

BE THE FUTURE

Our client, Government Holdings Private Limited (“GHPL”), is a public sector company which together with its subsidiaries is playing a Government of Pakistan’s tasked role towards meeting the growing energy requirements for Pakistan.

GHPL primarily manages the Government of Pakistan’s working interest in the upstream oil and gas sector. GHPL also has three subsidiaries with their main business being the import of gas/LNG, LNG re-gasification, gas distribution and owning oil & gas pipeline networks.

In view of the growth opportunities offered by the Government initiatives in the energy sector, our client is expanding its role further and is seeking to induct high caliber professionals to take GHPL forward to achieve its demanding Government set objectives.

Positions	Required Qualifications & Experience:
Finance	
General Manager Treasury	Candidates should be a member of a recognized body of professional accountants with minimum 15 years experience with at least 5 years in management positions preferably in oil and gas industry. Experience of treasury management, financial structuring, investment (including Joint Venture investments & monitoring) and strategy management would be essential.
Deputy General Manager Finance	Candidates should be a member of a recognized body of professional accountants with a minimum 10 years of experience preferably in the oil & gas sector. Experience of handling international banking and financing transactions will be a pre-requisite.
Manager Finance (2)	Candidates should be a member of a recognized body of professional accountants with minimum 7 years of relevant experience preferably in the oil & gas sector.
Deputy Manager Finance (2)	Candidates should be a member of a recognized body of professional accountants with minimum 5 years relevant experience preferably in the oil & gas sector.
Financial Analyst (2)	Candidates may be a member of a recognized body of professional accountants/MBA with a minimum 7 years of relevant experience preferably in oil & gas sector and fully conversant with Microsoft suite of products.
Accounts Executives (4)	Candidates may be part qualified accountants having minimum 5 years of relevant experience preferably in oil & gas sector and fully conversant with Microsoft suite of products.
Finance & Admin Assistant	Candidates may be part qualified accountants having a minimum 3 years of relevant experience preferably in oil & gas sector and fully conversant with Microsoft suite of products.
Internal Audit	
Deputy Manager (Internal Audit)	Candidates should be a member of recognized body of professional accountants with minimum 5 years post-qualification audit work experience of internal audit, internal controls and processes etc. Exposure of working in Oil and Gas sector will be preferred and be fully conversant with Microsoft suite of products.
Audit Seniors (2)	Candidates may be part qualified accountants and should have completed an acceptable audit trainee program (minimum of 3 years) and be fully conversant with Microsoft suite of products.
Corporate Affairs	
Assistant Company Secretary	Candidates should be a member of recognized body of professional accountants or corporate or chartered secretaries or holding Master Degree of Business

	Administration or Commerce or a Law Graduate from HEC recognized institutes/university, and possess a minimum of 7 years relevant experience with a Listed public company.
Administrative and Executive Support	
Executive Manager	Candidates should hold a Bachelor's degree or equivalent with minimum 7 years post-qualification work experience with proven financial modeling and analysis skills, in handling a wide range of administrative and executive support related tasks. Hands – on experience of Microsoft Office software is essential. Must have an expert level written and verbal communication skill.
Executive Deputy Manager	Candidates should hold a Bachelor's degree or equivalent with minimum 5 years post-qualification work experience in providing support and assistance in task to the Executive Manager or equivalent position. Hands – on experience of Microsoft Office software is essential.
Executive Assistant	Candidates should have a Bachelor degree or equivalent with minimum 3 years of experience in providing support function and immediate supervisor in discharging their respective duties. Hands – on experience of Microsoft Office software is essential.
Human Resources	
Deputy General Manager HR & A	Candidates should have a professional degree or MBA from a university of repute and recognized by HEC with at least 10 years of experience in Human Resources, Administration and Procurement in management role.
Manager HR & OD	Candidates should have a professional degree or MBA from a university of repute and recognized by HEC with minimum 7 years of experience in managing human resource function including experience of organization development.
Deputy Manager Administration & Procurement	Candidates should have a Bachelor's degree with minimum 5 years of relevant work experience in administration and procurement activities, good knowledge of PPRA Rules and strong negotiation skills are required.
Hr Officer	Candidates should have a Bachelor's degree with minimum 3 years experience of Human resource management. Know-how of SAP HR module will be an added advantage.
Procurement Officer	Candidates should have a Bachelor's degree with minimum 3 years of experience in managing procurement activities along with administration and office management. Knowledge of PPRA Procurement Rules is essential.
Administration Officer	Candidates should have a Bachelor's degree with minimum 3 years of relevant experience in office administration. Good verbal communication and grooming would be essential.
Information Technology	
Manager Information System	Candidates should hold a Bachelor's degree in computer sciences with minimum 7 years experience in handling and managing all IT related functions inclusive of hardware, software, networking management and troubleshooting in a multi-disciplinary environment including SAP and personal computer networks
IT Assistant	The Candidate should hold a Bachelor's degree in computer sciences with minimum 5 years experience in providing assistance in the use of SAP, personal computer hardware, software, and specialized mainframe technology, operates a multi-platform computer environment, monitor the IT production scheduling, execution, and successful completion of IT production jobs.
Systems Engineer	The Candidate should have a Bachelor's degree in computer sciences with minimum 3 years of experience in managing and monitoring all installed systems

	and infrastructure (SAP and personal computer network etc.). Installation, configuration, testing and maintenance of operating systems, application software and system management tools are essential.
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Our client will offer market based compensation package to selected Candidates. Government rules (i.e. transparent procedure etc.) for hiring will be applicable to all positions being advertised.

All positions shall be on 3 years contract, which may be renewable by mutual consent and as per applicable rules.

Interested Candidates may send their applications along with updated resume, testimonials and a recent photograph latest by 11 September 2017 to:

Director Human Resources Consulting
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Management Consultants
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