



CAREER OPPORTUNITY
NEELUM JHELUM HYDROPOWER COMPANY (PRIVATE) LTD

Neelum Jhelum Hydropower Company (Private) Limited requires the services of qualified and experienced professionals for following positions: -

Sr. #	Position	Place of posting	Minimum Qualification Experience required under Relevant Service Rules
1	Director Procurement / Supply Chain (Pay-package: Lump sum) BPS-19	Islamabad / Muzaffarabad	<p>Qualification & Experience:</p> <p>a) A graduate Engineer (Electrical / Mechanical / Electronics) with minimum 15 years' experience with at least 05 years of relevant experience.</p> <p>b) Preference will be given to the candidates having additional Master in Business Administration or a related field.</p> <p>c) Previous experience working with contract regulations PFRA rules and Hydel projects will be preferred qualification.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Coordinating with CE(O&M) for minimum level of spare parts / inventory required of the power house. • Preparation of annual, quarterly and monthly procurement plans of the company. • Preparation of RFP's, RFQ's & other procurement activities • Preparation of tender document for procurement of goods, material, Consultancy and non-consultancy services. • Preparation of advertisement of national / international tenders notices. • Preparation of draft letters / correspondences with manufactures relating to procurement of spare parts required in power station. <p>Age: Minimum 45 years</p>
2	Director (HR&Admn) (Pay-package: Lump sum) BPS-19	Islamabad / Muzaffarabad	<p>Qualification & Experience:</p> <p>a) MBA / MPA / MA in HR / M.Sc. (Computer Science) / Statistics / Master Degree in English or equivalent with 12 years administrative experience in BPS-18/19 in Govt./Semi Govt/ Autonomous Body.</p> <p>b) Capable of computer operating with special emphasis on Windows and MS Office.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Shall be responsible to formulate HR policies, developing HR Manual of the company, developing and reviewing organizational structure, planning and implementing HR requirements. • Developing performance management & appraisal policies and systems., reviewing recruitment / selection process, standards, training and development policies. • Revising compensation structure, formulating incentives and motivational policies, governance polices, coordination with entities on HR issues. • All other HR related activities & responsibilities. <p>Age: Minimum 45 years</p>

Tenure:-

- The appointment will be on contract basis for a period of 03 years (including 06 months probation period) extendable on satisfactory performance of the individual and as per requirement of the Company.

Pay Package:-

- Competitive market based lump sum pay package commensurating with experience and qualification of the individual. The lumpsum pay package will include all perks.

General Conditions & Instructions:-

- Only eligible / shortlisted candidates will be called for interview and no TA / DA will be admissible.
- NJHPC is an equal opportunity employer.
- Govt. employees shall apply through proper channel and submit requisite NOC / permission.
- Educational degrees must be from HEC recognized Universities / Concerned Boards duly verified.
- Original documents must be presented by the candidates at the time of interview.
- The selected candidates shall be employee of the company in private employment structure and shall not qualify for pensionable job either with NJHPC or WAPDA.
- The candidates who have been weeded out of service on disciplinary ground as well as dismissed or debarred for future employment are not eligible to apply.
- Applications carrying incomplete / incorrect information or received after last date of receipt shall be rejected. Any information found bogus at any stage during induction or later in service shall result in termination thereof.
- NJHPC reserves the right to withhold / cancel the recruitment process at any stage without assigning any reason.

How to Apply:-

- Applications alongwith a detailed CV (2-3) pages attested copies of all educational / experience certificates, domicile certificate, CNIC and 02 recent passport size photographs should reach at the address not later than 15 days of the publication of the advertisement.
- Applications alongwith scanned copies of supporting documents may also be sent through email on hrnjhpc@yahoo.com
- For any information / query, candidates may email on hrnjhpc@yahoo.com or contact at 05822-922319.

Assistant Director (Admn)

NJHPC Colony, C-3

Chatter Kalas, Muzaffarabad Tel: 05822-922319

PID(L)1063

Website: www.wapda.gov.pk

PRD(L)WAPDA/080/2023-24)

DONATE FOR DIAMER BASHA & MOHMAND DAMS