

Pakistan Gems and Jewellery Development Company
Criteria and TORs for Position of Company Secretary at Karachi.

Position:

Company Secretary based at Karachi

Required Qualification

- Member of a recognized body of professional accountants; OR
- Member of a recognized body of corporate or chartered secretaries; OR
- Holder of a Master's degree in Business, Finance, Commerce, or Law from a university recognized by the Higher Education Commission (HEC).

Experience:

- Minimum five (05) years of relevant experience.

Maximum Age Limit:

- 50 Years

Areas of Expertise:

- Proficient in SECP provisions, Companies Act 2017, State-Owned Enterprises (Governance and Operations) Act, 2023, and other applicable laws, rules, and regulations.
- Ability to provide expert advice and guidance on legal and corporate governance matters.
- Skilled in preparing agendas, working papers, minutes, and resolutions for Annual General Meetings, Extraordinary General Meetings, Board Meetings, and Committee Meetings.
- Capable of liaising with regulatory bodies and ensuring compliance with all relevant laws, rules, regulations, and company policies.

Please Note:

1. Application form is attached herewith.
2. Applications on the prescribed form along with attested copies of testimonials (degrees, experience certificates, CNIC, two passport-sized photographs) must reach the undersigned within 15 days of publication of this advertisement. Only applications received through courier will be accepted.
3. NOC from candidates already working in Government / Public sector organizations is required from their respective organization.
4. Final selection will be subject to clearing the interview and submission of HEC-verified degrees.
5. PGJDC reserves the right to accept/reject any or all applications without assigning any reason.

Contact Person

Manager Administration & Human Resources
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