

JD – Chief Operating Officer (COO)			
Grade: NITS – 01	No of Posts: 01	Appointment Details	
		Type: Contractual	Method: Open Merit
Age: Maximum 60 years on the last date of application		Reports to: Chief Executive Officer (CEO)	
<b>Job Responsibilities:</b>			
<ul style="list-style-type: none"><li>▪ Develop and implement corporate policies, procedures, and frameworks to ensure efficient organizational operations.</li><li>▪ Oversee human resource management, including recruitment, performance management, training, and employee welfare, in line with government rules and ESTACODE provisions.</li><li>▪ Manage finance, budgeting, accounting, and resource allocation functions to ensure financial discipline and compliance with statutory regulations.</li><li>▪ Supervise procurement, vendor management, and contract administration in accordance with PPRA and government procurement rules.</li><li>▪ Oversee administrative services, office management, facilities, and general support functions.</li><li>▪ Ensure compliance with applicable laws, regulations, and government policies across corporate functions.</li><li>▪ Facilitate strategic planning and provide advisory support to senior management on organizational operations, corporate governance, and administrative reforms.</li><li>▪ Monitor performance, service quality, and efficiency of corporate functions; implement corrective measures where necessary.</li><li>▪ Lead, mentor, and evaluate corporate services teams, including HR, administration, finance, procurement, and support staff.</li><li>▪ Develop organizational manuals, SOPs, and guidelines for corporate governance and operational efficiency.</li><li>▪ Ensure effective documentation, reporting, and communication of corporate activities to senior management and governing bodies.</li><li>▪ Coordinate with internal departments, regulators, and external stakeholders on corporate matters.</li><li>▪ Prepare reports, dashboards, and presentations for management, board, and government authorities.</li><li>▪ Perform any other duties assigned by the CEO from time to time.</li></ul>			
<b>Education &amp; Experience:</b>			
<ul style="list-style-type: none"><li>▪ Master's Degree from HEC recognized universities in any of the following discipline: Business Administration, Management, Finance, Public Administration</li><li>▪ Applicants with Executive courses in leadership, strategy or operations (e.g., Executive MBA), Certifications related to operations, project management, or process optimization or Certification such as CHRP, SHRM, PMP, PRINCE2, Lean Six Sigma, Certified Operations Manager (COM), Certified Strategy Professional, (SMRP), PMP, Prince <b>will be preferred</b>.</li><li>▪ A minimum of <b>15</b> years of experience including <b>at-least 5</b> years of <b>leadership</b> experience.</li></ul>			
<b>Job Requirements (Skill, etc.)</b>			
<ul style="list-style-type: none"><li>▪ Experience in managing day-to-day operations of organizations across multiple functions.</li><li>▪ Proven track record in operational strategy, process optimization, and efficiency improvements.</li><li>▪ Strong leadership in overseeing departments such as administration, finance, HR, Procurement, Audit, Legal.</li><li>▪ Expertise in business planning, resource allocation, and performance management.</li><li>▪ Experience in implementing policies, procedures, and operational best practices.</li><li>▪ Ability to translate strategic goals into actionable operational plans.</li><li>▪ Strong financial acumen with experience in budgeting, cost control, and P&amp;L management.</li><li>▪ Experience in managing large teams and fostering cross-functional collaboration.</li><li>▪ Ability to drive change management and organizational transformation initiatives.</li><li>▪ Strong analytical and problem-solving skills to optimize business processes.</li><li>▪ Experience in managing vendor relations, contracts, and third-party partnerships.</li><li>▪ Knowledge of compliance, regulatory requirements, and risk management.</li><li>▪ Excellent decision-making skills in fast-paced and complex business environments.</li><li>▪ Effective communication skills to report to the CEO, board, and stakeholders.</li><li>▪ Ability to create a performance-driven culture and mentor future leaders.</li></ul>			