



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



JOB VACANCY

Quaid-e-Azam Solar Power (Pvt.) Ltd (QA Solar), wholly owned by the Government of Punjab, has installed the first ever 100 MW Solar PV Plant in the province of Punjab. We require services of professionally sound candidates for the following position.

1. Company Secretary

The Company Secretary shall be responsible for ensuring that all legal procedures are followed, and that all applicable laws, rules and regulations and other relevant statements of best practice are complied with, and responsible for handling the legal, corporate, and regulatory affairs of the Company including litigation, arbitration etc., legal opinions, drafting/vetting of various kinds of agreements. The position will also be responsible to represent the Company along with other functional heads before NEPRA in regulatory matters including licensing and tariff issues.

Qualifications:

- Member of a recognized body of professional accountants; or
- Member of a recognized body of corporate or chartered secretaries; or
- 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 5 years Corporate/Power Sector/Legal/Secretarial experience. Persons with legal background will be preferred.

Max Age Limit: The maximum age of candidate should not be more than 45 years at the last date of advertisement i.e. **6th Feb 2023**. Government employees can apply through proper channel.

Candidates are advised to apply online through Punjab Job Portal i.e. www.jobs.punjab.gov.pk and www.jobs.gov.pk Prime Minister Hunarmand Pakistan Program (NEXT) National Job Portal. The detailed job description for the position is available on the Punjab Job Portal and NEXT Job Portal. 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 criteria given for the position. Only candidates applying through Punjab Job Portal and NEXT Job Portal will be considered and shortlisted candidates will be called for interview. The last date for submission of Applications is **6th Feb 2023**.

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

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