


Use Electricity Wisely For The Prosperity Of The Country


FAISALABAD ELECTRIC SUPPLY COMPANY LIMITED
 FESCO

EMPLOYMENT OPPORTUNITY AT
FAISALABAD ELECTRIC SUPPLY COMPANY (FESCO)
FOR THE POSITION OF COMPANY SECRETARY

Faisalabad Electric Supply Company (FESCO) is a leading Public Utility Company within the power sector and operating its business of distributing electricity serving more than 5.4 million customers in eight districts of Punjab namely Faisalabad, Chiniot, Sargodha, Jhang, T.T. Singh, Khushab, Mianwali and Bhakkar. FESCO is actively looking for the services of an energetic and qualified professional, male or female, equipped with a corporate mindset as well as an understanding of the power sector for the C-level position titled **Company Secretary**.

Skills & Responsibilities:
 The incumbent will be hired as Company Secretary, and shall directly report to the Chairman, FESCO with the primary responsibility of fulfilling all secretarial functions. This shall include maintaining liaison with the Chairman, Board of Directors (BOD), Chief Executive Officer with respect to holding of meetings of the Board and its committees and ensuring corporate governance in the company is in compliance with all applicable laws which govern FESCO.

Main responsibilities of the position include the following but are not limited to:

- To prepare and distribute agenda and working papers for meetings of BOD and Committee(s) of BOD;
- To prepare Minutes of all types of aforesaid meetings and follow-up to ensure compliance / implementation of decisions of BOD and its Committee(s);
- To prepare and maintain corporate / statutory record of the Company and filing of periodic returns and statutory record with the Securities & Exchange Commission of Pakistan;
- Continuous review and monitoring of amendments/updates in Corporate Laws & secretarial practices and to keep updated the Board as well as Management;
- To liaison with internal and external auditors and legal counsel in order to ensure compliance of statutory provisions of all Corporate Laws;
- To maintain requisite details of the Directors and preparation and submission of the relevant and applicable forms / returns as per the Companies Act, 2017 and other applicable laws;
- To communicate and ensure the implementation of the decisions of the Board and policies formulated by the Directors;
- To arrange and organize orientation and other courses for updating / acquaintance of the Board members regarding trends of corporate culture;
- To perform other secretarial activities and carry out all secretarial tasks as specified in the Companies Act, 2017 and other applicable laws and regulations;
- To supervise matters / complaints pertaining to Wafaqi Mohtasib and other bodies; and
- To ensure compliance with laws that govern State-Owned Enterprise (SOE) including State-Owned Enterprises (Governance and Operations) Act, 2023, policy, etc.

Requisite skills include:

- The ability to gain insight into the workings of the company and remain in liaison with all departments across FESCO for due compliances.
- An in-depth understanding of the laws, rules and regulations which govern State-Owned Enterprises and the ability to ensure their compliance within FESCO. He must further safeguard Board processes to confirm they are followed and that all other relevant statements of best practices are complied with.
- Outstanding communication, English language and minute writing skills and the capacity to work well under pressure with integrity and maturity especially when handling confidential information.

Qualification & Experience:
 The minimum requirement with respect to qualifications include any of the following:

- i. Membership of a recognized body of Professional Accountants;
- ii. A Member of a recognized body of Corporate or Chartered Secretaries;
- iii. A Person holding a Masters Degree in Business or Finance or Commerce or Law from a local or international University recognized by the Higher Education Commission.

With respect to experience, minimum 10 years of total experience as a Company Secretary of a private/Govt. organization, whereas, at least 05-years of working experience as Company Secretary of a Government sector organization is essential.

Remuneration & Tenure:

- Market based competitive salary package on lump sum basis.
- The position will be filled on contract basis, initially for a period of three (3) years from the date of appointment with six (06) months as probation period. The contract is further extendable by the Board subject to satisfactory performance on the basis of performance appraisal / achievement of KPIs.
- The contract service shall neither be regularized nor pensionable at any stage in future under the Government Rules.

Age Limit: Maximum age should not be more than fifty-seven (57) years as on closing date.

HOW TO APPLY:
 Applications will be submitted online through FESCO website (www.fesco.com.pk). The prescribed application form (which can be downloaded from FESCO website) duly signed by the candidate alongwith following documents shall be dispatched through courier at the below mentioned address: -

- a. Copy of detailed updated CV.
- b. Copies of Degrees, Educational Certificates & Testimonials issued by HEC recognized University / Institutes / Professional Bodies or Association whichever is relevant alongwith Experience Certificates and Reference Letters issued by the concerned Organization. All documents provided shall be duly verified by FESCO.
- c. Copy of CNIC and recent photograph.
- d. The applicants shall be required to submit a declaration on non-judicial stamp-paper of requisite value as per prescribed format available in Schedule-II of CMU Guidelines that he / she is not ineligible for appointment to the relevant position in accordance with the requirements of fitness and propriety and the relevant provisions of the Schedule-IV of the State-Owned Enterprises Act, 2023 and Companies Act, 2017.

OTHER CONDITIONS / INSTRUCTIONS:

1. The applications must reach within **Fifteen (15) days** from the date of publishing of advertisement.
2. The application is to be complete in all respects. FESCO may require further documentation and / or information from the candidate in due course.
3. The candidates already working in Govt. / Semi Govt. / Autonomous Public Organizations can also apply through proper channel alongwith NOC of their department issued on its Letter Head.
4. In case a Govt. Servant is selected through this competitive process, he / she shall have to resign from his / her present employment or seek early retirement from his / her parent organization as the case may be, before joining FESCO.
5. Candidates shall be required to produce all original documents at the time of interview.
6. FESCO reserves the right to withhold / cancel the entire recruitment process at any stage without assigning any reason.
7. Only short-listed candidates will be invited for interviews/selection process.
8. No TA/DA will be admissible for interview/selection process.

This advertisement is also available at FESCO website: www.fesco.com.pk & PPRA website: www.ppra.org.pk

Director General (HR) FESCO-973/2024
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