TRADING CORPORATION OF PAKISTAN (PVT) LIMITED
MINISTRY OF COMMERCE
GOVERNMENT OF PAKISTAN

File No. TCP(HR)/14-147/2025 16th October, 2025

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 intends to hire the services of a suitable qualified individuals for the following posts on permanent basis on merit. The requirements of the posts have been laid down as follows:

S. No.	Name of Post	No. of Post	Minimum Qualification/ Experience	Domicile
i)	General Manager (Finance & Accounts)	01	CA / ACCA / ACMA / Master's Degree in Finance or Commerce from a reputed institute/ university recognized by the Higher Education Commission with Computer literacy. Must possess at least twelve (12) years' experience including 03 years' experience in executive capacity with reputed Industrial or Commercial Organization or a Government Department/ Agency. Postgraduate work in any relating discipline will be given preference. **Age: 35-45 years**	Merit *
ii)	General Manager (Internal Control and Compliance)	01	CA / ACCA / ACMA / Master's Degree in Finance or Commerce from a reputed institute/ university recognized by the Higher Education Commission with Computer literacy. Must possess at least twelve (12) years' experience including 03 years' experience in executive capacity with reputed Industrial or Commercial Organization or a Government Department/ Agency. Postgraduate work in any relating discipline will be given preference. **Age: 35-45 years**	Merit *
iii)	General Manager (Legal)	01	Must have Master's Degree or equivalent with relevant specialization in the field of Law from a reputed institute/ university recognized by the Higher Education Commission with Computer literacy. Must possess at least twelve (12) years of experience including three (03) years' experience in executive capacity at a reputed Industrial or Commercial Organization or a Government Department/Agency. Postgraduate work in any relating discipline will be given preference. **Age: 35-45 years**	Merit *

**Candidates from Baluchistan and on merit would be given preference.*

i) Applications on the prescribed **Application Form** in a sealed envelope clearly mentioning the applied post, should reach, within 15 days from the date of publication in the newspapers, to General Manager (HR), TCP, Karachi at below given address.

Trading Corporation of Pakistan (Pvt) Limited
4th & 5th Floor, Block B, Finance & Trade Center,
Shahrah-e-Faisal, Karachi. 75530
(Pakistan)

www : tcp.gov.pk
Tel : (92-21) 99202947-9 UAN: 111-827-000
Fax : (92-21) 99202722, 99202595 & 9920731
Email : tcp@tcp.gov.pk

EMERGING PAKISTAN

ii) Incomplete applications, without required attested documents (i.e. CNIC, Educational documents and Experience Certificates) and those received after closing date shall not be entertained. The candidates qualified through written test shall be shortlisted as decided by the Management, and will be called for the interview. No TA/DA will be admissible for written test and interview. TCP reserves the right to shortlist, and/or reject any or all applications without assigning any reason thereof.

iii) Candidates applying for more than one post should apply separately for each post.

iv) Candidates already employed in Government / Semi Government/Autonomous organization must provide No Objection Certificate (NOC) from their employer.

v) TCP is an equal opportunity employer, and hence, encourages female candidates to apply for the above-mentioned vacant position.

vi) Application Form and Job Descriptions may be downloaded/viewed from web link https://tcp.gov.pk/page-tenders?list=36. The same advertisement is also available at National Job Portal website https://www.njp.gov.pk. and digital youth hub web site https://pmyp.gov.pk

General Manager (HR)
Trading Corporation of Pakistan (Pvt.) Limited, Karachi
4th & 5th Floor, Block-B, Finance & Trade Center,
Shahrea Faisal, Karachi. 75530
Phone # (021) 992029947-49
Email: hr@tcp.gov.pk

JOB DESCRIPTIONS

Sr. No.	Post	Job Descriptions
1.	General Manager (Finance & Accounts)	A General Manager of Finance and Accounts Division manages a company's financial operations, including financial reporting, budgeting, forecasting, and strategic planning. Key responsibilities involve ensuring regulatory compliance, overseeing the finance team, analyzing financial data to support decisions, and managing risk. The role requires strong analytical, leadership, and communication skills to guide financial performance and support overall business goal. • Lead and manage the finance and accounts team under the supervision of Chief Financial Officer (CFO) • Ensure timely investments of idle / surplus funds in line with TCP's Investment policy and procedure • Ensure arrangement of bank finances for essential commodity imports • Oversee the preparation and analysis of financial reports, statements, and projections to provide insights for management decision-making • Lead the annual and multi-year budgeting processes, prepare financial forecasts, and monitor financial performance against the budget • Oversee financial planning and analysis • Ensure compliance with financial regulations • Develop and implement financial policies and procedures • Monitor and control financial performance and risk management • Prepare and present financial reports to senior management • Coordinate with external auditors and manage financial audits • Guide strategic financial decision-making processes • Supervision of all Tax matters including duties and taxes (port levies), Income Tax, Sales Tax, FED and Provincial Taxes etc which include the e-filing of all returns/statements/payments etc, and computation of Tax; • To devise accounting policies and procedure manual to ensure internal financial controls; • To supervise/resolve the ERP issues relating for Payments and Receipts; • Reconciliation of Bank accounts; • Present financial results and strategies to senior management and stakeholders • Ensure compliance with financial regulations and standards • Any other work assigned to him by the Chairman, CEO, CFO and Executive Director Finance from time to time. **Skills** • Financial analysis and reporting • Budgeting and forecasting • Team leadership • Risk management • Regulatory compliance • ERP software (e.g., SAP, Oracle) • Advanced proficiency in Microsoft Excel • Strategic planning

JOB DESCRIPTIONS

Sr. No.	Post	Job Descriptions
1.	General Manager (Internal Control and Compliance)	A General Manager of Internal Control and Compliance oversees a company's adherence to policies, procedures, and regulations to prevent fraud, errors, and legal risks. Their responsibilities include designing and implementing control systems, conducting risk assessments, monitoring compliance, advising management, and ensuring timely remediation of control deficiencies to safeguard company assets and reputation. **Develop & Implement Internal Controls:** Create, maintain, and update control systems and frameworks to ensure business processes are efficient and effective **Ensure Regulatory Compliance:** Monitor and ensure adherence to all applicable laws, regulations, and contractual obligations **Risk Management:** Conduct regular risk assessments to identify potential vulnerabilities and gaps in internal controls and operating systems **Monitoring & Auditing:** Oversee and perform periodic internal control and compliance checks across different departments and units **Issue Resolution:** Track, address, and monitor the timely closure of identified control issues, weaknesses, and audit findings to mitigate risks **Reporting:** Prepare reports on findings, control deficiencies, and risk mitigation efforts for senior management and relevant authorities **Policy Guidance:** Provide expert advice and training to management and staff on policies, procedures, and best practices for internal controls and compliance. **Liaison & Coordination:** Serve as a point of contact for internal and external auditors, business owners, and other key stakeholders to coordinate efforts and drive resolution of issues. **Fraud Prevention:** Implement strategies and promote policies to prevent fraud and protect the company from operational errors and misconduct **Due Diligence:** Conduct integrity and reputational due diligence procedures for partners and clients to minimize risks. Any other job description decided by the Management / BOD.

JOB DESCRIPTIONS

Sr. No.	Post	Job Descriptions
1.	General Manager (Legal)	**Key Responsibilities:** **Legal Strategy & Advisory** • Provide sound legal advice to senior management on a broad range of legal issues. • Develop and implement long-term legal strategies aligned with corporate objectives. • Ensure that all company operations remain within legal and regulatory boundaries. **2. Risk Management & Compliance** • Proactively identify potential legal risks and develop mitigation strategies. • Ensure compliance with all applicable laws, regulations, and internal policies. **3. Contract Management** • Draft, review, and negotiate contracts, agreements, and other legal documents. • Ensure all documents are legally sound and aligned with company policies. **4. Litigation Management** • Oversee all litigation matters involving the organization. • Coordinate with external counsel and represent the company in legal proceedings, where appropriate. **5. Legal Research & Documentation** • Conduct comprehensive legal research on relevant issues. • Maintain organized and up-to-date records of all legal proceedings and documentation. **6. Corporate Governance** • Ensure compliance with corporate governance standards and practices. • Manage regulatory filings and related corporate legal requirements. **7. Team Leadership & Training** • Lead, train, and support the legal team across the organization. • Provide legal support and training to various departments as needed. **8. Regulatory Monitoring** • Stay informed on changes in laws and regulations. • Evaluate the impact of legislative changes on business operations and wherever required, advise management accordingly. **9. Secrecy of official record/documents.** • Maintain secrecy of all the documents, files and correspondence in light of relevant rules and policies. Manage and protect the company's intellectual property, including trademarks, copyrights, and patents. **10. Legal Case Management (Specific to TCP)** • Supervise and manage overall work of the legal division. • Ensure proper and timely management of all legal cases filed by or against the Trading Corporation of Pakistan (TCP). • Ensure timely processing of all correspondence, court orders, directives of higher authorities and instructions received from time to time. • Process the case to file suits, appeals, execution applications, petitions, affidavits, and other legal documents on behalf of TCP before the relevant courts and forums after due approval from the competent authority. • Prepare Defence on behalf of TCP in legal proceedings before courts, tribunals, or arbitration panels, both domestic and international. • Process the files to institute or defend arbitration proceedings within or outside Pakistan involving TCP. **11. Advocate Coordination** • Engage and assign cases to panel advocates and legal representatives after approval of the competent authority.

- Assist advocates in case preparation, including organizing meetings, witnesses, evidence, and other supporting materials.
- Ensure proper attendance at court hearings and arbitration proceedings as required.

12. Legal Vetting & Advisory

- Vet contracts, agreements, official letters, and inter-departmental correspondence as required.
- Provide legal opinions and advice through the legal advisor/ advocate on matters referred by different divisions of TCP.

13. Government Liaison

- Obtain legal opinions from the Ministry of Commerce and the Ministry of Law & Justice as required.
- Maintain timely and effective correspondence with government bodies for legal matters involving TCP.

14. Case Updates & Reporting

- Keep senior management informed of developments in ongoing legal cases.
- Seek necessary approvals and strategic input for critical legal actions involving the Corporation.

15. International Legal Matters

- Coordinate with foreign solicitors and take necessary legal actions regarding cases involving TCP in other countries.

16. Miscellaneous

- Perform any other duties/tasks assigned by the Management or Board of Directors.

Skills:

- Legal Expertise: Strong knowledge of various legal fields, including corporate, contract, civil, criminal, and labor law, with excellent legal drafting skills.
- Leadership & Management: Proven leadership and management skills to head a legal department and motivate a team.
- Strategic Thinking: Ability to develop and implement effective legal strategies that support business objectives.
- Communication: Excellent communication and interpersonal skills for interacting with internal departments, senior management, and external stakeholders.
- Analytical Skills: Strong analytical skills and research capabilities to conduct case law research and support legal decision-making.

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		Experience(s) 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: _____