

# **WANTED**

## **COMPANY SECRETARY**

Pakistan Mineral Development Corporation is one of the largest public sector companies working in mineral sector under the Ministry of Energy (Petroleum Division). The company is looking for a dedicated, experienced and high-caliber skilled professional for the post of Company Secretary as per Public Sector Companies (Corporate Governance) Rules, 2013 amended in 2017.

**1. Qualification:**

The ideal candidate should possess either of the given qualification:

- a) Member of a recognized body of professional accountants, or
- b) Member of a recognized body of corporate or chartered secretaries, or
- c) Master's degree in business administration or commerce or a law graduate from Higher Education Commission's recognized university.

**2. Experience:**

At least 15 years of post-qualification relevant experience, comfortable operation at the board level with exceptional communication skills. Experience in, and familiarity with, the mineral sector business is preferred but not necessary.

**3. Job Requirements:**

- Proficient with the provisions of Companies Act 2017, Regulations of the Stock Exchanges, Code of Corporate Governance and Public Sector Companies (Corporate Governance) Rules issued by Securities and Exchange Commission of Pakistan and other relevant statutes and able to offer advice and guidance on matters of law and corporate governance.
  - Able to prepare agenda and papers for board and committee meetings, annual general meetings and draft minutes and resolutions.
  - Have a good understanding of all matters concerned with allotment of shares and issuance of share certificates, including maintenance of statutory share register and conducting appropriate activities connected with share transfers.
  - Able to liaise effectively with regulatory bodies.
4. PMDC offers market-based remuneration package along with opportunities for career progression in congenial environment. Interested individuals may apply at the address given below, not later than fifteen days of the date of publication.
  5. Only shortlisted candidates will be called for interviews.

**General Manager (HR&EA)**  
**Pakistan Mineral Development Corporation**  
**Head Office: Plot No.13, Sector H-9, Islamabad.**  
**Tel: 92-51-9265132, Fax: 92-51-9265127-29**

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