



## QUAID-E-AZAM SOLAR POWER (PVT)LTD.

### JOB OPPORTUNITIES

Quaid-e-Azam Solar Power Company (QA Solar) has been established by the Government of Punjab to develop a series of large-scale solar power projects in the province. We seek to hire a team of top quality professionals at highly competitive compensation packages, attractive incentives, and an opportunity to become part of a world-leading solar infrastructure initiative.

#### 1. Chief Operating Officer / Chief Technology Officer

A seasoned professional who is responsible for directing, administering, and coordinating internal operational activities of the company in accordance with policies, goals, and objectives established by the Chief Executive Officer and the Board of Directors. The COO/CTO shall lead and direct the following functions and/or business units: Operations, Human Resources, Information Systems, Project Management & Procurement, Agency Promotion and Communication.

##### Responsibilities:

- Assist the CEO in the development and achievement of organization policies and goals that cover operations, personnel, financial performance, and growth of the functions and/or business units mentioned above
- Manage internal operations to achieve budgeted results, internal financial criteria, and to preserve capital funds
- Manage internal operations to insure that the company's assets are maintained and protected through proactive O&M and planning
- Prepare and recommend short-term and long-range plans and budgets based upon broad organization goals and objectives
- Develop and install procedures and controls, to promote communication and adequate information flow, and thereby solidify management control and direction of the enterprise
- Develop and establish operating policies consistent with the CEO's macro-level policies and objectives and ensure their adequate execution. Appraise and evaluate the results of overall operations regularly and systematically, and report these results to the CEO
- Develop and maintain a sound plan of organization. Establish policies to ensure adequate management development and provide for capable management succession for those functions/business units falling under his/her responsibility
- Develop and establish adequate and equitable personnel policies
- Deploy company resources effectively for administrative functioning of the organization.

**Qualifications:** Graduate degree in Engineering or the Business Management. At least 5 years of relevant experience.

#### 2. Chief Legal Officer

The CLO is responsible for all legal, corporate and regulatory affairs of Quaid-e-Azam Solar Power (Private) Limited. These include litigation, arbitration, legal opinion, drafting & vetting of various kinds of agreements, and advocacy for policy reform. The position will also be responsible to represent QASP along with other functional heads before NEPRA in regulatory matters including licensing and tariff issues.

##### Responsibilities:

- Handle legal, corporate and regulatory affairs pertaining to the Company
- Look after cases in litigation and arbitration / negotiation / mediation through engaged Counsels (outsourced law firms)
- Render legal opinion to the Board of Directors, Chief Executive Officer and other functional heads / divisions of QASP on all legal issues
- Assist in drafting, filing and presenting Tariff petitions and licensing issues on behalf of QASP before NEPRA
- Assist in drafting of company policy and rules
- Negotiate, draft and vet various kinds of agreements, deeds and instruments;
- Supervise the working and function of the Legal Directorate
- Assist in protecting QASP's rights and interests and maintaining its operations within the scope established by law
- Represent QA Solar in the regulatory space and be an advocate for any change or reform desired in the policy framework.

**Qualifications:** LLB/LLM. At least 7 years of relevant experience.

#### 3. Chief Strategy Officer

The Chief Strategy Officer will create and enhance all elements of a cohesive relevant strategy, create additional strategic alternatives and scenario plans, and insures that there is indeed a direct connection of the strategy elements to the daily execution of the business, and the financial forecasting mechanism. This unique background takes a multitude of different operating experiences, must include being both a creative thinker and influential collaborator.

##### Responsibilities:

- Evolve consensus of stakeholders on vision and mission statement
- Define overall current and future business strategy of the company
- Develop market for Company's present and future businesses
- Explore strategic alternatives and examine potential acquisitions, alliances, and alternative distribution strategies
- Undertake primary market research, market intelligence gathering, and market forecasting to ensure that the executive team and Company Board are able to understand implications of various choices in order to make informed decisions
- Facilitate healthy dialogues among executives and the Company's Board
- Ensure execution supports strategy
- Lead alternative value chain initiatives.

**Qualifications:** Graduate degree in Engineering or Business Management. At least 5 years of relevant experience. Additional education in economics /finance would be desirable.

#### 4. Project Manager

A seasoned project manager to support the program director in the accelerated roll out of ground mounted photovoltaic projects. The candidate should have an experience of over five years in the management of technology related projects, including the renewable energy sector. The following skills are required:

- Hands-on experience and expertise in project management
- Ability to define and monitor a solar electricity project
- In-depth understanding of electrical energy technology
- Ability of techno-economic calculations
- Financial planning, analysis, and monitoring
- Performance management, including planning of key performance indicators
- Multi-disciplinary team management
- Fluency in Gantt Charts, Work Breakdown Structures, planning of task interdependencies
- 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

**Qualifications:** Graduate degree in Engineering or the Natural Sciences. At least 5 years of relevant experience. Additional education in economics /finance would be desirable.

#### 5. Manager Legal /Contracts

##### Responsibilities:

- Assist in carrying out his responsibilities regarding the legal/regulatory side of the company
- Review of contract documents like PPA, FSA, IA and WUA. Review of PQD, RFP for their conformity with the applicable laws and policy
- Review of Power Policy of Federal Government and its impact on Provincial Policy
- Legal opinion / advice on various issues relating to development of power projects
- Maintain cooperative and effective coordination with appropriate regulatory agencies in provincial as well as Federal Government

**Qualifications:** LLB Degree from an HEC-recognized university. Should have overall 3 years relevant experience, preferably in handling contract agreement, experience with power projects / policies / legal documents / agreements etc.

#### 6. Assistant Manager Engineering

An ambitious graduate with an aptitude for solar electricity and renewable energy projects is required. The following skills and attributes are required:

- Coursework in electrical power engineering
- Knowledge of solar electricity technology and supply chain
- Internships or hands-on experience / knowledge in electrical power projects
- Experience of working in project teams
- Willingness to work in challenging geographical environments
- Excellent verbal and written communication skills
- Advanced proficiency in Microsoft Office and other computer skills

**Qualifications:** Engineering degree

#### **7. Manager HR & Admin**

A seasoned professional to support the Administrative & HR affairs of the company.

**Responsibilities:**

- Manage all Company HR requirements, including employee retention
- Develop policies for inducting, evaluating, and promoting employees
- Responsible for administration and discipline in the Company
- Maintain & update personal records of all employees
- Coordinate with all sections for timely filing of the vacancy and modification of jobs as may be necessitated
- Prepare plan for training of the employees to keep them abreast of modern productivity techniques
- Interpret rules and regulations for service matters.
- Possess good knowledge and experience of dealing in office administration matter.
- Should possess computer skill in MS Office package.
- Should possess knowledge of human resource management.

**Qualifications:** Bachelor's degree from HEC-recognized university with at least 3 years relevant experience

#### **8. Manager Plants**

**Responsibilities:**

- Develop and implement appropriate procedures, processes, and recording systems to conduct daily routine operation and maintenance of the 100 MW Solar PV plant at Quaid-e-Azam Solar Park and its future expansions, as well as other associated switchgear, MV/LV distribution systems with a small effective team of technicians to supply reliable
- Develop procedures and systems to address emergency situations arising out of natural and other causes
- Deal with equipment suppliers and installers to resolve issues of operations and maintenance within and out-of-warranty periods
- Train local technicians
- Order, organize, and maintain inventory of fuels, supplies, consumables, and spares for HFO/diesel dual firing generating plants

**Qualifications:** Engineering degree with at least 7 years direct proven experience in operation and maintenance of all power plants, switchgear and controls, MV/LV distribution.

#### **9. Assistant Manager Accounts/Finance**

**Responsibilities:**

- Deal with all payments, receipt and disbursement of funds related to company.
- Prepare salary of staff, deduct monthly tax and disburse in a timely manner.
- Documentation relating to reconciliation of expenditure and receipt
- Preference will be given to the candidates familiar with regulation relating to account matters of Government Organization
- Any other job as assigned by the CEO, QA Solar

**Qualifications:** Fresh CA/CA Finalist /ACMA with 5 years qualification/M.Com from a recognized university with 7 years' experience of dealing affairs of accounts matters in Government, semi Government or Private Organization.

#### **10. Manager Strategic Planning**

**Responsibilities:**

- Advise and provide support on matters regarding the development, direction, capacity and coordination of activities of the company
- Advise and support the review of the strategic plans and help identify priorities for adjustment, redesigning if required
- Provide advice on the institutional arrangements necessary for implementation of the Corporate Plan
- Provide advice and support on organizational and institutional issues
- Advise and provide support on issues relating to the development and promotion of statistical advocacy and partnerships with relevant stakeholders
- Support company in ensuring effective development partner co-ordination
- Advise and support the company in ensuring high quality and timely reporting to the Board of Directors, and CEO
- Support the company in being innovative and strategic in its thinking, problem solving and planning
- Transfer planning and management skills to the company through training and technical advice

**Qualifications:** Bachelor's degree with 3 years relevant experience.

#### **11. Research Assistants/Internees**

**Responsibilities:**

- Assist the section concerned in Research & Development of company policies
- Proficiency in computer skills
- Excellent communication skills

**Qualifications:** Graduate Degree in Computer/Electrical /Business or Economics.

The applications must reach at the following address not later than 10<sup>th</sup> December 2013.

Application should be submitted to:

**QUAID-E-AZAM SOLAR POWER COMPANY**  
**Suite 503, 5<sup>th</sup> Floor, Shaheen Complex, Egerton Road**  
**Tel:042-99205316-22**  
**Email: [jobs@qasolar.com](mailto:jobs@qasolar.com)**  
**Website: [www.qasolar.com](http://www.qasolar.com)**