

**DAWN NEWSPAPER – FEBRUARY 4, 2025**

# CAREER OPPORTUNITY

## COMPANY SECRETARY

Our client, a Karachi based company and an equal opportunity employer, seeks to appoint a seasoned professional for the role of Company Secretary. The Company Secretary shall directly report to the Chairman of the Board with the primary responsibility of fulfilling all secretarial functions. This shall include maintaining liaison with the Chairman, Board of Management, Chief Executive Officer with respect to holding of meetings of the Board and its committees and ensuring corporate governance and company's compliance with all applicable laws.

### **Duties & Responsibilities**

Main responsibilities of the position include the following but are not limited to:

- To prepare and distribute agenda and working papers for meetings of the board and its committees
- To prepare minutes of all aforesaid meetings and follow-up to ensure compliance/implementation of decisions of the board and its committees
- To prepare and maintain corporate/statutory record of the company and filing of periodic and statutory returns with the Securities & Exchange Commission of Pakistan, Pakistan Stock Exchange and other relevant authorities
- To arrange and conduct general meetings of the company as per law while ensuring compliance with requisite provisions of the law
- Act as a single point of contact and liaison between the board and the management, facilitating effective communication and decision-making
- Continuous review and monitoring of amendments/updates in Corporate Laws & secretarial practices and to keep updated the board as well as management
- To liaison with internal and external auditors and legal counsel in order to ensure compliance of statutory provisions of all corporate laws
- To communicate the decisions of the board and policies formulated by the board
- To arrange and organize orientation and other courses for updating/acquaintance of the board members regarding trends of corporate culture
- To ensure compliance with laws that govern and apply to public sector companies
- To verify, authenticate and sign (where required), company documents and also affix seal of the company on legal documents
- To ensure transfer of shares of the company are carried out as per law and procedure and maintain effective coordination with the share registrar
- To represent the company before corporate regulatory authorities as and when required
- Assist in preparation and finalization of annual report of the company in accordance with applicable laws
- Any other task as may be required by the management to effectively provide governance support

### **Eligibility Criteria:**

#### **Qualification and Experience:**

- A person holding a master's degree in business or finance or commerce or law from a university recognized by the Higher Education Commission or A member of a recognized body of professional accountants or A member of a recognized body of corporate or chartered secretaries or with at least 5 years of relevant experience
- A minimum of 15 years of total work experience, preferably in a large national/ multinational organization in the oil and gas or public sector

#### **Age:**

- Should not be more than 45 years of age on the closing date of application.

#### **Knowledge:**

- An in-depth understanding of the laws, rules and regulations which govern listed and public sector companies and the ability to ensure their compliance. He/she must further safeguard board processes to confirm they are followed and that all other relevant statements, reports and requirements are complied with.

#### **Skills:**

- Ability to gain insight into the workings of the company and remain in liaison with all departments for due compliances
- Outstanding communication and drafting skills, English language and minute taking skills and the capacity to work well under pressure with integrity especially when handling confidential information

#### **Additional Requirements:**

- Proven integrity and the ability to manage sensitive information confidentially
- Strong interpersonal skills and ability to work in a team-oriented environment

If you have the required experience and educational qualification to take up the challenging role, you are requested to apply by **February 18, 2025** at <http://jobs.hrs-int.com/>

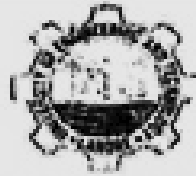
Only shortlisted candidates will be contacted.

[www.hrs-int.com](http://www.hrs-int.com)





**JANG NEWSPAPER – FEBRUARY 4, 2025**



**Advertisement No.3/2025**

# **UET LAHORE**

## **POSITION VACANT**

### **TREASURER (BPS-20)**

The University invites application from qualified and experience Punjab domiciled candidates for the position of Treasurer (BPS-20) on contract basis for a tenure of three years. The Treasurer is responsible for managing the financial affairs of the university, including but not limited to budgeting, accounting and financial reporting.

#### **REQUIRED QUALIFICATION & EXPERIENCE:**

- (i) Ph.D. in Finance or Commerce or Accounting or Auditing or Economics from a University or Degree Awarding Institute duly recognized by HEC; and
- (ii) Eight years post qualification experience of BPS-17 & above or equivalent in relevant field.

**OR**

- (i) MS or M.Phil in Finance or Commerce or Accounting or Auditing or Economics equivalent 18 years education in the field of Accounts & Audit from a University or Degree Awarding Institute duly recognized by HEC; and
- (ii) Ten years post qualification experience of BPS-17 & above or equivalent experience in relevant field.

**OR**

- (i) MBA (Finance) or M.Com or ACCA or **ACMA** or M.Sc (Economics) or equivalent 16 years education at least in 2<sup>nd</sup> division from a University or Degree Awarding Institute duly recognized by HEC; and
- (ii) 12 years post qualification experience of BPS-17 & above or equivalent experience in relevant field.

#### **GENERAL INSTRUCTIONS**

- ❖ Age limit: 35 to 50 years
- ❖ Click the link <https://jobs.uet.edu.pk/RegistrationForm.aspx> to fill out the relevant fields of online application.
- ❖ Upload passport size scanned photograph.
- ❖ Print the application duly completed in all respect and sign it.
- ❖ Attach postal order/challan amounting to Rs. 2000/- in favour of Treasurer of UET, Lahore and other required documents with the printout of application.
- ❖ The University will have the right to devise the criteria as deem appropriate in order to shortlist/ recommend suitable candidates in view of requirements of the University in a prescribed manner.
- ❖ Incomplete and late submission of applications will not be entertained. Last date for submission of applications is **24-02-2025**.

IPL-492

**MUHAMMAD ASIF, REGISTRAR (Ph: 042-99029227)**





**EXPRESS NEWSPAPER – FEBRUARY 5, 2025**

**ADVERTISEMENT FOR RECRUITMENT OF STAFF**

Provision of recruitment of staff, under the Development Project Titled as "GIS-Based Protection Regime and Establishment of Digital Communication Cell in Forestry, Wildlife & Fisheries Department" Applications are required from all over Punjab for the project period for the following posts:

Sr. No.	Name of Post	No. of Post	Eligibility Criteria		Initial Salary per Month	Place of Posting
			Qualification & Experience:	Age (Years)		
7	Accountant (PPS-6)	1	i. Bachelor's Degree (Second Division) in Commerce / Accounts and Finance or equivalent from a university recognized by the HEC; with ii. Two (02) years' experience in Government/Private Accounts. <b>CMA/CA</b> inter will be preferred.	23-30	105,000/-	Anywhere in Punjab

**Age:**

For males +5 years and for females +8 years General age relaxation in upper age limit at the date of advertisement as per Govt. of Punjab, S&GAD Notification No. SORI(S&GAD)9-36/81 dated 08-08-2016.

**Conditions:**

- The recruitment will be purely on contractual basis during the project period. The annual increment will be applied as per approved PC-1/ Government approved policies.
- Candidates from only Punjab Province will be eligible to apply for the posts.
- In-service candidates will ensure while applying for particular post(s) that they have obtained/ applied for NOC/DPC from their concerned department(s) and will provide the same at the time of interview (if called).
- All candidates must apply online on <https://jobs.punjab.gov.pk/> as well as send duly attested photocopies (Mandatory) of valid CNIC, Domicile, two (02) recent Passport Size Photographs, Academics and Experience Certificates along with email/receipt of online submitted application from Punjab Job Portal to the office of "PROJECT DIRECTOR / FOCAL PERSON GIS BASED PROTECTION REGIME & ESTABLISHMENT OF DIGITAL COMMUNICATION CELL IN FORESTRY, WILDLIFE & FISHERIES DEPARTMENT, GIS Lab, 108-Ravi Road, Forest Colony, Lahore" till **21-02-2025** within office hours.
- The name of post for which candidate is willing to apply should be mentioned clearly both on application and envelope.
- Incomplete and after receipt of due date applications will not be acceptable and will be rejected without informing the applicants. In this regard, this office will not issue any information/ notification etc.
- Candidates must bring their original documents at the time of interview along with copy of educational documents, experience certificates, Domicile, CNIC, 2 Passport size recent photographs and detailed CV.
- For multiple posts, candidates should submit application for each post separately.
- No TA/ DA will be admissible for test/ Interview.
- The Department is authorized for short-listing the candidates according to their eligibility and experience. The Decision by the Selection committee will be final.
- The Competent Authority may cancel the recruitment anytime without any prior notice.
- The date of interview/ test will be informed on given email/ contact number.
- The selected candidates will not establish any claim for the permanent appointment against these posts.
- The candidates should remain in contact with this office for further information.

**PROJECT DIRECTOR / FOCAL PERSON  
GIS BASED PROTECTION REGIME &  
DIGITAL COMMUNICATION CELL  
LAHORE**

**IPL-501**

For further details or inquiry contact @ 042-37728098 or Email: [gisiabpfd.jobs@gmail.com](mailto:gisiabpfd.jobs@gmail.com)