

ASSISTANT MANAGERS

Sr. No.	Nomenclature of Post	Equivalent to BPS	Job Specification (Qualification & Experience for initial Induction)	Job Descriptions (JDs)
1	AM (Audit)/ Audit Officer	17	Qualification - C.A. (Inter) / CMA, (Inter) / ACCA (Member); CIA. - MBA (Finance)/ M.Com - CISA (shall be preferred) Experience: 02 years post qualification experience in BPS16 or equivalent thereof in Audit & Accounts of Government Departments/ Semi Govt. Organizations / Corporations / Autonomous Bodies or large Commercial Organizations or large Public Limited Companies of repute. Computer literacy is mandatory. Maximum age 35 years.	The Audit Officer shall report to Chief Internal Auditor and be responsible for: - Plan the audit with respect to the available resources and time. - Review the work of audit party under his supervision - Finalize the monthly progress report on the basis of audit party's working. - Ensure that the report is submitted to C.I.A. - Follow-up in accordance with the comments of C.I.A on the report. - Perform any other work assigned by C.I.A. - Prepare the operational work plan for audit assignment before its commencement. - Prepare administrative working papers. - Analyze the working papers & prepare the audit report along with the Audit program, Audit checklist, Lead Sheet, Audit working paper, supporting evidence, summary sheet, interview worksheet & Audit software program. - Discuss observation with the process owner to validate the accuracy & reasonableness of the audit findings. - Any other work assigned by the In-charge officer.
2	Assistant Manager (Tech)/ Jr. Engineer	17	Qualification - B.E/ B.Sc. Electrical/Mechanical Engineering in 1st Division from any HEC recognized University registred with Pakistan Engineering Council (PEC). Experience 02 year post qualification relevant experience. - Computer Literacy is mandatory. Maximum age 35 years	Assistant Manager (Tech) report to the Manager (Tech) and shall be responsible for: - Support the efficient and safe operation of the plant by assisting in technical analysis, shortening process optimization, documentation and coordinating with O&M teams. - Technical monitoring & Performance Analysis - Coordinate with Operation & Maintenance teams - Documentation & Reporting - Project support & upgrade - Compliance & safety - Technical liaison

				• Performance Monitoring: Tracking procurement activities, analyzing data, and preparing reports for management review. • Tendering and Evaluation: Assisting in the preparation and management of tenders, including pre-qualification, RFQs, and bid evaluations. • Dispute Resolution: Addressing and resolving any issues related to purchase orders, discrepancies in quality or quantity, and delivery delays.
3	Assistant Manager (Inventory)	17	<u>Qualification</u> • A Bachelor's degree in Supply Chain Management, Business Administration, Logistics, or a related field. • Professional certifications such as CIPS (Chartered Institute of Procurement & Supply), CSCP (Certified Supply Chain Professional), or CPIM (Certified in Planning and Inventory Management) shall be preferred. <u>Experience</u> • 02 years post qualification relevant experience. Maximum age 35 years	Assistant Manager (Inventory) will report to Manager (Procurement & Inventory) and be responsible for: • Inventory Management: Maintaining accurate records of inventory levels, tracking stock movements, and ensuring proper storage and handling of materials. • Inventory Control: Implementing and maintaining inventory control procedures, including cycle counts, physical inventory checks, and reconciliation of inventory data. • Procurement Coordination: Collaborating with the procurement team to ensure timely and efficient replenishment of stock, based on demand and consumption patterns. • Logistics Coordination: Working with the logistics team to manage the receipt, storage, and dispatch of goods, ensuring timely delivery and efficient utilization of warehouse space. • Reporting and Analysis: Generating regular inventory reports, analyzing inventory data, and identifying areas for improvement in inventory management processes. • Compliance: Ensuring adherence to established policies and procedures, as well as relevant regulatory requirements related to inventory management. • Supervision: Supervise a team of inventory clerks or warehouse staff, providing guidance and support to ensure efficient workflow and adherence to standards. • System Management: Proficiency in using inventory management systems (WMS) and other relevant software applications. • Any other work assigned by the In-charge officer.

4	Assistant Manager (ERP/ Cyber Security)	17	<u>Qualification</u> • Bachelor's degree in Cybersecurity, Computer Science, Information Technology or a related field from any HEC recognized university. • Industry certifications such as Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), or CompTIA Security shall be preferred. • <i>Latest Technologies knowledge of Artificial Intelligence (AI) will be given Preference.</i> <u>Experience</u> • 02 years post qualification relevant experience in cyber security implementations and management for a major ERP system (e.g., SAP, Oracle, Microsoft Dynamics), ERP modules. Maximum age 35 years	Assistant Manager (ERP / Cyber Security) report to Manager (MIS) and shall be responsible to: • IT Operations: Assists in managing daily IT operations, including infrastructure and system administration. • Project Support: Supports project managers in planning, execution, and delivery of IT projects. • Technical Support: Provides technical expertise and support to IT teams and end-users. • System Maintenance: Assists in maintenance, troubleshooting, and upgrading of IT systems. • Cybersecurity: Assists in ensuring IT systems and data are secure and compliant with regulations. • Documentation: Maintains accurate documentation of IT systems, processes, and procedures
---	--	----	--	---