

Position: Engineer Grade (II-IV)

Minimum Qualification	Minimum Post Qualification Experience (Years)	Age Limit (Years)	Job Description/ Key Result Areas(KRAs)
M.Sc./B.Sc. (Engineering) in <ul style="list-style-type: none"> • Mechanical • Chemical • Electrical/Electronics • Petroleum & Gas • Metallurgy & Materials • Civil • Mechatronics (Registration with PEC)	0-1 year	22 to 35	<ul style="list-style-type: none"> • Operation & maintenance of distribution & transmission line. • Ensure reduction of Gas losses. • Check and follow-up on Underground Leakage Identification and Rectification activities. • Prepare reports and follow-up on Gas Theft complaint. • Development & Operations/Management of Compressor Stations. • Check/monitor the functioning of compressor stations as per specifications of Gas Control. • Installation and commissioning of rotary & static equipment. • Prepare Daily Pressure Flow Data and Pack calculation • Arrange/monitor/conduct ROW patrolling of the pipeline network. • Schedule Cathodic Protection surveys of Transmission and Distribution networks. • Compile and maintain quality records in accordance with the approved Quality Plans/Project Specifications. • Monitor site/construction activities • Arrange inspection, repair & flow proving of industrial/Commercial/Domestic meters. • Attend leakage rectification/ low pressure /meter replacement & emergency complaints. • Operation, maintenance & monitoring of Microwave Digital Radio System installed at company offices. • Operations, Maintenance & Backups of the Transmission SCADA Terminals/Workstations and development of SCADA HMI Drawings.
<u>Executive Engineer for Distribution Network. Grade-IV</u>			
M.Sc. (Engineering) B.Sc. (Engineering) in <ul style="list-style-type: none"> • Mechanical • Chemical • Electrical/Electronics • Petroleum & Gas • Metallurgy & Materials • Civil • Mechatronics • Industrial Engineering & Management (Registration with PEC)	2 years 3 years	Max 38	<ul style="list-style-type: none"> • Manage underground network replacement activities. • Arrange processing of non-consumer cases. • Arrange rectification and reconciliation of leakage/gas theft complaints. • Analysis of meter inspection reports of tampered cases. • Arrange resolution of consumer's concern regarding restoration of disconnected domestic meters due to contract violation/theft. • Critically analyze the UFG loss data and keep the management informed through presentations & reports.

Essential Skill Requirements

- Proficient in use of MS Office & Internet
- Good Oral and Written Communication Skills
- Team Player
- Problem Solving & Analytical Skills
- Planning & Execution Skills

Place of Posting:

Anywhere in Punjab, Khyber Pakhtunkhwa, Azad Kashmir & Islamabad.

Position: Officer (Grade II-III)
(Administration/Training & Development/
Corporate Affairs/Media Affairs/ Sales /HR/Law)

Minimum Qualification	Minimum Post Qualification Experience (Years)	Age Limit (Years)	Job Description/ Key Result Areas (KRAs)
M. Phil/ MS/ MBA (18 years schooling)	0 to 2 years	22 to 35	<ul style="list-style-type: none"> • Provide administrative support and ensure disciplined work environment. • Preparation of monthly/ annual training calendar and finalizing the participants for each course. • Coordinate / arrange training sessions. • Filing & maintenance of all statutory return forms • Submission of annual/quarterly reports to SECP & statutory bodies • Release of notices of AGM/ EGM in newspapers & dispatch to shareholders. • Scrutiny and compilation of agendas for Board / subcommittee meetings. • Monitor clipping of news item released in the daily newspapers pertaining to the Company and its employees and circulation thereof to concerned Departments. • Process new gas connection applications submitted by consumers and meet the annual targets. • Perform/ supervise all sales activities required to expand consumer base. • Redressal of complaints from all consumers and applicants. • Calculation of Load • Projection of Demand & Supply. • Development of new schemes, surveys & cost estimates of pipeline involved.
MBA/ Law Graduate/BBA (4 years)/ Masters	1 to 3 years		
M.Sc ./ B.Sc. (Engineering) in <ul style="list-style-type: none"> • Mechanical • Chemical • Electrical/Electronics • Petroleum & Gas • Metallurgy & Materials • Civil • Mechatronics (Registration with PEC)	0 to 1 year		
(For Sales only)			
M. Phil/ MS/ MBA (18 years schooling) with specialization in HR	0 to 2 years	22 to 35	Human Resource: <ul style="list-style-type: none"> • Assist in the recruitment process of employees. • Maintaining industrial peace by engaging CBA for positive negotiations and results. • Deal with establishment functions including processing of transfers/promotions/leaves /retirement /resignation cases etc. • Conduct Training Need Analysis of the executives on the basis of the annual appraisal reports. • Implementation of Performance Management System
MBA(HR)/ Masters in HRM/BBA-HR (4 years)	1 to 3 years		
Law Graduate	1 to 3 years	22 to 35	Law: <ul style="list-style-type: none"> • Maintain/ ensure timely preparation para-wise comments/ replies of all legal cases. • Handling of Recovery Suits • Public dealing regarding legal cases. • Vetting of legal documents & agreements with outside agencies.

Essential Skill Requirements:

- Problem Solving & Analytical Skills
- Proficient in use of MS Office & Internet
- Good Oral and Written Communication Skills
- Team Player
- Knowledge of OGRA regulations.
- Sound knowledge of Civil Laws of Pakistan.

Place of Posting

- Any where in Punjab, Khyber Pakhtunkhwa, Azad Kashmir & Islamabad.

Position: Accountant/Officer (Grade II-IV)
(Accounts/Compliance/Audit /Finance/Treasury/Billing)

Minimum Qualification	Minimum Post Qualification Experience (Years)	Age Limit (Years)	Job Description/ Key Result Areas
<ul style="list-style-type: none"> CA –Inter (Module C&D) CMA- Inter (Stage 4) 	3 to 5 years	22 to 35	<ul style="list-style-type: none"> Monitor all monetary transactions (Receipts & Payments). Process salaries, etc. and different kinds of claims of employees/ contractors. Maintain strict control over spending by departments to keep them within the budgetary limits. Ensure timely entry of all financial transactions in ORACLE financials. Facilitate verifications of record/documents required by Auditors. Conduct internal audit of assigned sections/ departments. Examine and ensure that all activities and transactions are strictly in accordance with the policies & procedures of the Company and the SECP (Securities & Exchange Commission Pakistan). Analysis of capital works and maintenance of commissioning status received from regions. Ensure timely meter reading and billing of all categories of gas consumers. Attend consumers’ complaints and resolve their genuine billing problems. Respond to OGRA queries raised in connection with revenue requirement petition. Preparation, compilation and presentation of Revenue Budget and Agenda item for submission to BOD. Monthly reconciliation of all banks and Area Imprest accounts/ profit on deposit accounts.
<ul style="list-style-type: none"> <u>ACCA (Professional Membership)</u> 	0 to 2 years		
<ul style="list-style-type: none"> M.Com MBA(Finance) 	1 to 3 years		
<ul style="list-style-type: none"> CA/CMA (Professional Membership) 	-	Max 38	
M.Sc./B.Sc. (Engineering) in <ul style="list-style-type: none"> Mechanical Chemical Electrical/Electronics Petroleum & Gas Metallurgy & Materials Civil Mechatronics (Registration with PEC) For Billing Only	0 to 1 year	22 to 35	<ul style="list-style-type: none"> Arrange resolution of non-billing cases. Ensure timely meter reading and billing of all categories of gas consumers. Ensure that all defect reports of defective meters prepared and forward to concerned department. Attend consumers’ complaints and resolve their genuine billing problems. Check/ report any violation of contract, misuse, pilferage of gas and report to concerned department and maintain the record of FPRs of all categories of consumers. Ensure calculation of accurate billing on the basis of FPRs, meter tampering, direct by pass, efficient performance on CC&B and resolve all billing complaints received in the office.

Essential Skill Requirements:

- Sound knowledge of Accounting concepts, standards and Financial Statements
- Capability of Financial Analysis
- Command over Microsoft Office applications, e.g. Excel, Word, Power Point etc.
- Good Oral and Written Communication Skills
- Ability to write effective Letters and Reports
- Knowhow of Utility Billing procedures
- Knowledge of OGRA regulations
- Sound knowledge of Public Sector as well as international accounting concepts
- Familiar with SECP Regulations

Place of Posting

- Any where in Punjab, Khyber Pakhtunkhwa, Azad Kashmir & Islamabad.

Position: Officer- IT/MIS (Grade II-III)

Minimum Qualification	Minimum Post Qualification Experience (Years)	Age Limit (Years)	Job Description/ Key Result Areas
M.Sc.(CS) /MBA (IT)/ BBA(IT) /BCS (4 years) /B.Sc (Engineering - IT)	1 to 3	22 to 35	<ul style="list-style-type: none">• Software Development/ Application Development• Network Development / Network Administration• Database Administration

Essential Skill Requirements:

- Interface with vendors to rectify problems and recommend hardware/ software solutions
- Good Oral and Written Communication and Presentation Skills
- Ability to work autonomously on various problems
- Ability to handle multiple conflicting priorities
- Ability to work with internal & external teams

Place of Posting

- Any where in Punjab, Khyber Pakhtunkhwa, Azad Kashmir & Islamabad.
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Position: Executive Secretary (Grade II-III)

Minimum Qualification	Minimum Post Qualification Experience (Years)	Age Limit (Years)	Job Description/ Key Result Areas
M. Phil/ MS/ MBA (18 years schooling)	0 to 2	22 to 35	<ul style="list-style-type: none">• Provide secretarial support services in order to ensure efficiency and effectiveness.• Maintain the general filing system and file all correspondence.• Assist in the planning and preparation of meetings and conferences.• Receive, direct and reply telephone messages, fax messages & e-mails.• Maintain an adequate inventory of office supplies.• Draft official documents.• Maintain confidentiality of official documents.• Respond to public inquiries.
MBA/ Law Graduate/ BBA (4 years)/ Masters In addition to above qualification, proficiency in shorthand, MS Office/ Internet.	1 to 3		

Essential Skill Requirements:

- Shorthand expertise
- Good Oral and Written Communication Skills
- Proficient in use of MS Office & Internet
- Sound Analytical Skills
- Understanding of relevant policies & procedures.
- Excellent Organizational & Time Management Skills

Place of Posting

- Any where in Punjab, Khyber Pakhtunkhwa, Azad Kashmir & Islamabad.
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