



CAREER OPPORTUNITIES

Islamabad Electricity Supply Company is a leading power distribution company of Pakistan serving more than 3.88 Million customers with annual revenue base of over Rs. 522 billion having operational jurisdiction that covers five districts namely Islamabad, Rawalpindi, Attock, Jhelum and Chakwal.

We believe that the Human Resource is the key asset that will enable IESCO to realize its vision. We also believe that it is the quality of the Human Resources and the Effectiveness of its Organization Structure that would enable IESCO to meet shareholder's expectations for all times to come. IESCO is seeking the services of a dynamic qualified professional with relevant experience for the position of Company Secretary.

Job Profile	Qualification Experience	Salary Package, Tenure & Age Limit
<p>The Company Secretary shall report only and directly to the Board of Directors and in this capacity shall be required to maintain confidentiality on all matters and deliberations of the Board and its Committees unless disclosure is approved and allowed by the Board.</p> <p>The Company Secretary shall be responsible for ensuring that Board procedures are followed, and that all applicable laws, rules and regulations and other relevant statements of best practice are complied with.</p> <p>Ideal candidate should have complete knowledge of Corporate Governance Rules of Public Sector Companies and their compliance requirements.</p> <p>The candidate should have strong business acumen and Judgment capabilities and experience of performing in Senior Management positions with Board level interaction.</p> <p>The position requires excellent writing skills to effectively record and produce Board minutes and directions and the capability to have the board directions implemented by the management.</p> <p>To develop a competent and high performing team of individuals to achieve the required high standards of work in the department.</p>	<ul style="list-style-type: none"> • a member of a recognized body of professional accountants; with a minimum of 3 year relevant experience as Company Secretary in reputable company. <li style="text-align: center;">or • a member of a recognized body of corporate or chartered secretaries; with a minimum of 3 year relevant experience as Company Secretary in reputable company. <li style="text-align: center;">or • a person holding a Master's degree in Business or Finance or Commerce or Law from a university recognized by the Higher Education Commission with at least five years relevant experience in reputable company. 	<ul style="list-style-type: none"> • Market based competitive salary package. • Initial contract shall be for a period of three years, extendable on satisfactory performance. First performance review shall be conducted after six months of appointment for contract confirmation. • Age Limit: 60 years as on last date of submission of application.

HOW TO APPLY:

Application forms are available on IESCO website. Applications should be submitted through internet on IESCO website www.iesco.com.pk and through post along with detailed CV, attested copies of testimonials, minimum three references and a recent photograph to the undersigned. Only short listed candidates will be contacted for interview.

NOTE:

- a) No application will be accepted by hand.
- b) Departmental candidates are required to apply through proper channel.
- c) IESCO is an equal opportunity employer; females are equally encouraged to apply.
- d) The competent authority reserves the right to cancel the advertisement or withhold the recruitment process without assigning any reason.
- e) The candidate must comply with the Fit and Proper Criteria and other conditions, as prescribed in the State-Owned-Enterprises (C-Level Appointments) Guidelines 2024, the Companies Act-2017, and the State-Owned-Enterprises (Governance and Operation) Act-2023.
- f) **Selected candidate shall be required to resign/ liquidate/ seek early retirement or sever their connection/ lien with parent department immediately before joining IESCO.**
- g) Last date for submission of application is **15 days from the date of advertisement.**

Director General (HR) IESCO Head Office, Street - 40, Sector: G-7/4,
Islamabad, Tel: 051-9252080 Fax: 051-9252927