

**PUNJAB AGRICULTURE & MEAT COMPANY (PAMCO)**  
**CAREER OPPERTUNITY FOR THE POST OF COMPANY SECRETARY**

Government of the Punjab has established PAMCO, under Section 42 of the Companies Ordinance 1984. PAMCO is looking for a dynamic professional for the post of Company Secretary.

**QUALIFICATIONS:**

Master's Degree in business administration or public administration or ACMA Finalist or CA Intermediate.

**EXPERIENCE-**

Minimum five years of progressively responsible, professional-level experience in general administration and/or human resource management in the public or private sector. Relevant types of experience include analytical work, program design and management.

**JOB DESCRIPTION**

His/her responsibilities include:

- Overseeing compliance with legal, regulatory and Board of Director's approved policies and procedures;
- Supporting the Chief Executive Officer in hiring, managing and firing human resources of the company according to authorized personnel policies and procedures that fully conform to current laws and regulations;
- Framing Company rules and procedures for Board of Directors' approval;
- Organizing company meetings, developing agendas and recording minutes; and
- Assisting in compliance of legal, regulatory and corporate matters of the Company.

**AGE LIMIT**

Minimum 35 years and maximum 50 years on the date of application.

**SALARY:** Market Based/ Negotiable.

**NOTE:** Please send application on the prescribed format (the only acceptable application form) to be downloaded from the company's website ([www.pamco.bz](http://www.pamco.bz)) along with a copy of CV, a recent photograph, a copy of valid CNIC, attested copies of all relevant documents, and contact details in a sealed envelope. The application should reach this office by May 31, 2017 at 4:00 pm. Please mention on envelop "application for the post of Company Secretary". The applications not submitted on the prescribed format or any information not provided will render the application incomplete and liable for rejection. Only hard copy of the application will be accepted.

**Sr. Manager Admin & HR**  
**Punjab Agriculture & Meat Company**  
**LMPC 18 KM Shahpur Kanjra Multan Road, Lahore**  
**Ph: 042-35971430-3**