



PAKISTAN GEMS AND JEWELLERY DEVELOPMENT COMPANY
Ministry of Industries and Production, Government of Pakistan
A Company set up under section 42 of the Companies Ordinance, 1984



VACANCY ANNOUNCEMENT FOR THE POSITION OF
“COMPANY SECRETARY”

Pakistan Gems and Jewellery Development Company (PGJDC) is looking for dynamic Professional and Experienced Company Secretary based at Karachi. The position shall be filled purely on a merit basis, on contract, renewable subject to satisfactory performance.

Required Qualification	a) Member of a recognized body of professional accountants; (OR) b) Member of a recognized body of corporate or chartered secretaries; (OR) c) Holding a Masters' degree in business or finance (OR) commerce (OR) law from a university recognized by the Higher Education Commission.
Experience	At least five (5) years relevant experience
Maximum Age Limit	50 Years
Area of Expertise	► Proficient with the provisions of SECP, Companies Act 2017, State Owned Enterprises (Governance and operations) Act 2023 and other relevant laws, rules, and Regulations applicable to the Company. ► Able to offer advice and guidance on matters of Law and corporate Governance. ► Able to prepare agenda and papers for Annual General Meetings, Extraordinary General Meetings, Board Meetings and Committee Meetings and also draft minutes and resolutions for such meetings ► Able to liaise and compliance effectively with all regulatory bodies and ensure the affairs of the Company and managed in accordance with applicable laws, rules and regulations including the Company's rules/policies.

Please Note:

1. Application form and other requisite information regarding documents is available on our website: www.pgjdc.org
2. Documents must reach within **15 days** of this publication. PGJDC reserves the right to accept or reject any or all applications without assigning any reason thereof.

Contact Person
Manager Administration & Human Resources
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