



# National Grid Company of Pakistan Limited (NGC)

(Formerly NTDC)

## DETAILED JOB DESCRIPTION OF THE CHIEF CORPORATE AFFAIRS OFFICER (CCA)

| Sr # | Heading                            | Detail   |
|------|------------------------------------|--|
| 1.   | Job Description & Responsibilities | <p><b><u>Organizational:</u></b></p> <ul style="list-style-type: none"> <li>• Develop and execute an integrated corporate affairs strategy aligned with NGC’s strategic objectives and public-sector mandate.</li> <li>• Lead NGC’s relationships with government entities, monitor legislative developments and advise on policy implications for transmission operations.</li> <li>• Lead and coordinate external stakeholder relations, corporate communications &amp; media relations, ensuring effective crisis communications when required.</li> <li>• Lead community engagement and public consultation process for transmission projects ensuring social license to operate (ESG)</li> <li>• Establish and lead the centralized Supply Chain Management function to drive procurement efficiency, optimize costs through strategic sourcing and ensure ethical, transparent contracting processes.</li> <li>• Oversee operational compliance across business functions, ensuring adherence to internal policies, procedures &amp; SOPs; managing internal inquiries &amp; investigations as required</li> <li>• Protect and enhance NGC’s corporate reputation through consistent, transparent and strategic stakeholder engagement across all external bodies.</li> </ul> <p><b><u>Leadership:</u></b></p> <ul style="list-style-type: none"> <li>• Ensure availability of appropriately skilled resources across government and external stakeholder relations, communications, ESG, supply chain, and compliance functions.</li> <li>• Ensure effective performance management of corporate affairs function in coordination with the Chief People &amp; Culture function.</li> <li>• Provide recommendations on promotions, succession planning, and capability development for key corporate affairs roles.</li> <li>• Develop professional development plans to strengthen stakeholder engagement, procurement, and compliance capabilities.</li> </ul> |



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|------|---------|---|
|      |         | <ul style="list-style-type: none"> <li>• Review and assure quality of all outputs related to communications, procurement decisions, compliance reviews, and investigations.</li> </ul> <p><b>Functional:</b></p> <ul style="list-style-type: none"> <li>• Lead government liaison, parliamentary engagement, and policy monitoring activities, advising senior management on regulatory and policy implications.</li> <li>• Manage all corporate communications and media relations, including crisis communications, public statements, and brand management.</li> <li>• Lead community engagement and public consultation for transmission projects, ensuring social licenses to operate and minimizing reputational risk.</li> <li>• Oversee centralized supply chain management, including procurement planning, strategic sourcing, vendor management, contract administration, and inventory control.</li> <li>• Ensure ethical, transparent, and competitive procurement practices in compliance with applicable laws, rules, and internal policies.</li> <li>• Oversee operational compliance monitoring across business functions, tracking adherence to policies, procedures, and delegated authorities.</li> <li>• Manage internal investigations, inquiries, and compliance breaches, ensuring fairness, confidentiality, and timely resolution.</li> <li>• Maintain oversight of supplier performance, contract compliance, and dispute escalation in coordination with Legal and Finance.</li> <li>• Develop reporting mechanisms to provide management and the Board with visibility on procurement performance, compliance risks, and reputational issues.</li> </ul> |
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