

CAREER OPPORTUNITY

PEDO

Pakhtunkhwa Energy Development Organization, Government of Khyber Pakhtunkhwa, Pakistan

Applications are invited from competent professionals from all over Pakistan for appointment against the vacant position of Secretary Executive Committee for a period of 3 years renewable/extendable contract subject to satisfactory performance or at the pleasure of the Executive Committee as the case may be.

Requisite Qualification, Experience, Key Responsibilities, Skills, Salary and Age Limit for the post are as under: -

Job Title	<ul style="list-style-type: none">Secretary Executive Committee of PEDO
Qualification	<ul style="list-style-type: none">Member of a recognized body of professional Accountants OR Member of a recognized body of corporate or chartered secretaries OR a person holding a Master Degree in Business Administration, Finance, Commerce, Law or equivalent qualification from a University/Institute recognized by the Higher Education Commission of Pakistan.The applicant must fulfill the Fit and Proper criteria under the State-Owned Enterprises (Governance and Operations) Act, 2023.
Experience	<ul style="list-style-type: none">Minimum of ten (10) years' post qualification experience out of which at least five (5) years' relevant experience in corporate governance, regulatory compliance, company secretarial practices as Company Secretary/ Secretary Board etc. in Government, autonomous, semi-autonomous bodies or private sector of national or international repute.
Key Responsibilities	<ul style="list-style-type: none">Shall be responsible for ensuring that Executive Committee meetings are effectively organized and properly minuted and reviewed.Shall be responsible that all applicable regulations, rules and by laws are adhered to by the Executive Committee during meetings.Ensure that all procedures relating to the function are followed and all applicable laws, rules and regulations are complied with.Any other responsibility as per approved Job Descriptions (JDs)
Skills Required	<ul style="list-style-type: none">Excellent English Writing, Oral Communication Skills and proficiency in drafting corporate documentationGood Management, interpersonal and Organizational Skills.Knowledge of Public Sector Autonomous, Semiautonomous, Corporate bodies and Public Sector Corporate Governance Rules, 2013.Proficiency with commonly used office software such as MS Word, Excel and Power Point.

Salary	<ul style="list-style-type: none"> • MP– III Scale Salary revised by the Government of Khyber Pakhtunkhwa from time to time plus other allowances and Perks decided by Executive Committee.
Age Limit	<ul style="list-style-type: none"> • Maximum Age limit is 50 years.
Domicile	<ul style="list-style-type: none"> • All over Pakistan

Instructions & General Conditions

Applicants are advised to read the following instructions carefully before filling the **"PEDO Applicant Data Form"** available in the Download Section of PEDO website i.e. www.pedo.pk.

- Duly filled & signed **"PEDO Applicant Data Form"** along with attested copies of all the documents/ testimonials, experience certificates, updated CV/resume, copy of CNIC, 02 Passport size photographs and all other supporting documents to be sent to Director HR/Admin PEDO at given address on or before the closing date for submission of applications i.e. **April 25, 2025**.
- The PEDO Applicant Data Form along with mention documents to be sent by registered courier company. By hand Applications, those received after due date and incomplete information & lack of testimonials will not be considered at all.
- Unclaimed qualification and experience will not be accepted/counted. Claimed Qualification and experience without supporting documents/documented proofs will also be not accepted/counted.
- Clearly mark the position applied for in the Subject line/Envelope and shall send separate application completed in all respect/envelope for each post.
- Relevant experience with the Government/Semi-Government or Reputable Private Sector organizations will be considered
- Only Eligible/Shortlisted candidates will be called for Interview. Shortlisting shall be carried out on the basis of selection criteria approved by the Executive Committee of PEDO.
- Any candidate who directly or indirectly makes any attempt to influence the Recruitment and Selection process shall be disqualified.
- Government/Semi Government employees shall send their applications through proper channel.
- Selection of Regular Employees already working in PEDO shall be subject to No Objection Certificate (NOC) from CEO PEDO.
- PEDO is an equal opportunity employer and females are strongly encouraged to apply.
- No TA/DA will be admissible for interview.
- PEDO reserves the right to accept or reject any or all applications any time during the Recruitment and Selection process.
- Candidates are instructed to mention correct information while filling the application form. Candidates mentioning wrong information including domicile or Age or qualification or experience while submitting application and documents will be declared as "Concealment of fact" and will be strictly dropped out at any stage of the recruitment and selection process.
- Information regarding the recruitment & selection process including interview updates will be uploaded to PEDO website. Candidates are instructed to visit PEDO website i.e. <http://www.pedo.pk> frequently for any such information and updates regarding the recruitment & selection.

(Director Admin/HR)

Pakhtunkhwa Energy Development Organization (PEDO)

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