



PUNJAB THERMAL POWER (PVT) LIMITED

CAREER OPPORTUNITIES

Punjab Thermal Power (Pvt) Limited is a Company wholly owned by Government of Punjab established for setting up an around 1200 MW Punjab Power Plant at District Jhang. We are seeking to hire following professionals and support staff on highly competitive compensation package and attractive incentives. It is also an opportunity to become part of a leading initiative. The place of posting will be Head Office at Lahore or Site Office at District Jhang.

Sr. No.	Name of Post	Qualification	Experience
1	Assistant Manager Accounts	Bachelor's Degree in relevant field. MBA Finance/ M.COM/ACMA/ACCA will be preferred.	At least 02 years relevant experience. Experience of working within approved plans to meet time bound goals. Prior experience of working in Power Sector would be highly desirable.
2	Assistant Manager Finance	Bachelor's Degree in relevant field. MBA Finance/ M.COM/ACMA/ACCA will be preferred.	At least 2 years of relevant experience. Experience of working within approved plans to meet time bound goals. Prior experience of working in Power Sector would be highly desirable.
3	Assistant Manager Imports and Logistics	Bachelor's Degree in relevant field. MBA Finance/ M.COM/ACMA/ACCA will be preferred.	An ideal candidate should be seasoned professional who is responsible for Planning and implementing all import and re-export transportation strategies according to suppliers and customer demand. Keep updated record of all import and export laws and procedures and maintain knowledge on all tariffs and licenses. Perform all other functions that may be required in carrying out the related job duties.
4	Assistant Manager ERP	04 Years Bachelor's Degree in Computer Science.	Practical experience of SQL, Oracle Developer (10g), Java Script and Database Administration. Practical experience of Integration of Customized Applications with Oracle Standard Modules. Functional Knowledge of Oracle Financials and Supply Chain Modules will be highly preferred.
5	Assistant Manager Civil	Bachelor's Degree in Engineering (Civil).	At least 2 years relevant experience of power sector. Experience in setting up of power plant would be preferred.
6	Assistant Manager Technical	BS Engineering (Power/ Electrical/ Mechanical).	At least 2 years relevant experience of power sector. Experience in setting up of power plant would be preferred.
7	Assistant Manager Mechanical	BS Engineering (Power/ Electrical/ Mechanical).	At least 2 years relevant experience of power sector. Experience in setting up of power plant would be preferred.
8	Assistant Manager I&C	BS Engineering (Power/ Mechanical/ Electrical/ Electronics).	At least 2 years relevant experience of power sector. Experience in setting up of power plant would be preferred.
9	Assistant Manager Legal	Bachelor's Degree in Law.	At least 2 years of relevant experience. Knowledge of laws dealing with the electricity sector is highly desirable.
10	Assistant Manager Planning	Bachelor's Degree in the field of Business Management/ Economics/ Finance/ Social Sciences or other relevant fields.	At least 2 years of relevant experience.
11	Assistant Manager Analytics	Bachelor's Degree in the field of Business Management/ Economics/ Finance/ Social Sciences or other relevant fields.	At least 2 years of relevant experience.
12	Assistant Manager Monitoring & Evaluation	Bachelor's Degree in the field of Business Management/ Economics/ Finance/ Social Sciences or other relevant fields.	At least 2 years of relevant experience.
13	Assistant Manager Coordination	Bachelor's Degree in the field of Business Management/ Economics/ Finance/ Social Sciences or other relevant fields.	At least 2 years of relevant experience.
14	Assistant Manager Corporate Affairs	(a) Member of a recognized body of professional accountants; or (b) Member of a recognized body of corporate or chartered secretaries; or (c) person holding a Master Degree in Business Administration or Commerce or being a Law Graduate from a university recognized by the Higher Education Commission.	At least 2 years relevant experience, prior experience of working in the similar role is preferable.
15	Assistant Manager Administration	Bachelor's Degree.	At least 2 years relevant experience to develop and work within approved plans to meet time bound goals. Demonstrated ability to manage, negotiate and coordinate with private and public sector vendors. Prior experience of working in the similar role is preferable.
16	Assistant Manager Human Resource	Bachelor's Degree.	At least 2 years relevant experience to develop and work within approved plans to meet time bound goals. Demonstrated ability to manage, negotiate and coordinate with private and public vendors. Prior experience of working in the similar role is preferable.
17	Assistant Manager Procurement	Bachelor's Degree or Master Degree in Supply Chain Management/ Business Administration/ Economics/ Public Administration or other relevant fields.	At least 2 years of experience in public sector procurement under PPRA Rules in goods, services and consultancies including tender Management, Supplies negotiation and contract Management.
18	Assistant Manager Security	Bachelor's Degree.	Personnel having 2 years of experience in office/ building/ plant related security matters, assisting in developing security policies & procedures and formulating security plans. Working experience in a multinational or a comparable national manufacturing concern will be preferred.
19	Assistant Manager I.T	Bachelor's Degree in Computer Sciences/ Information Technology.	At least 2 years of relevant experience, prior experience of working in similar role will be highly desirable.
20	Finance/Accounts Assistant	Bachelor's Degree in relevant field.	At least 2 years of relevant experience, prior experience of working in similar role would be highly desirable.
21	Admin Assistant	Bachelor's Degree.	2 years of relevant experience and proficient computer skills.
22	HR Assistant	Bachelor's Degree.	2 years of relevant experience and proficient computer skills.
23	Procurement Assistant	Bachelor's Degree.	2 years of relevant experience and proficient computer skills.
24	Security Assistant	Bachelor's Degree.	2 years of relevant experience and proficient computer skills.
25	Receptionist	Bachelor's Degree.	2 years of relevant experience and proficient computer skills.
26	Store Officer	Bachelor's Degree.	3-4 years of relevant experience and proficient computer skills.
27	Data Entry Operator	Minimum Intermediate having 40 WPM typing speed	2-3 years relevant experience and proficient computer skills.
28	Personal Secretary to CEO	Matric / F.A will be preferred	10 years of relevant experience.
29	Dispatch Rider	Matric / F.A will be preferred	3-4 years relevant experience.
30	Dispatcher	Matric / F.A will be preferred	3-4 years relevant experience.
31	Electrician	Electrician course	3-4 years relevant experience.
32	Driver	Literate	At least 05 years of experience as professional driver in office environment.
33	Naib Qasid	Literate	At least 02 years of experience.

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 qualification and relevant experience. Only complete applications will be considered and short listed candidates will be called for interview. The last date for submission of Applications is 31st July, 2017. Application (cover letter, detailed resume and NOC in case of Government employee) should be submitted to:

COMPANY SECRETARY

Punjab Thermal Power (Pvt) Limited

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