



JOB VACANCIES

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. Manager Technical

A seasoned Manager Technical to support the program director in the accelerated roll out of ground mounted photovoltaic projects. The candidate should have an experience in the relevant fields. The following skills and responsibilities are required.

Responsibilities and Skills

- Hands-on experience and expertise in management
- Ability to define and monitor a solar electricity project
- In-depth understanding of electrical energy technology and knowledge of substation connectivity and execution.
- Performance management, including planning of key performance indicators
- Multi-disciplinary team management
- Fluency in Gantt Charts, Work Breakdown Structures, planning of task interdependencies
- Expertise in Primavera software for project management
- Change management, troubleshooting, and problem solving
- Risk management planning
- Willingness to work in challenging geographical environments
- Excellent verbal and written communication skills
- Advanced proficiency in Microsoft Office and other computer skills.
- Knowledge and experience of procurement in the public sector
- Frequent visits to project sites.

Qualifications: Bachelor's degree in Electrical from HEC recognized University with at least **5 Years** relevant experience in power sector at a large public or private sector company. Renewable energy experience would be preferred. The candidate should be PEC Registered. Master in the field of renewable technology 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. **16 September 2021**. Government employees can apply through proper channel.

2. Manager Admin & HR

The Manager Admin & HR is responsible for the administration, logistics, recruitment and employee related affairs of the Company and maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs and practices.

Responsibilities and Skills

- Should possess strong knowledge of Administration and Human Resource Management.
- Responsible for administration, HR and discipline in the company
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains human resource staff by recruiting, selecting, orienting, and training employee
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counselling employees and supervisors.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains admin & human resource records by designing a filing and retrieval system; keeping pas and current records.
- Possess good knowledge and experience of dealing in office administration matters
- Should possess skill in MS Office package and other software.
- Should possess good communication skills.

Qualifications: Bachelor / Master degree in Economics, Business, Finance, Commerce from HEC recognized University with at least **5 Years** of relevant experience in public or private sector.

Max Age Limit: The maximum age of candidate should not be more than 45 years at the last date of advertisement i.e. **16 September 2021**. Government employees can apply through proper channel.

3. Manager Legal

The position is 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.

Responsibilities and Skills:

- Handling legal, corporate and regulatory affairs pertaining to the Company;
- Rendering legal opinion to the Board of Directors, Chief Executive Officer and other functional heads / divisions of the Company on various legal issues;
- Assisting in drafting, filing and presenting Tariff related issues and licensing issues on behalf of the Company before NEPRA;
- Assisting in drafting of company policy and rules;
- Negotiating, drafting and vetting of various kinds of agreements, deeds and instruments;
- To supervise the working and function of the Legal Directorate;
- To assist in protecting the Company rights and interests and maintaining its operations within the scope established by law; Provides direction, development and leadership to reporting employees

Qualifications: LLB Degree from HEC Recognized University with **5 years** of experience. LLM degree shall 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. **16 September 2021**. Government employees can apply through proper channel.

4. Manager Procurement

A professional Manager Procurement who procure the rules, procedures, familiarization with public sector and is expected to play a role in the commercial negotiations and structuring of substantial procurement contracts.

Responsibilities and Skills:

- Familiarization with Public Sector Procurement Rules, Procedures etc.
- Manages, expedites, and supports contractors and consultant's document submittals, budgets, and schedules.
- Planning of annual procurement plans for the company.
- Structuring large-scale procurement contracts, particularly the fulfillment of public sector regulatory approvals and procedures
- Commercial negotiations, preferably an experience with international vendors with strong analytical skills
- Excellent verbal and written communication skills, self-motivated, proactive and dynamic
- Advanced proficiency in Microsoft Office and other computer skills.
- Provides direction, development and leadership to reporting employees

Qualifications: Bachelor degree in Engineering, Business Administration, Economics from HEC Recognized University. However preference will be given to the candidates having Master degree in relevant field with at least **5 years** of relevant experience of Procurement in public or private sector.

Max Age Limit: The maximum age of candidate should not be more than 45 years at the last date of advertisement i.e. **16 September 2021**. Government employees can apply through proper channel.

5. Assistant Manager Security

Assistant Managers Security help in writing and developing security policies and procedures for the security department of Site Office and oversee all procedures for security staff, and provide protection to important persons when necessary;

Responsibilities and Skills

- Supervise all security officers on duty and assist the other department employees.
- Coordinate with Manager Security to manage all the security matters
- Deal with government agencies, outside contractors, and the general public in a professional manner
- Fully implement the site emergency plan and recommend if changes are required
- Review the attendance of security staff working at Site Office
- Visit all areas of responsibility and ensure the safety of employers and customers
- Interpret rules and regulations for security services matter.
- Good leadership and interpersonal skills and strong team player
- Excellent computer skills in MS Office

Qualifications: Retired Army Officer with at least **2 years** Security related experience in corporate sector.

Max Age Limit: The maximum age of candidate should not be more than 40 years at the last date of advertisement i.e. **16 September 2021**. Government employees can apply through proper channel

6. Assistant Manager Audit

A seasoned professional to support the Audit affairs of the Company;

Responsibilities and Skills

- Participation in conducting and completion of audit engagements in accordance with International Standards of Auditing and internal rules and procedure.

- Effective communication with senior management on each stage of conducting of the audit work
- Preparation and review of necessary documentation for the audit work performed.
- Ability to obtain and present appropriate audit evidence, address the relevant audit objectives, and demonstrates its relevance to the rest of the audit.
- Identify audit differences and issues and escalating as appropriate.
- Ability to work in a team and complete multitask work on given time
- Good leadership and interpersonal skills and strong team player
- Excellent computer skills in MS Office

Qualifications: CA Inter / ACMA / ACCA from HEC recognized University with at least **2 years** of relevant experience.

Max Age Limit: The maximum age of candidate should not be more than 40 years at the last date of advertisement i.e. **16 September 2021**. 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 descriptions for each position are 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 each 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 **16 September 2021**.

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