



## VACANCY ANNOUNCEMENT

*Pakistan Gems and Jewellery Development Company aims to enhance the Exports through Facilitation, Technology up-gradation, Skills Development & Marketing / Branding*

***"We are looking for suitable qualified and experienced Pakistani Nationals for the following positions on contract basis"***

### **1-CHIEF FINANCIAL OFFICER/COMPANY SECRETARY (1 Post based at Karachi)**

- Candidates holding a master degree in business administration with major in finance from HEC recognized university; a person holding graduate degree in law from a HEC recognized university will be considered an added advantage
- At least ten (10) years relevant finance and corporate affairs experience.
- Membership of a recognized body of corporate or chartered secretaries will be a distinct advantage.
- Extensive knowledge & experience of implementing the Board procedures, all applicable corporate governance laws, rules and regulations and other relevant best practices with strong administrative and result oriented skills.
- Having good verbal, written communication and presentation skills.
- Maximum age limit up to 45 Years.

### **2-CHIEF INTERNAL AUDITOR (1 Post based at Karachi)**

- A member of recognized body of professional accountants (OR) a certified internal auditor (OR) a certified fraud examiner (OR) a certified internal control auditor (OR) a candidate holding masters degree in finance from HEC recognized university.
- At least five (05) years relevant audit experience of a Public Sector Company; should have adequate understanding of company, corporate and other related laws.
- Extensive knowledge and experience of implementing internal audit functions in accordance with the standards for the professional practice of internal auditors issued by the Institute of Internal Auditors Inc.
- Having good verbal, written communication and presentation skills.
- Maximum age limit up to 45 Years.

### **3-MANAGEMENT ASSOCIATE COORDINATION (1 Post based at ISLAMABAD)**

- Must possess a graduate degree in any discipline from HEC recognized university.
- Must be able to perform Protocol duties in Islamabad.
- Should have expertise in Liaison with Senior Management.
- At least three (03) years relevant experience.
- Having good verbal, written communication and presentation skills.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Maximum age limit up to 30 Years.

#### **Please Note:**

1. PGJDC is an equal opportunity employer. Females are encouraged to apply.
2. Only shortlisted candidates will be called for test/interview. No TA/DA will be admissible.
3. The positions offered shall be on two years contract basis (extendable subject approval of the Board of Directors of the Company). Salary Package commensurate with qualification and experience will be offered.
4. PGJDC reserves the rights not to fill any post or withhold appointment against advertised post, without assigning any reason. Any attempt to influence the recruitment & selection process shall disqualify the applicant from the whole process.
5. The position applied for should be clearly mentioned on the envelope.
6. Applications by-hand shall not be accepted. Incomplete applications shall not be considered.
7. Job confirmation will be subject to the submission of HEC verified degrees and Medical fitness Certificate.
8. Candidature of the candidates can be cancelled at any stage even after the result, if not meeting the eligibility criteria i.e. Age, Education, Professional Experience and verification of degree from HEC.

#### **How to Apply:**

Interested candidates meeting the above standard eligibility criteria should download and fill-in Pre-Employment Application Form available on these websites [www.pgjdc.org](http://www.pgjdc.org), [www.moip.gov.pk](http://www.moip.gov.pk) and submit along with their CV, CNIC Copy, attested copies of HEC verified degrees, other testimonials, working experience certificates and a recent passport size photograph at the address given below, within 15 days of publication of this advertisement.

**MANAGER ADMIN & HR**  
**PAKISTAN GEMS AND JEWELLERY DEVELOPMENT COMPANY**  
**Suite # 115-118, 1<sup>st</sup> Floor, Progressive Plaza, Beaumont Road, Karachi.**