



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



Advertisement for the post of Chief Executive Officer

Pakistan Gems and Jewellery Development Company (PGJDC) is a Public Sector Company working under the administrative control of the Ministry of Industries & Production and as a subsidiary of PIDC and licensed under Section 42 of Companies Act, 2017. PGJDC intends to appoint Chief Executive Officer for a period of three years on contract basis, to be based at Head Office Karachi. Candidates meeting the following criteria may apply.

Qualification, Experience and Eligibility:

- Must possess a graduate degree in Engineering /Business Administration /Accounts/Economics and other relevant subjects. Preference will be given to post graduate degree holders.
- At least 15 years of relevant experience in well reputed local or multinational company of which preferably 3 to 5 years experience at functional head level.
- Knowledge of the supply chain in Gems and Jewellery and related industry of Pakistan is desirable.
- Having vision and strategic plan to make the organization financially sustainable and economically viable; positively contributing towards the national economy.

Responsibilities:

- Responsible for the overall profitability and efficient management of the Company and for the effective controls in financial and other matters, subject to the oversight and directions of the Board of Directors.
- Presenting strategic business plan and policies to the Board for approval and their subsequent implementation; proper HR Management and utilization; ensuring optimal use of funds and organizational resources in accordance with statutory obligations.
- Responsible to look after the business of the Company in accordance with the Companies Act, 2017, the Memorandum and Article of Association and other applicable instructions/policies issued by the Government / SECP etc. from time to time.

Age Limit:

- 40 to 55 years.

Pay Package:

- Successful candidate will be offered market-based competitive remuneration package commensurate with his/her academic and experience profile.

Terms & Conditions:

- Appointment will be made purely on merit. Detailed terms and conditions will be settled in the employment contract. PGJDC is an equal opportunity employer. Females are encouraged to apply.
- Eligibility will be determined and selection will be finalized under the provisions of Companies Act, 2017 and the relevant SECP Rules/regulations. Only shortlisted applicants will be invited for interview(s). The candidate shall not be entitled for any TA/DA while appearing for an interview.
- No person shall be appointed as a Chief Executive Officer unless he is a citizen of Pakistan only. Pakistani nationals holding dual nationality shall not be eligible to apply.
- Applicants must submit one-page vision and strategic plan to make the organization financially sustainable and a positive contributor towards the national economy.
- Applications by-hand shall not be accepted.
- Any attempt to influence the recruitment & selection process shall disqualify the applicant from the whole process.
- Application form, declaration format, TOR's of the position and other detail are available at www.pgjdc.org and www.moip.gov.pk.
- Applications on the prescribed format, along with one page vision and strategic plan, declaration of eligibility, detailed CV along with CNIC, latest photograph along with attested copies of HEC verified degrees, other testimonials and working experience certificates must be sent through email at chairman.pgjdckhi@gmail.com and the address given below through courier service mentioning "APPLICATION FOR THE POST OF CEO" in subject line, within 15 working days of publication of the advertisement.

Postal Address:-

Manager Admin & HR
Pakistan Gems and Jewellery Development Company
Suite # 115-118, 1st Floor, Progressive Plaza, Beaumont Road, Karachi.
Ph: 021-35631394
Website: www.pgjdc.org