



VACANCIES



Punjab Rural Municipal Services Company - Head Office (PRMSC-HO)

Designation	Eligibility Criteria
Chief Financial Officer (ONE POST)	<p>Qualification and Experience:</p> <ul style="list-style-type: none">• A member of a recognized body of professional accountants (ICAP, ICMA, ACCA) with at least 8 years relevant experience.• Candidate must have 05 years post qualification experience and minimum 02-year of prior experience of working in the senior management capacity of CFO / GM Finance, Deputy CFO / Deputy GM Finance / Head of Finance Department of an organization. Candidates having experience of handling financial affairs of a Large Sized Project with annual turnover / asset size of PKR 01 Billion or more will be preferred including development and implementation of computerized / automated financial management system, supervision of overall financial administration and preparation of annual budgets and financial reports / statements, compliance with all legal and statutory procedural requirements and formalities and effective management of contractors' / consultants' accounts• Experience of working with donor funded projects would be an added advantage.
Chief Internal Auditor (ONE POST)	<p>Qualification and Experience:</p> <ul style="list-style-type: none">• Member of recognized body of professional accountant, or• Certified Internal Auditor, or• Certified Fraud Examiner, or• Certified Internal Control Auditor or,• Person holding a Master Degree in Finance from a university recognized by the Higher Education Commission. <p>At least 06 years of post-qualification relevant experience with minimum 02 year's experience in internal audit function of public/private sector organization.</p> <p>Preference will be given to candidate working at similar level in public sector company with the experience of preparation and implementation of robust internal control mechanism, internal audit framework, comprehensive risk management policy and framework etc.</p>
Company Secretary (ONE POST)	<p>Qualification and Experience:</p> <ul style="list-style-type: none">• Candidate should be a member of a recognized body of professional accountants or

	<ul style="list-style-type: none"> • A member of a recognized body of corporate or chartered secretaries or • Person holding a master degree in business administration or commerce or being a law graduate from a university recognized by the Higher Education Commission. <p>Five (05) years of post-qualification experience of corporate secretarial practices in a large organization.</p>
<p>Senior Manager (HR & ADMIN) (ONE POST)</p>	<p>Qualification and Experience:</p> <ul style="list-style-type: none"> • Master's degree in Business Administration/ Public Administration/Human Resource Management/Social Sciences. • In general, 10 years of relevant work experience in general administration in a reputable organization • 05 years of experience of working in similar projects/assignments.

Note: Salaries will be market based depending on qualification and experience. Initial Contract period will be 03 years. Women and candidates from minorities are encouraged to apply.

Interested Candidates can avail the prescribed form from the official website of Local Government and Community Development Department (<https://lgcd.punjab.gov.pk/jobs>) or official website of PRMSC (<https://prmsc.punjab.gov.pk/jobs>) or from office address mentioned below.

Completely filled application form supported with required documents should reach the office of the company latest by **22-08-22** before 04:00PM. Applications received after closing date & time will not be accepted. Government Employees are required to submit their applications through proper channel. Incomplete applications will not be considered.

Chief Executive Officer

Punjab Rural Municipal Services Company

House No. 03-A, Canal View Co-operative Housing Society, Thokar Niaz Baig, Lahore.

Contact No. (042) 35962929