of key performance indicators
- Multi-disciplinary team management
- Fluency in Gantt Charts, Work Breakdown Structures, planning of task interdependencies
- Expertise in Primavera Software for project management
- Change management, troubleshooting, and problem solving
- Risk management planning
- Willingness to work in challenging geographical environments
- Excellent verbal and written communication skills
- Advanced proficiency in Microsoft Office and other computer skills
- Knowledge and experience of procurement in the public sector
- Frequent visits to Project Site.

**Qualifications:** Bachelors degree in Electrical Engineering from HEC Recognized University. At least 7 years of relevant project management experience in the Power Sector. The candidate should be PEC Registered. PMPs and Masters in the field of renewable technologies will be preferred.

#### 2. Manager Operations

A professional Operation Manager that oversees, guides, and manages the work of contractors, suppliers and employees. The candidate should have leadership capabilities and promotes a healthy work culture. The candidate should have the following skills.

- Manages, expedites, and supports contractors and consultant's document submittals, budgets, and schedules.
- Serves as an interface between the Electrical Engineering team and internal clients, including the Construction, Operations to facilitate interdepartmental relations.
- Assists with the development of new electrical engineering standards and maintains and improves existing standards and guidelines, implementing industry and company best practices.
- Acts as a subject matter expert regarding electrical engineering activities.
- Interacts closely with internal teams to ensure that project needs and objectives are met
- Produces quality electrical engineering plans, studies, and specifications while ensuring compliance with department, project, company, utility, regional electrical entity, and industry requirements and standards
- Participates in engineering, design, and construction review processes
- Interprets plans, specifications, drawings, and documents related to engineering and construction
- Coordinates project construction with Project Managers and Site Construction Managers to resolve critical and time-sensitive construction-related electrical issues
- Leads or assists with investigations of electrical-related issues, including root cause analysis as needed

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

#### 3. 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 Solar PV Plant.

**Responsibilities:**

- Operation and Maintenance of associated switchgear, MV/LV distribution systems
- 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
- Train local technicians
- Order, organize, and maintain inventory of fuels, supplies, consumables, and spares for HFO/diesel dual firing generating plants
- Knowledge of weather station maintenance, substation corrective and preventive maintenance.

- Solar PV and inverter maintenance
- Working knowledge of monitoring and troubleshooting of the plant through SCADA.

**Location:** Bahawalpur (Project Site)

**Qualifications:** Bachelors degree in Electrical Engineering with at least 7 years direct proven managerial experience in operation and maintenance of power plants, switchgear and controls, MV/LV distribution. The candidate should be PEC Registered. Masters in the field of renewable technologies will be preferred

#### **4. Assistant Manager Legal**

Responsibilities and Skills:

- Assist the Legal department in research & drafting of legal instruments.
- Proficiency in computer skills
- Excellent communication skills
- Strong skills of legal drafting
- Corporate compliances of SECP
- Maintenance of corporate record and minutes of Board Meetings.

**Position:** Multiple

**Qualifications:** LLB Degree from an HEC Recognized University. At least 4 years of experience with Corporate Legal Firm will be added benefit.

#### **5. Assistant Manager Accounts**

Responsibilities:

- Computation and filing of returns/withholding statement under the Income Tax Ordinance 2001, Sale Tax Act 1990 and Punjab Sales Tax on Services Act 2012.
- Computation of taxable salary and income tax liability thereon of employees of the Company.
- Filing of the Income Tax returns of the employees of the Company.
- Compliance of day to day notices related to income tax and sales tax on behalf of the Company.
- Preparation and filing of tax appeals at appellate forums under the Income Tax Ordinance 2001 and Sales Tax Act 1990.
- Tax advisory on day to day basis with respect to Income Tax, Sales Tax, Withholding Tax, filing of tax returns/statements, etc.

**Qualifications:** B.Com, CA Inter. Experience of 7 years in tax management including at least 4 years with a Tax Practitioner/ Firm

Market based Salary will be given.

The applications must reach at the following address and the last date for submission of applications is 27<sup>th</sup> August 2014. Only Short listed candidates will be called for interview. Only Complete applications will be considered.

Application (cover letter, detailed resume, copy of CNIC, copies of academic degrees and experience letters) should be submitted to:

**Manager Admin, 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)