

**TERMS AND CONDITIONS FOR THE POSITION OF CORPORATE AFFAIRS
EXECUTIVE**

1. **Designation.** Corporate Affairs Executive.
2. **Age**
 - a. **Minimum.** 25 Years.
 - b. **Maximum.** 40 years.
3. **Qualification.** Minimum 16 years of education in Management Sciences/ Public Administration with minimum 3 CGPA/1st Div from HEC recognized University.
4. **Experience.** Minimum 3 years experience of managing corporate affairs, statutory correspondence and compliances with government departments and regulatory authorities related to Company's business preferably in power sector.
5. **Job Requirement.** To manage all necessary compliances and requisite correspondence with government departments and regulatory authorities related to Company licenses, permissions and monthly reports related to Company's business.
6. **Desired Knowledge, Skills and Abilities (KSAs).**
 - a. **Knowledge.** Indepth knowledge of Companies Act 2017, labor laws and Workers' Profit Participation Fund (WPPF).
 - b. **Skills**
 - (1) Excellent skills on MS Office.
 - (2) Office Management (making presentations/ drafting various statutory correspondence).
 - (3) Resourcefulness.
 - c. **Communication**
 - (1) **Verbal.** Possesses a clear & concise expression in english and urdu to communicate with others.
 - (2) **Written.** Capable of developing and delivering grammatically accurate and concise written information in English in form of letters, minutes, comments, briefs etc.
 - (3) **Presentation.** Capable of delivering appropriately designed presentations, in form/text to the audience to present a subject matter.
7. **Job Description**
 - a. Assist Manager Corporate Affairs in the following:-
 - (1) Understudy to Manager Corporate Affairs.
 - (2) Maintain liaison and statutory compliances/ correspondence with WAPDA/ SECP/ PPIB/ NEPRA/ fuel supplier/gas supplier for necessary correspondence related to Company licenses and monthly reports.
 - (3) Maintaining record of all original documents related to projects, financial agreements, licenses land lease documents etc.
 - (4) Remain involved in arrangements and record keeping of all Meetings (BOD, AGM, EGM, Audit & HR and committee meetings) related to Company business, inland and abroad.
 - (5) Coordinate, hire and liaise with legal firms or legal advisors/consultants, as and when required, for legal matters of the Company including but not limited to formulation/ vetting of all contract agreements / MOU / any other legal document related to Company's business and employees.

- b. Any other tasks/ responsibilities assigned by the Company within respective domain.
8. **Contract Period.** The contract will be for an initial period of two years with 6 months probation period. The continuation of service contract shall be dependent on extension of Contract by the Company, based on your demonstrated performance and Policy of the Company.
9. **Pay & Allowances and In Service Benefits**
- a. **Pay and Allowances.** It will comprise of the following:-
- | | | |
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| (1) Basic Pay, (with annual increment). | } | As per
Company
Policy |
| (2) House Rent. | | |
| (3) Conveyance allowance. | | |
| (4) Utilities allowance. | | |
| (5) Provident Fund. | | |
| (6) Mobile telephone allowance. | | |
- b. **In Service Benefits.** As per Company Policy.
- c. **Terminal Benefits on Expiry of Prescribed Service Contract Agreement.** As per Company Policy.