

DEPUTY MANAGER

Sr. No.	Nomenclature of Post	Equivalent to BPS	Job Specification (Qualification & Experience for initial Induction)	Job Descriptions (JDs)
1	Dy. Manager (Legal)	18	<p><u>Qualification</u></p> <ul style="list-style-type: none">• At least Law Graduate must be registered with Bar Council. <p><u>Experience</u></p> <ul style="list-style-type: none">• Must have performed as practicing lawyer of corporate affairs & service matter for at least 7 years. <p>Max Age Limit: 40 Years.</p>	<p>The Dy. Manager (Legal) shall report to Manager (HR & Admn) and be responsible to:</p> <ul style="list-style-type: none">• Pursue and become O.R JPCL court cases on behalf of company.• Oversee & manage all litigation of JPCL and coordinate with external lawyers concerning legal cases.• Should be able to strongly advocate the Company's objectives/ interests with external stakeholders.• Preparing legal notices and their replies.• Maintenance of record of Trade Unions, list of office bearers operating in regions/ formations.• Any other work assigned by the In-charge officer.

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><u>Qualification</u></p> <ul style="list-style-type: none"> • C.A. (Inter) / CMA, (Inter) / ACCA (Member); CIA. • MBA (Finance)/ M.Com • CISA (shall be preferred) <p><u>Experience:</u></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 to:</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 (Banking, Payroll & Insurance)	17	<p><u>Qualification</u></p> <ul style="list-style-type: none"> • CA (Inter), CMA (Inter), ACCA (Member), M.Com/MBA (Finance) 	<p>Assistant Manager (Accounts) shall report to Manager (Finance & Acc) and be responsible to:</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,

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			<p><u>Experience</u></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>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.</p>
3	Assistant Manager (Compilation & Taxation)	17	<p><u>Qualification</u></p> <ul style="list-style-type: none"> CA(Inter), CMA(Inter), ACCA (Member), M.Com/MBA (Finance) <p><u>Experience</u></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 Manager (Finance & Acc) and shall be responsible to:</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.
4	Assistant Manager (Procurement)	17	<p><u>Qualification</u></p> <ul style="list-style-type: none"> A Bachelor's degree in Supply Chain Management, Business Administration, Logistics, or a related field. 	<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

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			<ul style="list-style-type: none"> • 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><u>Experience</u></p> <ul style="list-style-type: none"> • 02 years post qualification relevant experience. <p>Maximum age 40 years</p>	<p>documentation, and ensuring adherence to established procedures.</p> <ul style="list-style-type: none"> • 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. • 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.

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5	Assistant Manager (Inventory)	17	<p><u>Qualification</u></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><u>Experience</u></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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6	Assistant Manager (SHE)	17	<p><u>Qualification</u></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><u>Experience</u></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.
7	Assistant Manager (ERP/ Cyber Security)	17	<p><u>Qualification</u></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><u>Experience</u></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