Trading Corporation of Pakistan (Pvt) Limited

File No. TCP(HR)/1-81/2023

JOB OPPORTUNITY

Trading Corporation of Pakistan (Pvt.) Limited (TCP), is a state-owned Corporation incorporated under the Companies Ordinance, 1984 (now Companies Act, 2017) and working under the administrative control of Ministry of Commerce, Government of Pakistan.

TCP intends to hire the services of a suitable qualified individual for the post of Company Secretary (merit) on contractual basis. The requirements of the post have been laid down as follows:

S. No.	Name of Post	No. of Post	Age Limit	Minimum Qualification/ Experience	Domicile	Contract Period/ Tenure
1.	Company Secretary	01	Upto 55 years	(a) Member of a recognized body of professional accountants; or (b) Member of a recognized body of corporate or chartered secretaries; or (c) Person holding a master degree in business administration or commerce or being a law graduate from a university recognized by the Higher Education Commission with at least five years relevant experience.	Merit	Contract of five (5) years (extendable with mutual consent).

a) Applications on the prescribed Application Form in a sealed envelope clearly marked as "Application for the post of Company Secretary" should reach on or before closing date i.e. **15th March, 2023** to **Ms. Nida Nawaz, Senior Manager (HR),** M/s. Grant Thornton Anjum Rahman, Chartered Accountant, 1st & 3rd Floor, Modern Motors House, Beaumont Road, Karachi. Incomplete applications, without required documents and those received after closing date shall not be entertained. Only short listed candidates will be called for interview. No. TA/DA shall be admissible for interview. TCP reserves the right to shortlist, and/or reject any or all applications without assigning any reason.

b) Application Form and detail job description, core skills and responsibilities may be downloaded/viewed from web link https://tcp.gov.pk/page-tenders?list=36

General Manager (HR)
Trading Corporation of Pakistan (Pvt.) Limited, Karachi

Trading Corporation of Pakistan (Pvt.) Limited
Karachi.

Picture
Please paste 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 Age (Yrs):

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

Marital Status: Nationality: Other Nationality Domicile :

Postal Address: _____

City: _____ District _____

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

Email address: _____

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

Certificate Degree Level	Degree Title	Specialization/ Major Subject	Passing Year		Board/University/ Institute
			From	To	
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	Year		Board/University/ Institute
				From	To	

Employment Record: (Attach attested copies).

Sr.#	Organization/Employer Name	Job Title	Job Duration		Specified in year(s)
			From	To	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

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.

Candidate's Signature: _____

JOB DESCRIPTION

Position Title : Company Secretary

Job Description

- The Company Secretary shall arrange following meetings, as and when required by the Management/Directors, Shareholders or if required by the Law:
    - Board Meeting;
    - Annual General Meeting ('AGM');
    - Extra Ordinary General Meeting (EOGM'); and
- Executive Committee's Meeting ('ECM')
- Shall set the agenda as per directives of the Chairman of the meeting; and organize, preparing agendas for and taking minutes of Board Meetings, Annual General Meetings, Extra Ordinary General Meetings and other relevant meetings;
- Shall maintain all statutory books, including registers of members, directors, secretaries and minutes of meetings;
- Shall monitor changes in relevant legislation and the regulatory environment and taking appropriate action;
- Shall liaison with external regulators including SECP and advisers, such as lawyers and auditors;
- Shall develop and overseeing the systems that ensures the company complies with all applicable codes, in addition to its legal and statutory requirements;
- Shall be responsible for ensuring that the Board policies are followed, and that all applicable laws, rules and regulations and other relevant statements of best practice are complied with;
- Shall attend all meetings of the Board, except law prohibit to attend it, however, he will not be entitled to cast a vote at meetings of the Board;
- The Company Secretary shall collect record of the conflict of interest of any Directors, Chief Executives, if any type of conflict of interest and to place that record at appropriate forum, at appropriate time;
- Compliance of the corporate laws;
- Serving of meeting notice to all the directors/ shareholders/entitled officers, within the provision of Law, Memorandum of Association and Articles of Association;
- And as defined in the Companies Act-2017 and / or applicable laws.

Core Skills required

- Excellent communication skills and ability to use sound judgment ability to manage time and workload efficiently, including but not restricted to planning, organizing and prioritizing with proper attention to details.
- Experience of working with senior management including BOD
- Ability to perform with ERP based system
- Ability to manage I.T. based system
- Good grasp of financial analysis
