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 following post on merit basis. The requirements of the post have been laid down as follows:

S. No.	Name of Post	No. of Post	Minimum Qualification, Experience & Age	Domicile	Status
1.	Chief Financial Officer	01	(a) A member of a recognized body of professional accountants with at least five years relevant experience, in case of Public Sector Companies having total assets of five billion rupees or more; **or** (b) A person holding a master degree in finance from a university recognized by the Higher Education Commission with at least ten years relevant experience, in case of other Public Sector Companies. **Age : Upto 55 years**	Merit	05 (five) years Contractual period extendable with mutual consent

a) Applications on the prescribed Application Form in a sealed envelope clearly mentioned the applied post, should reach on or before closing date i.e. 30-04-2024 to General Manager (HR), Trading Corporation of Pakistan (Pvt.) Limited, Karachi.

b) Incomplete applications, without required documents and those received after closing date shall not be entertained. Only short listed candidates will be called for interview as decided by Management. No. TA/DA will be admissible for interview. TCP reserves the right to shortlist, and/or reject any or all applications without assigning any reason.

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

d) Application Form and detail job descriptions, 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
4th & 5th Floor, Block-B, Finance & Trade Center,
Shahrea Faisal, Karachi. 75530
Phone # (021) 992029947-49,
Fax # (021) 99202722, 99202731

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: _____

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.
