Trading Corporation of Pakistan (Pvt) Limited

No. TCP(HR)/1-81/2021

JOB OPPORTUNITIES

Trading Corporation of Pakistan (Pvt.) Limited, Karachi invites applications from the interested candidates for appointment on following posts given below: -

Name of Post	No. of Post	Nature of Employment	Age Limit	Minimum Qualification/ Experience	Domicile
Manager (Research)	02	Permanent	30 – 40 years	Master's Degree in Commerce/ Economics or Finance & Accounting or Business Administration with computer literacy. Must possess at least five (5) years experience in executive capacity with reputed Industrial or Commercial Organization or a Government Department/ Agency, concerned with commerce or industry and/ or with economic and financial administration. Postgraduate work in Business Administration, Commerce, Economics or Accounts will be given preference.	Merit
Manager (Law)	01	Contract (for a period of 2 years)	30 – 40 years	L.L.B. Must possess relevant experience of five (5) years in a large public sector or a multinational company. **Required Skills:** i) Ability to work independently with excellent oral and writing skills. ii) Have excellent working knowledge of applicable laws, rules and regulations governing the public sector organizations, company and corporate law. iii) Proficiency in using MS Office, E-mail & Internet.	Merit

a) The closing date for receiving applications on prescribed application form addressed to General Manager (HR) is 10-02-2022. All applications must reach on or before prescribed date. Incomplete applications and those received after closing date shall not be entertained. Only short listed candidates will be called for written test/interview. No TA/DA shall be admissible for the written test/interview. Date and time of the written test / interview shall be communicated to the shortlisted candidates only.

b) Application Form alongwith the respective Job descriptions of the above mentioned post may be downloaded from TCP's web site (www.tcp.gov.pk).

General Manager (HR)
Trading Corporation of Pakistan (Pvt.) Limited, Karachi
Phone # (021) 992029947-49, Fax # (021) 99202722, 99202731

Trading Corporation of Pakistan (Pvt.) Limited
Karachi

4th & 5th Floor, Block-B, Finance & Trade Center, Shahrea Faisal, Karachi. 75530

Picture
Please past your recent passport size color photograph with gum

APPLICATION FORM

POST APPLIED FOR :

Personal Information: Use CAPITAL letters only (Mandatory).

Name in Full:

Father's Name:

Applicant CNIC #: - -

Gender : Male: Female: Date of Birth: D D - M M - Y Y

Religion: Muslim Non Muslim: In case of Non Muslim specify your Religion

Marital Status Nationality Domicile :

Postal Address: _____

_____ City: _____ District _____

Phone (Res.) _____ (Office) _____ (Mobile) _____

Email: _____

Academic Information: (Attach attested copies of your academic and other certificates/documents).

Certificate Degree Level	Degree Tile	Specialization/Major Subject	Passing Year	Board/University/Institute
Matric/ (10 Years)				
Intermediate/ (12/13 years)				
Bachelor/ (14 years)				
Master Degree (16 years) or equivalent as per minimum qualification of the post				
Higher (if any)				

Professional Qualification: (Attach attested copies).

Certificate/Degree	Marks Obtained	Total Marks	Grade/Division	Board/University/Institute

Employment Record: (Attach attested copies).

Sr.#	Organization/Employer Name	Job Title	Job Duration	
			From	To
1.				
2.				
3.				
4.				
5.				

Total Job relevant Post Qualification Experience as on closing date of application: Days ☐ - Months ☐ - Years ☐

Undertaking By the Applicant:

I _____ d/s/w of _____ do hereby solemnly declare and affirm that I have read and understood the instructions and conditions for appearing in the Test, and I have filled-up the application form as per instructions given below. In case of any information contained herein is found at any stage be missing, untrue, false, my candidature can be cancelled at any stage (even after employment, if so revealed later), and I shall be liable to legal action.

Date : _____ Applicant's Signature _____

GENERAL INSTRUCTION/INFORMATION:

- ✓ Please fill the Application Form properly with complete and correct information/answers.
- ✓ Please do not leave any relevant field blank, otherwise your application may not be considered.
- ✓ Incorrect or false information may result in cancellation of your candidature at any stage, even after employment, and also proceeding of a legal action.
- ✓ Attach your recent Passport Size Photograph.
- ✓ By Hand submission of Application Form is not allowed.

Candidate's Signature: _____

JOB DESCRIPTION FOR THE POST OF MANAGER (LAW)

1. To deal with legal cases relating to TCP filed by/against TCP.
2. Filing of suits, appeals, execution applications, petitions and affidavits etc., on behalf of TCP before the Courts of Law.
3. To defend legal proceedings involving the Corporation before various Courts or other forum.
4. To institute or defend legal proceedings in arbitration matters within the country or abroad filed by or against TCP.
5. To engage advocates and assign cases to them.
6. To vet various documents including contracts, draft letters and other correspondence of all divisions when required.
7. To assist advocates in the conduct of cases and to arrange meetings, witnesses, evidence and all other actions necessary for the conduct of the cases.
8. To attend cases in courts and before arbitrators as and when required.
9. To give advice on various matters pertaining to different divisions of the Corporation.
10. To obtain opinion from the Ministry of Commerce/ Ministry of Law & Justice and to correspond with them as and when required.
11. To keep the Management posted of all development in legal cases and to obtain approval for action required to be taken for protection of TCP's rights.
12. To obtain legal opinion from Legal Advisor/ Senior Panel Advocates.
13. To take all necessary actions including correspondence with solicitors in foreign countries regarding TCP's cases in other countries.
14. Any other work assign by the General Manager (Legal) from time to time.

JOB DESCRIPTION FOR THE POST OF MANAGER (RESEARCH)

1. Carrying out domestic and global statistical, economic and trend analysis of essential commodities, and draw conclusions and inferences from the same, forecasting trends and suggesting possible policy inputs for imports thereof,

2. Based on the analysis of essential commodities trends internationally suggest/ forecast prices and the opportunities for Pakistan to import,

3. Liaise with other research wings in Public (Ministries of National Food Security, Industries, Commerce etc.) as well as private sector for a collective data sharing and inputs for policy formulation,

4. To prepare analytical brief including detailed analysis for TCP management as well as its BoD in order to identify opportunities about emerging trends and in the field of international trade (at world level), and suggest policy measures for governmental action.

5. Perform any other research task/assignment as may be entrusted by Management,
6. The TCP has right to expand the scope of these TORs, if and when needed

The candidate must have research experience at least 5 years, preferably in International Trade in Public Sector, with demonstrable presentation skills and evidence of research carried out earlier.
