

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 | <p>Qualification</p> <ul style="list-style-type: none"> • C.A. (Inter) / CMA, (Inter) / ACCA (Member); CIA. • MBA (Finance)/ M.Com • CISA (shall be preferred) <p>Experience:</p> <ul style="list-style-type: none"> • 02 years post qualification experience in BPS- 16 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. <p>Maximum age 40 years.</p> | <p>The Audit Officer shall report to Chief Internal Auditor and be responsible for:</p> <ul style="list-style-type: none"> • 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 (Accounts & Finance) | 17 | <p>Qualification</p> <ul style="list-style-type: none"> • CA (Inter), CMA(Inter), ACCA (Member), M.Com/MBA (Finance) <p>Experience</p> <ul style="list-style-type: none"> • 02 years post qualification experience in BPS 16 and above equivalent thereof in Finance Department of Government / Semi Government Organization /Corporations/ Autonomous Bodies or large public Limited Companies. <p>Maximum age 40 years</p> | <p>Assistant Manager (Accounts) shall report to Manager (Finance & Acc) and be responsible for:</p> <ul style="list-style-type: none"> • Assist in preparation, review, and filing of tariff petitions, adjustment requests, and supporting documentation to NEPRA or other relevant authorities. • Conduct scenario-based financial modeling to assess tariff impacts, revenue sufficiency, and cost recovery. • Track regulatory changes and assess implications for existing and future tariff structures. • Support drafting, review, and amendment of PPAs, including coordination with legal, technical, and commercial teams. |

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| | | | | <ul style="list-style-type: none"> Maintain contract compliance matrix and flag deviations or risks for management attention. Assist in negotiations and correspondence with CPPA-G, NTDC, DISCOs, and other counterparties. Monitor compliance with NEPRA, SOE Act, Companies Act, and other applicable frameworks. Prepare audit-ready documentation for regulatory hearings, inspections, and internal governance. Liaise with ministry, regulator, and internal stakeholders to ensure timely responses and defensible positions. Conduct tariff benchmarking, sensitivity analysis, and impact assessments for board and ministry presentations. Prepare board papers, regulatory briefs, and internal memos with clarity and institutional rigor. Maintain repository of regulatory orders, PPAs, and correspondence for institutional continuity. |
| 3 | Assistant Manager (Banking, Payroll & Insurance) | 17 | <p>Qualification</p> <ul style="list-style-type: none"> CA (Inter), CMA (Inter), ACCA (Member), M.Com/MBA (Finance) <p>Experience</p> <ul style="list-style-type: none"> 02 years post qualification experience in BPS 16 or equivalent thereof in Finance Department of Government / Semi Government Organization /Corporations/ Autonomous Bodies or large public Limited Companies. <p>Maximum age 40 years</p> | <p>Assistant Manager (Accounts) shall report to the Manager (Finance & Acc) and be responsible for:</p> <ul style="list-style-type: none"> The Assistant Manager-II manages financial operations related to banking, payroll, and employee benefits. Responsibilities include processing EPC, coal supply, and other contractor / consultants payments, managing daily cash flow, reconciling bank books, and facilitating Letters of Credit. The role oversees payroll approvals, salary slips, and service statements for officers, while coordinating audit responses and administrative affairs of the Accounts Department. It also handles staff claims, petty cash advances, and deputation-related proceeds, ensuring timely disbursements and compliance with internal protocols. |

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| 4 | Assistant Manager (Compilation & Taxation) | 17 | <p>Qualification</p> <ul style="list-style-type: none"> • CA(Inter), CMA(Inter), ACCA (Member), M.Com/MBA (Finance) <p>Experience</p> <ul style="list-style-type: none"> • 02 years post qualification experience in BPS 16 or above thereof in Finance Department of Government / Semi Government Organization /Corporations/ Autonomous Bodies or large public Limited Companies. <p>Maximum age 40 years</p> | <p>Assistant Manager (Compilation & Taxation) shall report to the Manager (Finance & Acc) and shall be responsible for:</p> <ul style="list-style-type: none"> • Tariff, PPAs & Regulatory Affairs supports the company's regulatory interface and commercial strategy by managing tariff submissions, PPA documentation, and compliance oversight. The role involves scenario-based financial modeling, regulatory tracking, and coordination with CPPA-G, NTDC, and DISCOs. It ensures audit-ready documentation for NEPRA hearings, facilitates board-level reporting, and maintains institutional continuity through structured repositories and defensible correspondence. The incumbent will also assist the Manager Finance and Accounts in budget preparation, planning and control. He will also lead in all taxation related matters including preparation of psids, filing of tax returns and compliance of FBR, SRB notices as and when due. |
| 5 | Assistant Manager (HR & Admin) | 17 | <p>Qualification</p> <ul style="list-style-type: none"> • MBA/ MPA/ or Master in Social Sciences with 1st Division. • Candidate having knowledge of HR software and ERP will be given preference. • Max Age Limit: 40 Years | <p>Assistant Manager (HR & Admn) report to Manager (HR & Admn) and shall be responsible for:</p> <ul style="list-style-type: none"> • Assist Manager (HR & Admn) in execution of HR Policies & assignments. • Perform as Head of HR Dept. in the absence of Manager (HR& Admn). • Point out bottle necks in execution HR policies & programs with solutions. • ERP and HR modules • Dealing with manpower of similar organizations having 200-500 people • Custodian of Record. • Plan & Liaison the training programs. • Any other work assigned by the In-charge officer. |

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| 6 | Assistant Manager (Tech)/ Jr. Engineer | 17 | <p>Qualification</p> <ul style="list-style-type: none"> B.E/ B.Sc. Electrical/Mechanical Engineering in 1st Division from any HEC recognized University registered with Pakistan Engineering Council (PEC). <p>Experience</p> <ul style="list-style-type: none"> 02 year post qualification relevant experience. Computer Literacy is mandatory. <p>Maximum age 40 years</p> | <p>Assistant Manager (Tech) report to the Manager (Tech) and shall be responsible for:</p> <ul style="list-style-type: none"> 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 |
| 7 | Assistant Manager (Procurement) | 17 | <p>Qualification</p> <ul style="list-style-type: none"> 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. <p>Experience</p> <ul style="list-style-type: none"> 02 years post qualification relevant experience. <p>Maximum age 40 years</p> | <p>Assistant Manager (Procurement) will report to Deputy Manager (Procurement) and be responsible for:</p> <ul style="list-style-type: none"> Supporting Procurement Planning: Assisting in the development of procurement plans, preparing necessary documentation, and ensuring adherence to established procedures. Sourcing and Evaluation: Identifying potential suppliers, evaluating quotations, and conducting market research to ensure the best value for the government. Vendor Management: Developing and maintaining strong relationships with suppliers, negotiating contracts, and ensuring timely delivery of goods and services. Compliance and Documentation: Ensuring all procurement activities are in compliance with government regulations, policies, and procedures. This includes maintaining accurate records of all transactions and preparing required documentation for audit purposes. Coordination and Communication: Collaborating with various departments within the government to understand their needs and ensure smooth procurement processes. Cost Savings: Identifying opportunities for cost reduction through negotiation and streamlining procurement processes. |

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| | | | | <ul style="list-style-type: none"> 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. |
| 8 | Assistant Manager (Inventory) | 17 | <p>Qualification</p> <ul style="list-style-type: none"> 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. <p>Experience</p> <ul style="list-style-type: none"> 02 years post qualification relevant experience. <p>Maximum age 40 years</p> | <p>Assistant Manager (Inventory) will report to Manager (Procurement & Inventory) and be responsible for:</p> <ul style="list-style-type: none"> 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. |

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| 9 | Assistant Manager (SHE) | 17 | <p>Qualification</p> <ul style="list-style-type: none"> B.E/ B.Sc. Environmental Engineering in 1st Division from any HEC recognized university registered with Pakistan Engineering Council (PEC). <p>Experience</p> <ul style="list-style-type: none"> Should have 02 year post qualification relevant experience. Computer Literacy is mandatory. <p>Maximum age 40 years</p> | <p>Assistant Manager (SHE) report to Manager (SHE) and shall be responsible to:</p> <ul style="list-style-type: none"> Conduct daily and periodic site inspections to ensure compliance with all environmental permits, licenses, and regulations for air, water, and waste. Assist in obtaining, updating, and maintaining environmental permits and other standard operating procedures. Regulatory monitoring about relevant local, national, and federal environmental laws and regulations that may affect the plant's operations. Prepare & submit accurate and timely reports on environmental performance and compliance to management and regulatory agencies. |
| 10 | Assistant Manager (ERP/ Cyber Security) | 17 | <p>Qualification</p> <ul style="list-style-type: none"> 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. <p>Experience</p> <ul style="list-style-type: none"> 02 years post qualification relevant experience in security implementations and management for a major ERP system (e.g., SAP, Oracle, Microsoft Dynamics), ERP modules. <p>Maximum age 40 years</p> | <p>Assistant Manager (ERP / Cyber Security) report to Manager (MIS) and shall be responsible to:</p> <ul style="list-style-type: none"> 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 |