

| Position & Grade   | Minimum Qualification   | Minimum Post Qualification Experience (Years) | Maximum Age Limit (Years) | Job Description/ Key Result Areas (KRAs)  |
|--|---|---|---------------------------|---|
| Officer (Grade II)<br>(Administration, Retail Sales, Corporate Sales, Stores, Procurement etc.)  | 18 years schooling OR<br>16 years schooling with HEC accredited/ recognized degree in <ul style="list-style-type: none"> <li>Management</li> <li>Business Administration</li> <li>Public Administration</li> <li>Marketing</li> <li>Logistics/ Supply Chain Management</li> <li>Economics</li> <li>Mathematics</li> <li>Statistics</li> </ul> | Nil<br>1 Year                                 | 32                        | <p>The given KRAs are not all inclusive. Depending upon posting, JDs/KRAs will include one or more of following main functions:</p> <ul style="list-style-type: none"> <li>Provide administrative support and ensure disciplined work environment.</li> <li>Process Attendance.</li> <li>Maintain transport fleet.</li> <li>Make arrangements for security of man &amp; material.</li> <li>Process new gas connection applications submitted by consumers and meet the annual targets.</li> <li>Perform/ supervise all sales activities required to expand consumer base.</li> <li>Redressal of complaints from all consumers and applicants.</li> <li>Calculation of Load</li> <li>Projection of Demand &amp; Supply.</li> <li>Development of new schemes, surveys &amp; cost estimates of pipeline involved.</li> <li>To carry out and efficiently managing the procurement process, securing favorable terms with suppliers, controlling costs and ensuring compliance to PPRA Rules.</li> <li>Inventory management including accurate stock levels, order management and inventory controls.</li> <li>To carry out and monitor stores operations and management.</li> </ul> |
| Officer (Grade III)<br>(Administration, Retail Sales, Corporate Sales, Stores, Procurement etc.) | 18 years schooling OR<br>16 years schooling with HEC accredited/ recognized degree in <ul style="list-style-type: none"> <li>Management</li> <li>Business Administration</li> <li>Public Administration</li> <li>Marketing</li> <li>Logistics/ Supply Chain Management</li> <li>Economics</li> <li>Mathematics</li> <li>Statistics</li> </ul> | 2 Years<br>3 Years                            | 35                        |   |
| Officer HR<br>(Grade II)   | M. Phil/ MS/ MBA with specialization in HR (18 years schooling)<br>MBA(HR)/ Masters in HRM/BBA-HR (4 years) (16 years schooling)  | Nil<br>1 Year                                 | 32                        | <ul style="list-style-type: none"> <li>Assist in the recruitment process.</li> <li>Maintaining industrial peace by engaging CBA for positive negotiations and results.</li> <li>Deal with establishment functions including processing of transfers/leaves /retirement /resignation cases/NOCs etc.</li> <li>Assist in promotion process.</li> <li>Conduct Training Need Analysis of the executives on the basis of the annual appraisal reports.</li> <li>Implementation of Performance Management System</li> <li>Liaison with HR Consultants/Firms</li> </ul>  |
| Officer HR<br>(Grade III)  | M. Phil/ MS/ MBA with specialization in HR (18 years schooling)<br>MBA(HR)/ Masters in HRM/BBA-HR (4 years) (16 years schooling)  | 2 Years<br>3 Years                            | 35                        |   |
| Officer Law<br>(Grade II)  | Law Graduate with 18 years schooling OR<br>16 years schooling   | Nil<br>1 Year                                 | 32                        | <ul style="list-style-type: none"> <li>Maintain/ ensure timely preparation para-wise comments/ replies of all legal cases.</li> <li>Handling of Recovery Suits</li> <li>Public dealing regarding legal cases.</li> <li>Vetting of legal documents &amp; agreements with outside agencies.</li> <li>Arrange expert legal advice.</li> <li>Engage with Company Lawyers for filing/ proceeding of legal suits.</li> </ul>  |
| Officer Law<br>(Grade III)   | Law Graduate with 18 years schooling OR<br>16 years schooling   | 2 Years<br>3 Years                            | 35                        |   |

**Essential Skill Requirements:**

- Problem Solving & Analytical Skills
- Proficient in use of IT Skills
- Good Oral and Written Communication Skills
- Good Team Player
- Knowledge of OGRA regulations.
- Sound knowledge of PPRA Rules
- Sound knowledge of Civil Laws of Pakistan & Gas Theft Act.
- Adaptability and Learning Skills

**Place of Posting**

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