

CAREER OPPORTUNITIES IN GEPCO (PVT) LTD.

COMPANY SECRETARY

Gujranwala Electric Power Company (GEPCO), a leading public electric utility Company, endeavoring to provide uninterrupted electric supply to more than 3.9 million valued consumers with more than 17000 employees is seeking the services of an experienced, dynamic, high caliber and result oriented professional to work as Company Secretary as part of its senior executive team, who can undertake the challenging assignment effectively.

JOB PROFILE

The incumbent shall be responsible, for ensuring that appropriate advice is given to the Board on all corporate matters, the management of the Company and implementations of sound corporate policies and compliance of laws and rules. The candidate should be fully conversant and knowledgeable on corporate governance companies act, SECP (Securities and Exchange Commission of Pakistan) government regulatory requirements and should excel in MS Office applications and excellent in communication skills.

The candidate should have strong business acumen and judgment capabilities and experience of performing senior management positions with board level interaction. The position requires outstanding English writing skills to effectively record and produce board minutes and direction and the capability to have the board direction implemented by the management.

QUALIFICATION AND EXPERIENCE

- Member of a recognized body of the professional accountants preferably Chartered Accountant from ICAP, with the minimum of three (3) years relevant experience as Company Secretary is required in sizeable company, having annual turnover/asset base (*whichever is higher*) of Rs 20 Billion or more, or
- A member of recognized body of corporate of chartered secretaries with A minimum of three (3) years relevant experience as company secretary is required in sizeable company having annual turnover/asset base (*whichever is higher*) of Rs 20 Billion or more, or
- A person holding master degree in business administration or being a Law graduate from a university recognized by HEC with a minimum of five (5) years relevant experience as company secretary is required in sizeable company having annual turnover/asset base (*whichever is higher*) of Rs 20 Billion or more.

AGE & TENURE

- Maximum upto 45 years age as on the last date of submission of application.
- Initial contract shall be for a period of three years extendable subject to satisfactory performance.

PAY & ALLOWANCES

- Market based competitive package.

HOW TO APPLY

- The applications must be submitted online on the link i.e. <https://gepc-jobs.pitc.com.pk/index.php> on or before **06-12-2021**.
- Along with detailed CV, attested copies of testimonials, minimum three references and a recent photograph
- Only short-listed candidates will be contacted for interview.

NOTE

1. No application will be accepted by hand.
2. Departmental candidates are required to apply through proper channel.
3. GEPCO is an equal opportunity employer; females are equally encouraged to apply.
4. The competent authority reserves the right to cancel the advertisement or withhold the recruitment process without assigning any reason.
5. Application should reach within 15 days from the date of publication of this advertisement.

DIRECTOR GENERAL (HR & ADMN)
GUJRANWALA ELECTRIC POWER COMPANY LIMITED (GEPCO)
ROOM # 04, 565-A Model Town G.T. Road Gujranwala
Landline: 055-9200513