Trading Corporation of Pakistan (Pvt) Limited

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

13th October, 2021

JOB OPPORTUNITIES

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

S. No.	Name of Post	No. of Post	Age Limit	Minimum Qualification/ Experience	Domicile	Contract Period/ Tenure
1.	Chief Financial Officer	01	Upto 55 years	A member of a recognized body of professional accountants with at least five years relevant experience.	Merit	Contract of five (5) years (extendable with mutual consent).
2.	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).
3.	Research Analyst	01	30 – 45 years	Master's degree in Economics or equivalent qualification in Economics from recognized University with no third Division in entire academic career. Must possess at-least five (5) years' relevant experience of research, preferably in commodity trading analysis, in reputed Industrial or Commercial Organization or a Government Department/ Agency, concerned with commerce or industry. Postgraduate work in Market Research Assessment, Business Administration, Commerce, Economics or Accounts will be given preference.	Merit	Contract of five (5) years (extendable with mutual consent).

a) The closing date for receiving applications on prescribed application form addressed to General Manager (HR) P.O. Box No. 1244, Karachi is 29th October, 2021. 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 Interview. No. TA/DA shall be admissible for the interview.

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

(Rashid Hussain)
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

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. _____

Postal Address: _____

_____ City: _____ District _____

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

Academic Information: (Do not attach copies of your academic and other certificates/documents at this stage).

Certificate Degree Level	Degree Title	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:

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

Employment Record:

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 - ☐ Moths - ☐ 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

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;

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

JOB DESCRIPTION

The job descriptions of Chief Financial Officer are as under: -

FINAL ACCOUNTS SECTION:

(i) To ensure appropriate advice is given to the Management of TCP on all financial matters. for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control;

(ii) To present the financial statements, duly certified under their respective signatures, for consideration and approval of the audit committee and the Board;

(iii) Preparation of TCP's annual, six monthly accounts and its audit from statutory auditors;

(iv) Pricing of Commodities (Landed cost) as per instruction of relevant Ministries;

(v) Subsidy issues i.e. Calculation of Subsidy, lodging of subsidy claim on GoP and pursuance thereof;

(vi) Reconciliation of Bank accounts;

(vii) To monitor monthly income/expenditure of the Corporation;

(viii) To work out periodical depreciation on fix assets;

GENERAL SECTION

(i) To ensure that Corporation's Financial matters and funds are being efficiently managed in accordance with the relevant laws;

(ii) Inputs, upon requirement, regarding identification and monitoring of the principal risks and opportunities and ensuring that appropriate systems are in place to manage these risks and opportunities, including, safeguarding interest of the Corporation;

(iii) Inputs for procurement of goods and services so as to enhance transparency in procurement transactions, in term of value for money and best returns in terms of quality, timelines and eligibility;

(iv) To establish methodology to record and reconcile balances of various offices of the Company;

(v) To chalk out the policy in consultation with the Management of TCP in which allocation and charging of expenses/Income between TCP and GoP should be clearly documented. Reconciliation shall also be carried out at regular intervals to ensure that the expenses and income relating to the trading accounts be taken to the O.D. accounts;

(vi) To supervise/resolve the ERP issues relating for Payments and Receipts;

(vii) To devise whistleblower anti fraud programme for the company;

(viii) To devise accounting policies and procedure manual to ensure internal financial controls;

(ix) To ensure that International Accounting Standards are followed in letter and spirit;

TAX SECTION:

(i) 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;

Any other work assigned to him by the Chairman and Director Finance from time to time.

JOB DESCRIPTION OF RESEARCH ANALYST

General responsibilities include:

1) Maintaining and developing commodity supply chain data, market analysis and business intelligence activities,
2) Conducting full value chain supply, demand, trade and price analysis generating short term (weekly) and longer term (5-10 year) sector forecasts,
3) Conveying market research and analysis through written reports on a weekly basis for agricultural commodities as well as other goods and services (if required),
4) Cultivating and maintaining contacts with relevant government agencies, academia and industry representatives,
5) Responsible for daily monitoring of relevant commodity markets as well as implications of market developments on commodity producers and other supply chain participants,

Specific responsibilities include:

1) Developing market intervention strategies for TCPs procurements as and when required,
2) To analyze the market to predict what it will do and how it would react in the future regarding how these types of items are traded,
3) Analyzing financial information as well as production and price trends globally,
4) Monitoring the market and commodities industries,
5) Drafting accurate reports for decision making by TCP as well as the concerned Ministries,
6) Keep track of global issues that either have, or may impact the commodity market(s),
7) Compile weekly and monthly reports,
8) Propose strategies based on its current supply and demand outlook, contribute and formulate conclusions and review of strategy/ies implementation.

Eligibility Criteria:

1) Master's degree in Economics or equivalent qualification in Economics from recognized University with no third Division in entire academic career.

2) Must possess at least five (5) years' relevant experience of research, preferably in commodity trading analysis, in reputed industrial or commercial organization or a Government Department / Agency, concerned with commerce or industry.
3) Postgraduate work in Market Research Assessment, Business Administration, Commerce, Economics or Accounts will be given preference.
