



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

JOB OPPORTUNITIES

Quaid-e-Azam Solar Power Company (QA Solar) has been established by the Government of Punjab to develop a series of large-scale solar power projects in the province. We seek to hire a team of quality professionals at highly competitive compensation packages, attractive incentives, and an opportunity to become part of a world-leading solar infrastructure initiative.

1. Manager Admin

Responsibilities:

- Manage all Company Admin requirements, including employee retention
- Responsible for administration and discipline in the Company
- Maintain & update personal records of all employees
- Coordinate with all sections for timely filing of the vacancy and modification of jobs as may be necessitated
- Prepare plan for training of the employees to keep them abreast of modern productivity techniques
- 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.
- Should possess knowledge of public administration.

Qualifications: Bachelor's degree from HEC-recognized university with at least 5 years relevant experience

2. Manager Plants

Responsibilities:

- Develop and implement appropriate procedures, processes, and recording systems to conduct daily routine operation and maintenance of the 100 MW Solar PV plant at Quaid-e-Azam Solar Park and its future expansions, as well as other associated switchgear, MV/LV distribution systems with a small effective team of technicians to supply reliable
- 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

Qualifications: Engineering degree with at least 7 years direct proven experience in operation and maintenance of all power plants, switchgear and controls, MV/LV distribution.

3. Site Accountant/ Assistant Manager Accounts

Job Responsibilities:

- Prepare, process, and approve appropriate documents and cash disbursement and receipt documents
- Manage accounting and financial systems and maintain full and accurate accounting records
- Develop financial reports for various projects as and when required
- Prepare payroll, manage payments, do proper due diligence, and prepare and submit relevant taxes on timely basis
- Research, prepare and submit the annual budget/expense estimate of the site
- Maintain budgetary controls
- Implement and monitor payment authority practices
- Establish and maintain cash controls
- Reconcile general ledger accounts
- Manage investments and reserves

Any other duties assigned by the management.

Eligibility Criterion: M.Com/ACMA/CA-Inter with 6 years of experience preferably in handling accounts of a plant.

4. Assistant Manager

Responsibilities:

- Assist the section concerned in Research & Development of company policies
- Proficiency in computer skills
- Excellent communication skills

Qualifications: Graduate Degree in Electrical Power Engineering having valid PEC registration. Candidates having Masters degree will be preferred.

The applications must reach at the following address not later than **6th June 2014**.

Application should be submitted to:

QUAID-E-AZAM SOLAR POWER (Pvt) Ltd
3rd Floor, 83-A/E-1, Main Boulevard, Gulberg III, Lahore.
Tel: 042-35790363-5
Email: jobs@qasolar.com
Website: www.qasolar.com